Stefanie Dalton
Mayor

Martin Granum
City Manager

City of Red Bank

Agenda
April 29, 2025
5:00 PM

The purpose of this Budget Workshop shall be for the Commission to receive, consider, discuss, deliberate and debate matters concerning the FY 2025 Operating Budget. No formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

I. ITEM FOR DISCUSSION

Public Works Budget Presentation - Director Tate

Community Development Budget Presentation - Director Johnson

Courts Budget Presentation - Court Clerk Alicia Donahue

City Hall / Finance / Administration Budget Presentation - Director Perry

II. Citizen comments on items on this Agenda

III. Adjournment

FY-2026

Red Bank Public Works Staffing

* PCT 1.75

Staff Revenue Sources:
General Fund-15.25
Solid Waste-9.25
Storm Water-4.75
Staff Totals for the Public Works Department=29.25

Director
Greg Tate

Executive Office Manager
Kate Hackney*-25%

Engineering Technician
Nathaniel Hall*-50%

Streets Division

Supervisor
Ricky Reeves*-50%
Heavy Equip. Operator
Jimmy Ruffner-1
Light Equip. Operator
Josh Loveless-1
Laborer II
Clay Boydston
Laborer II
Marc Michael
Laborer I
Ron Clark
Laborer I
Logan Ridge
Laborer I
Ethan Nichols
Laborer I
Caleb Reid

*PCT 8.5 Total

Facilities Management

Manager
Justin Headrick-1

1 Total

Fleet Services

Master Technician
Randy Bell-1
Technician
Adam Knudtson-1

2 Total

Storm Water Division

Leslie Johnson*-50%
Nate Hall*-50%
Ricky Reeves*-50%
Kate Hackney*-25%
Heavy Equip. Operator
Brian Fisher-1
Storm Water Specialist
Derrick Nash-1
Storm Water Specialist
Davis Guedron-1

*PCT 4.75 Total

Parks & Recreation

Manager
Jeffrey Grabe
Programming Assistant
Tegan Barber

2 Total

Solid Waste Division

Supervisor
James Allen
Executive Office Manager
Kate Hackney*-25%
Solid Waste Driver
Robbie Guinn
Solid Waste Driver
Carlyle Reid
Solid Waste Driver
Jon Broyles
Solid Waste Driver
Scott Johnson
Recycle Attendant
Lessily Carter
Toter
Ryan Coleman
Toter
Glenn Metcalf
Laborer II
Dustin Basham

*PCT 9.25 Total

PUBLIC WORKS DEPARTMENT-Summary

Category	FY 2025 Budget	FY 2026 Request
Personnel	963,459	1,019,599
Operations	1,043,023	1,067,812
Capital	88,500	230,000
Total	**2,094,982**	**2,317,412**
Staffing Level		*15.25*

ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Personnel			
111	Salaries	725,296	781,401
112	Overtime	17,500	26,000
114	Part-Time	22,000	0
130	Car Allowance	6,600	6,600
132	Longevity Bonus	15,272	15,881
133	Vacation Pay	0	12,738
134	Christmas Bonus	1,755	1,755
141	FICA	60,162	60,226
143	Retirement	113,874	113,998
146	Workers Compensation	1,000	1,000
147	Unemployment	0	0
	Total Personnel	963,459	1,019,599

Inflationary Costs

Personnel Summary includes:
Administration and Streets Division
Facilities Division, Fleet Division
Parks Division

Net Gain of One from Parks Programming Assistant conversion

Salaries increased by 7.73%
Factors:
1.5% COLA for all Employees
Conversion of Parks Programming Assistant to Full-Time

Overtime expenses increased due to added events and weekend requirements for Public Works Support

Vacation buyout for one retiring employee

All other accounts adjusted marginally in coincidence with COLA

Total Personnel cost Increase: <u>$43,402</u>
Increases to <u>$56,140</u> with Vacation Pay Buyout

43100	PUBLIC WORKS DEPARTMENT-ADMIN/HIGHWAYS/STRE		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Education and Certification	4,000	8,500
200	Contract Services	56,000	45,000
249	Cellphone	4,500	4,500
251	Medical Service	600	600
261	Maintenance Equipment Vehic	28,000	32,000
280	Travel	4,000	5,500
300	Supplies	52,000	52,000
310	Office Supplies and Materials	2,500	2,500
312	Small Items of Equipment	4,000	4,000
326	Uniforms	4,000	4,000
331	Fuel	28,000	25,000
334	Tires	4,800	4,800
344	Safety Supplies	4,000	4,000
600	Debt Service	168,399	116,230
	Total Operations	364,799	308,630
Capital			
931	Resurfacing Secondary Roads	0	0
942	Machinery and Equipment	35,000	230,000
990	Computer Software	3,500	0
	Total Capital	38,500	230,000

Operations for 43100 Administration and Streets

Training/Travel budget increased by 112.5%
Factors:
- **Required training for new supervisor**
- **Training/Certifications for Engineering Tech**
- **Staff Professional Development**
- **Equipment operators/other staff requiring training and CDL certifications**

Aging vehicles require more frequent maintenance, leading to a 14% increase in funding, until they can be replaced.

Areas of savings over previous budget year
$69,669

Total Operational decrease for Steets: -15.4% / - $56,169

Capital purchase for one new work truck and a mowing tractor to replace unserviceable equipment. Equipment to be purchased during FY-26 with Debt Service to begin in FY-27 budget

Operations for 43170 Fleet Maintenance

43170	FLEET MAINTENANCE - Garage		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Education and Certification	1,800	1,500
200	Contract Services - Oil/water se	5,000	5,000
241	Electric	0	0
244	Propane/Gas	0	0
261	Maintenance - Vehicles	750	750
266	Building Maintenance	0	0
280	Travel	600	1,500
300	Supplies, Fleet	5,000	5,000
310	Office Supplies and Materials	300	300
312	Small Tools/Equipment	9,000	17,650
326	Uniforms	1,000	1,000
331	Fuel	800	800
334	Tires	400	550
344	Safety Supplies	1,000	1,000
	Total Operations	26,070	35,050

Inflationary Costs

Increases in travel expenses for staff training events +$900

96% increase for purchase of Diagnostic Tool Software/Subscriptions +$8,650 over last year
Used for all City Departments for troubleshooting and diagnosing equipment

Total Operational Increase for Fleet: +34.5% / + $8,980

44000	PARKS AND RECREATION ADMIN		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Education and Certification	1,000	1,000
200	Contractural Services	73,500	61,500
249	Cell Phone	480	1,840
280	Travel	1,000	2,500
287	Special Events	10,000	31,200
300	Supplies	23,500	12,000
310	Office Supplies	2,000	500
312	Small Items of Equipment	1,000	1,000
326	Uniforms	300	500
	Total Operations	112,780	112,040

Operations for 44000 Parks, Trails and Recreation

Line increase to support 2 X Cell Phones and 2 X Tablets used by staff and at public functions for RedDesk registrations and programming

Increase in travel costs for staff training, certification and work-related expos

There is no overall increase to the budget. Funds have been reallocated from account 41400 to account 44000 to continue supporting key community events such as the Red Bank Jubilee, the Christmas Festival, FTF, AOA, and other important programming initiatives within the Parks budget.

Minor increase for Programming Assistant to represent the city at Programming Events

The overall Parks operations budget reflects a net decrease, as all facilities maintenance funding has been consolidated under account 41800

Operations for 41800 Facilities Mana

41800	FACILITIES MANAGEMENT		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Education and Certification	1,000	500
200	Contract Services	44,500	44,000
241	Electric	145,000	145,000
242	Water	90,000	90,000
244	Gas	12,000	12,000
245	Telephone/Other Comm. Services	42,000	42,000
261	Maintenance - Vehicles	750	1,500
266	Repair and Maint-Buildings	80,000	115,000
280	Travel	1,000	500
300	Supplies	7,500	17,000
312	Small Items of Equipment	8,000	4,000
326	Uniforms	750	800
331	Fuel	4,000	3,200
334	Tires	300	400
344	Safety Supplies	500	300
600	Debt Service	214,854	247,932
	Total Operations	652,154	724,132
Capital			
920	Buildings/ADA	50,000	0
	Total Capital	50,000	0

The Facilities Management Operations Budget has increased by 11% ($71,978) while the FY-26 Individual Parks budgets have been completely eliminated for FY-26 (-$121,250)

Centrally funded utilities for all Departments, no change from previous year

Increase in vehicle maintenance funds for aging fleet

All maintenance expenses have been removed from the individual Park budget lines and consolidated into 41800 along with all other city facilities.
This resulted in a net decrease in the Parks budget of $112,750 While increasing the Repair and Maintenance fund in 41800 by only $35,000

All supplies have been removed from the individual Park budget lines and consolidated into 41800 which supplies materials for all city facilities except the Fire Stations. This includes janitorial supplies, flags, hardware and miscellaneous items needed for facilities repair. This resulted in a net decrease in Parks of $8,500

Increase of $33,078 over last year for repayment of 2024 loan that funded court repairs, HVAC and other facility needs

Total Operational Increase for Facilities: 11% $71,978 (see note above about Parks)

131 SOLID WASTE SUMMARY

Category	FY 2025 Budget	FY 2026 Request
Staffing Level	9.25	9.25

ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Personnel			
111	Salaries	510,669	467,965
112	Overtime	3,500	4,200
132	Longevity Bonus	9,515	9,755
134	Christmas Bonus	1,080	1,080
141	FICA	40,145	36,790
142	Health Insurance	150,255	110,035
143	Retirement	75,845	69,636
144	Dental Insurance	5,300	3,146
145	Life Insurance	2,470	2,307
149	Disability Insurance	0	1,706
	Total Personnel	798,779	706,620

Personnel for 43230 Solid Waste

Projected use of Fund Balance: $149,029

Salaries decreased by 8.4%
Factors: Review of Insurance/Benefits
Moved Recycling attendant into Solid Waste Operations (no more separate Recycling Account)

Overtime expenses increased due to added events and weekend requirements for Public Works Support

New Line added to this years budget

Total Operational Decrease for Solid Waste: $8,980

131	SOLID WASTE OPERATIONS		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Empl Education and Training	0	3,000
170	Administration Fees-Flex	420	585
171	Fees for Administration	0	47,004
200	Contract Services	30,000	40,000
249	Cellular Telephone	3,000	2,920
251	Medical Services	300	300
261	Truck Maintenance	68,000	75,000
298	Tax Collections Fee	25,000	25,000
300	Supplies	45,000	40,000
326	Uniforms	4,800	5,600 Inflationary Costs
331	Fuel	55,000	48,000
332	Vehicle/ Equipment Maintenance	0	0
334	Tires	5,000	5,800
344	Safety Supplies	3,200	3,200
600	Debt Service	0	0
691	Bank Service Charges	0	0
935	Waste Disposal services	165,000	165,000
	Total Operations	404,720	461,409
Capital			
940	Machinery & Equipment	30,000	102,000
	Total Capital	30,000	102,000

Operations for 43230 Solid Waste
Projected use of Fund Balance: $149,029

Increases in travel training expenses in order to qualify CDL drivers within the division

TASC Fees charged for managing FSA account

Reimbursement of administrative expenses to the General Fund for shared staff services, offsetting the need for additional hires (paid monthly).

Seasonal/Temporary Labor for leaf collection/toter support and iWorQ Services

Higher vehicle maintenance costs driven by rising prices, outsourcing needs due to increased demand, and restricted shop capacity for in-house repairs.

Total Operational Increase for Solid Waste: 14% / $56,689

Capital purchase for two new work trucks to replace aged equipment.
Equipment to be purchased during FY-26 with Debt Service to begin in FY-27 budget

413	STORMWATER MS4 PHASE II		
	413-52100		
	Category	FY 2025 Budget	FY 2026 Request
	Revenues	*510,213*	*526,000*
	Personnel	368,392	414,458
	Operations	112,660	221,400
	Capital	18,000	12,000
	Net Income	**11,161**	**(121,858)**
	Staffing Level	*4.75*	*4.75*

ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Personnel			
111	Salaries	269,272	277,198
112	Overtime	1,000	1,000
132	Longevity Bonus	3,617	3,707
134	Christmas Bonus	513	513
141	FICA	20,992	21,435
142	Health Insurance	31,325	65,597
143	Retirement	39,733	40,572
144	Dental Insurance	1,200	3,049
145	Life Insurance	740	824
149	Disability Insurance	0	562
	Total Personnel	368,392	414,458

Personnel for 52100 Storm Water

Projected use of Fund Balance: $121,858

Personnel remains consistent for this year

Storm Water funds:

50% CDD, **50%** Streets Division Supv., **50%** Eng. Tech, **25%** Executive Office Mgr.

Heavy Equipment Operator-100%

2 Storm Water Specialists-100%

Salaries increased by 2.9%
Factors:
1.5% COLA for all Employees

Health insurance increased by 109%
Factors: Storm Water Supervisor increase

Dental insurance increased by 154%
Factors: Storm Water Supervisor increase

All other accounts adjusted marginally in coincidence with COLA

Overall Personnel cost Increase: $46,066 an increase of 12.5%

Operations for 52100 Storm Water
Projected use of Fund Balance: $121,858

413	STORMWATER MS4 PHASE II		
	413-52100		
ACCT #	ACCOUNT NAME	FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Employee Training	2,000	2,000
170	Administration Fees-Flex	160	300
171	Fees for Administration	0	96,000
200	Contract Services	80,000	80,000
242	Water (Portable Meter)	0	6,000
251	Medical Supplies	0	300
280	Travel	1,200	1,200
298	Collection Fees	2,600	6,000
300	Supplies	6,000	6,000
326	Uniforms	1,600	2,500
331	Fuel	6,000	8,500
332	Vehicle/equip.maint., parts	10,000	10,000
334	Tires	1,800	1,000
344	Safety Supplies	1,200	1,500
691	Bank Service Charges	100	100
	Total Operations	112,660	221,400
Capital			
942	General Purpose Machinery	18,000	12,000
	Total Capital	18,000	12,000

TASC Fees charged for managing FSA account

$80,000 was moved from Acct. 200 to 171 that previously paid the county portion of the SW fee ($9 per ERU) and $26,000 for reimbursement to the General Fund for shared staff services, offsetting the need for additional hires.

Additional funding for iWorQ SW service and engineering services in the Storm Water Division

Water usage of the Jetter truck and Street Sweeper, previously unbudgeted

Medical services (drug tests, work related injuries). Previously unbudgeted

County Collection Fees for Storm Waer

Operational Increases due to inflation and increase in personnel

Increase in expenses due to additional equipment over previous years

The overall Storm Wate operations budget reflects a 96.5% increase due to engineering services and water service added, along with increases in fuel and inflationary costs

Reduction in Capital expenses, purchase of a portable
air compressor to share with Streets Division

Operations for 43120 State Street Aid
Projected use of Fund Balance: $121,858

121	STATE STREET AID		
	121-43120		
ACCT		FY 2025	FY 2026
#	ACCOUNT NAME	BUDGET	REQUEST
Operations			
200	Contractual Service	190,000	150,000
201	Carta Contract	15,600	30,000
241	Electric	87,000	87,000
247	Street Lighting Maintenance	51,000	51,000
255	Engineering Services	100,000	185,000
264	Signal Lights Repair & maintenan	50,000	25,000
300	Supplies	10,000	25,000
342	Street Signs	60,000	100,000
600	Debt Service	41,899	116,554
691	Bank Service Charges	0	0
931	Resurfacing Secondary Streets	250,000	700,000
932	Drainage Improvements	100,000	70,000
	Total Operations	955,499	1,539,554
Capital			
940	Machinery & Equipment	0	200,000
	Total Capital	0	200,000
	Total Expenditures	955,499	1,739,554

Increase in para-transit costs for CARTA partnership

Engineering services for Storm Water Utility mainteance

Increase to support Commission goal of Creating Priorities for Safe Streets

Paving Secondary Roads

Debt service for dump truck/snowplow/paving to begin FY-26

Purchase of new Dump Truck, Salt/Sand spreader and snowplow to replace aged equipment

Total Budget increase of $784,554 due to Capital Expenses (equipment/paving)

TO: Martin Granum, City Manager
FROM: Leslie Johnson, Director
RE: Community Development FY26 Budget Memo
DATE: April 15, 2025

Mission Statement

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

Oversight

- Planning and Zoning
  - Planning Commission / BZA
  - Community Planner, Michael Pham
- Codes Enforcement
  - Building Official, Eddie Clinton
  - Administrative Hearing Officer
- Stormwater Utility Administration
- Grant Research and Management
- Comprehensive and Strategic Planning Initiatives
- Economic Development Initiatives
- Contracts Management:
  - Multi-Modal Engineering On-Call Services
  - McKamey Animal Control Services
  - CARTA – Paratransit Program
  - Crown Castle - Cell Tower
  - Marion Environmental
  - RPA
  - Terracon On-Call Services
- Committee and/or Board Representative
  - WWTA
  - CARGO
  - Public Art Citizens' Advisory Board
  - Non-Profit Citizens' Advisory Board

FY26 BUDGET HIGHLIGHTS

STAFF

No Changes	FY25	FY26	DETAILS
Director, Leslie Johnson	.50	.50	Shared with Stormwater Fund
Building Official, Eddie Clinton	1.0	1.0	
Planner, Micheal Pham	1.0	1.0	
Administrative Staff, Beth Powell	1.0	1.0	
Office Manager, Kate Hackney	.25	.25	Shared with Public Works
FTE	**3.75**	**3.75**	
Part-Time Electrical Inspector **PTE**	**1.0**	**1.0**	

FUNDS

	FY25	FY26	CHANGES
Personnel	$334,719	$351,792	1.5% COLA
Operating	$320,830	$324,548	Slight increase: continuing library card program, AHO expenses, subscriptions, and uniforms.
Capital	$1,349	$1,349	Supports RJ Young Services
TOTAL BUDGET	**$657,049**	**$677,689**	**FY26 Increase of $20,640.00**

FY26 FOCUS

The nest page reflects the Department's anticipated FY26 Work Program for Major Activities

COMMISSION GOALS

The last two pages reflect specific objectives and milestones for Staff Champion of FY26 Commission Goal:

"Launch strategic economic development efforts to attract investment, support local businesses, and strengthen community prosperity".

"Low-cost activation of city property by making improvements".

Furthermore, the Department will provide secondary support to Public Works for their Staff Champion of FY26 Commission Goals:

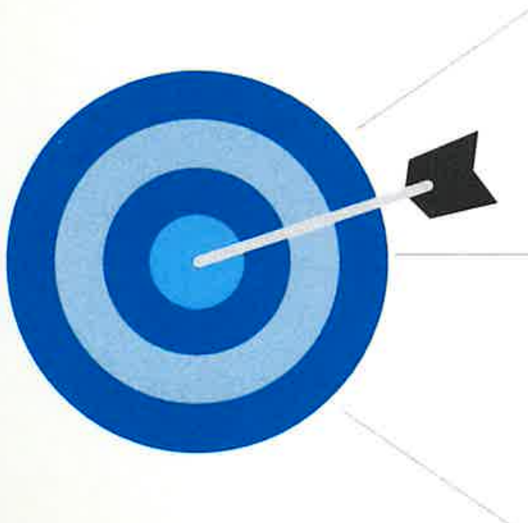
"Develop a new land use conversion agreement with TDEC and NPS"

FY26 WORK PROGRAM
Major Activities

FY26 Work Program	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Commission Goals *	Align Department Work Program to support and implement Commission Goals & FY26 Budget											
Land Use Regulations Updates	Release RFQ		Contracted services to include public engagement sessions for Land Use Updates						Drafts to Planning Commission			
Codes Enforcement & Planning Commission	New Fee Schedule		Continued Code Enforcement & AHO efforts to enhance Economic Development									
	Continued Education for PC and BZA Members					Engage Community and Stakeholders on Land Use Updates						
WWTA CARTA & MCKAMEY	Explore Sanitary Sewer extension options for economic development opportunities											
	Continue work with agencies throughout the year with focus on service delivery and public awareness											
Grant Sourcing and Administration	Explore Grant Funding Resources to include Public Works, Economic Development Initiatives and Public Art											
	Non-Profit Board release FY26 Applications (year 2 of 3)						Implement various Public Art Initiatives					

Staff Lead for FY26 Commission Goal:

"Launch strategic economic development efforts to attract investment, support local businesses, and strengthen community prosperity".



01 Objective

Revision of Land Use regulations in support of the Red Bank 2025 Comprehensive Plan

Milestones

- Release RFP July 2025
- Implement Contract Sept 2025
- Anticipated minimum 6-month process to include public engagement events

02 Objective

Explore memberships in Tennessee Main Street Program or Tennessee Downtown Program .

Milestones

- Establish communications with the State of TN – ECD Division
- Determine appropriate Program
- Initiate participation & membership

03 Objective

Partner with SETDD to support commercial revitalization efforts

Milestones

- Explore funding opportunities
- Identify commercial-nod priorities
- Utilize data-technology to support local businesses

Staff Lead for FY26 Commission Goal:

"Low-cost activation of city property by making improvements (i.e., tables, gardens)".

01 Objective

Evaluate and prioritize city-owned parcels for low-cost activation opportunities

Milestones

- Update current listing of city-parcels
- Determine status of opportunities
- Prioritize sites for low-cost or medium-cost activation

02 Objective

Implement low-cost activation features on prioritized sites

Milestones

- Identify site-appropriate features
- Determine budget for features
- Implement features

03 Objective

Develop actions plans for medium cost activation

Milestones

- Prioritize medium cost sites
- Explore funding opportunities
- Coordinate with parks Master Plan

RED BANK COURT BUDGET

Fiscal Year 2026

Presented by Alicia Donahue

GOALS

- Digitization to be better organized and be more efficient
- Training and Networking to stay up to date on all things court
- Technology to better communicate and improve productivity and organization
- Transition to Hamilton County CJUS software
- Exploring options with a collection agency to more efficiently collect fines and cost

CHALLENGES

- Getting some people to understand we are willing to work with them on fines and costs
- The courts limitation on collecting older fines and costs
- The inability of some to pay

FY 2025 through 4/21/25

4/21/2025 8:47 AM CASH COLLECTION PAYMENT HISTORY REPORT PAGE: 1
DATES: 7/01/2024 THRU 4/21/2025 PAYMENT SUMMARY
RECEIPTS: 0 THRU 99999999

METHOD	DESCRIPTION	MERCHANT CODE	DESCRIPTION	NO	AMOUNT
01	CASH			344	43,025.00
03	MONEY ORDER			15	1,301.75
04	CREDIT CARD			726	92,588.25
05	OTHER			62	9,701.50
TOTAL				1147	146,616.50

$146,616.50

FY 2024

4/21/2025 8:55 AM CASH COLLECTION PAYMENT HISTORY REPORT PAGE: 1
DATES: 7/01/2023 THRU 6/30/2024 PAYMENT SUMMARY
RECEIPTS: 0 THRU 99999999

METHOD	DESCRIPTION	MERCHANT CODE	DESCRIPTION	NO	AMOUNT
01	CASH			320	44,538.50
02	CHECK			4	2,237.00
03	MONEY ORDER			7	1,154.50
04	CREDIT CARD			691	83,720.05
05	OTHER			118	17,362.73
TOTAL				1140	149,012.78

$149,012.78

41200 JUDICIAL

4/21/2025

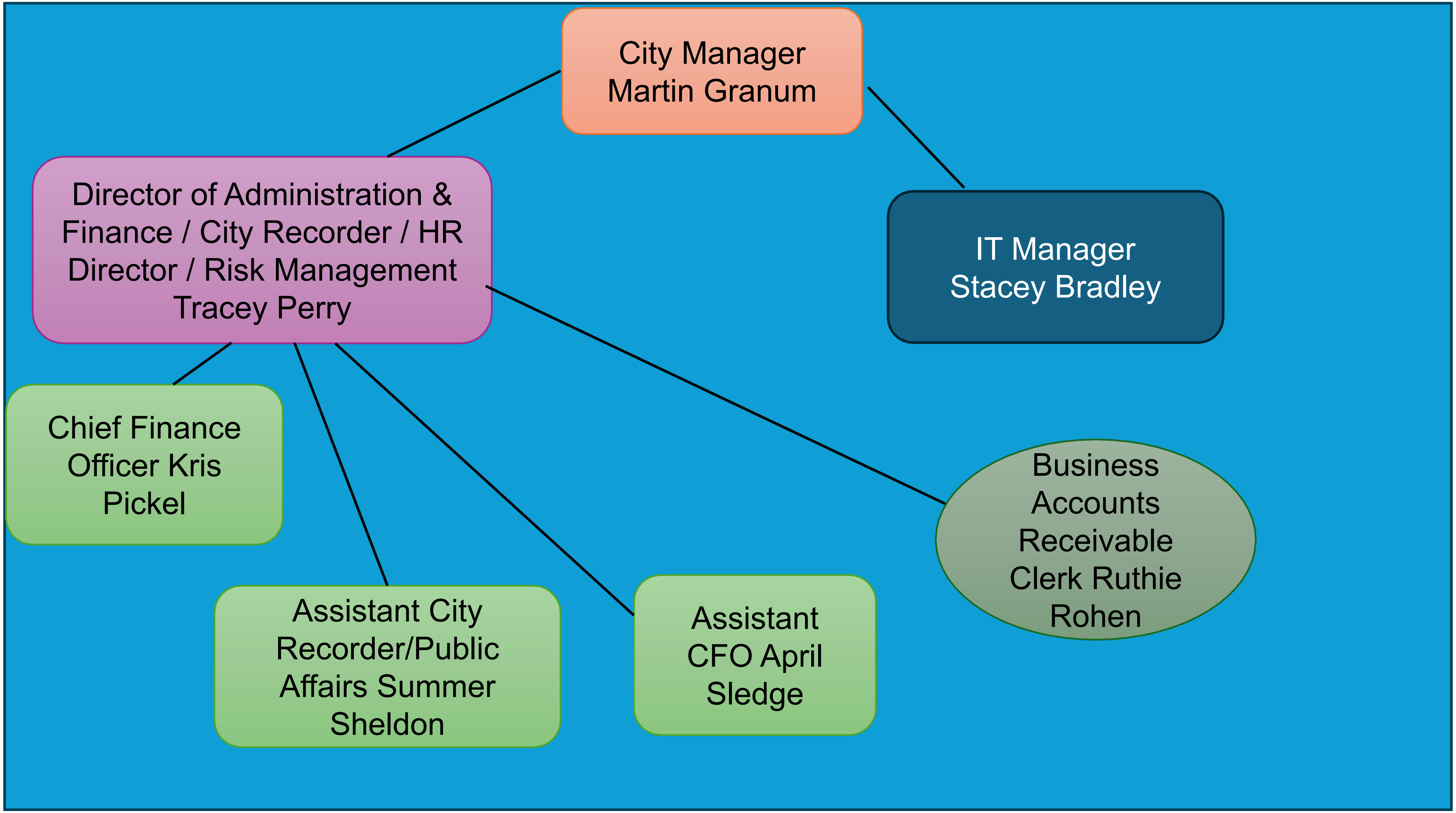
Category	FY 2024 Actual	FY 2025 Forecast	FY 2025 Budget	FY 2026 Request
Personnel	167,286	167,357	167,651	169,797
Operations	24,092	21,536	21,500	22,800
Capital	367	0	0	0
Total	**191,745**	**188,894**	**189,151**	**192,597**
Staffing Level		*2.00*		*2.00*

ACCT #	ACCOUNT NAME	FY 2024 ACTUAL	FY 2025 FORECAST	FY 2025 BUDGET	FY 2026 REQUEST	9/30 Actual	12/31 Actual	3rd Qtr. FCST	4th Qtr. FCST	FY 2025 FORECAST	FY 2026 REQUEST	*Input* 12/31 Actual	*Input* 03/31 Actual	
Personnel														
111	Salaries	100,184	105,137	105,215	106,773	24,224	28,330	24,283	28,300	105,137	106,773	52,554	76,837	
112	Overtime	669	721	750	750	0	198	173	350	721	750	198	371	
114	Part-Time / Temporary	40,126	33,885	33,950	34,154	8,270	8,371	8,144	9,100	33,885	34,154	16,640	24,785	
132	Longevity Bonus	1,532	1,578	1,532	1,578	694	885	0	0	1,578	1,578	1,578	1,578	
134	Christmas Bonus	271	271	323	300	0	271	0	0	271	300	271	271	
141	FICA	10,052	10,586	10,646	10,781	2,459	2,818	2,410	2,900	10,586	10,781	5,277	7,686	
143	Retirement	14,452	15,180	15,235	15,461	3,508	4,131	3,541	4,000	15,180	15,461	7,638	11,180	
	Total Personnel	167,286	167,357	167,651	169,797	39,154	45,003	38,551	44,650	167,357	169,797	84,156	122,707	
Operations														
148	Employee Educ/Training	1,056	1,396	1,200	1,500	668	0	528	200	1,396	1,500	668	1,196	Judge yearly dues $200, 2 training @ $100
200	Contractual Services	17,992	15,991	16,000	16,000	0	12,191	0	3,800	15,991	16,000	12,191	12,191	Tyler, BusInfoSys, digitization yearly $16,800
249	Cellular Telephones	1,264	901	900	1,100	249	263	168	220	901	1,100	512	681	
269	Other Repairs & Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	
280	Travel	1,622	1,466	1,400	2,300	513	907	(103)	150	1,466	2,300	1,419	1,316	Johnny 2 training, Alley Alicia Spring Fall + MTAS + TAMCAR
310	Office Supplies and Materials	2,158	1,782	2,000	1,900	522	62	498	700	1,782	1,900	584	1,082	
	Total Operations	24,092	21,536	21,500	22,800	1,952	13,423	1,091	5,070	21,536	22,800	15,375	16,466	
Capital														
939	Other Improvements	0	0	0	0	0	0	0	0	0	0	0	0	
948	Computer Equipment	367	0	0	0	0	0	0	0	0	0	0	0	
	Total Capital	367	0	0	0	0	0	0	0	0	0	0	0	
	Total Judicial	**191,745**	**188,894**	**189,151**	**192,597**	**41,106**	**58,425**	**39,643**	**49,720**	**188,894**	**192,597**	**99,531**	**139,174**	

FY2026 BUDGET REQUEST

Administration & Finance

FY26 Budget Estimate


City Manager Martin Granum
Director of Administration & Finance / City Recorder / HR Director / Risk Management Tracey Perry
IT Manager Stacey Bradley
Chief Finance Officer Kris Pickel
Assistant City Recorder/Public Affairs Summer Sheldon
Assistant CFO April Sledge
Business Accounts Receivable Clerk Ruthie Rohen

Administration Staffing Profile & Divisions

- Full-time employees **4**
  - City Manager 1
  - Director / City Recorder 1
  - Assistant City Recorder / Public Affairs 1
  - IT Manager 1

Divisions within Administration

- Human Resources
- Risk Management
- Public Affairs
- City Recorder

City of Red Bank
Finance Department

MISSION

The City of Red Bank's Finance Department is committed to ensuring the effective and transparent management of public funds to enhance community well-being. We prioritize fiscal responsibility, providing accurate financial reporting, and strategic budgeting that supports local initiatives and sustainable growth. Through collaboration and open communication, we aim to empower our community, build public trust, and ensure the long-term economic health of the City of Red Bank.

Finance Department Staffing Profile

- Full-time employees — 3
  - Director 1
  - Chief Finance Officer (CFO) 1
  - Asst CFO 1
- Part-time employees — 1
  - Business Clerk

FY2025 Activities

- Tuition Reimbursement – 1 employee took advantage this year and 1 has already signed up for FY26
- Life Insurance amounts were successfully increased to $75,000 per employee, $25,000 per spouse, and $10,000 per dependent
- Excellent production and distribution of the City of Red Bank's newsletter and Social Media communications
- Automated permit and rental applications through iWorq
- Director completed CMFO certification & Chief Finance Officer began training

FY2026 Intentions

- Provide a 1.5% COLA to all City of Red Bank employees
- Continue to offer Tuition Reimbursement to employees
- Implement 2 weeks of paid Maternity/Paternity Leave – no up-front cost
- Continue to add services to iWorq for increased efficiency in all business lines
- Our CFO will complete and receive the CMFO certification
- To further assist our elderly, disabled, and/or veteran citizens, Staff would like to request that Red Bank “kicks in” Hamilton County’s match for tax relief

The state of TN offers tax relief for taxpayers over 65 years old and have an income of $26,370.00 or less per year and to Veterans who are 100% disabled.

As of January 31, 2025, Red Bank had 138 taxpayers currently on tax relief, with an additional 10 applicants in process. Of those 138, 22 were Veterans. Of the 10 applications, 6 were Veterans.

Red Bank's contribution will alleviate almost $26,000.00 in tax obligations for our

This will not be an increase in expense but will reflect as a decrease in tax revenue

FY26 Budget

- Administration

Personnel		FY2025 BUDGET	FY2026 REQUEST
111	Salaries	$ 493,236.00	$ 481,678.00
112	Permanent Overtime	$ 300.00	$ 600.00
114	Part-Time	$ 40,000.00	$ 36,874.00
130	Car Allowance	$ 7,200.00	$ 7,200.00
132	Longevity Bonus	$ 6,932.00	$ 7,176.00
133	Vacation Pay	$ -	$ -
134	Christmas Bonus	$ 720.00	$ 704.00
141	FICA	$ 40,000.00	$ 40,324.00
143	Retirement	$ 71,500.00	$ 72,017.00
	Total Personnel	$ 659,888.00	$ 657,697.74

Operations		FY2025 BUDGET	FY2026 REQUEST
148	Education and Certification	15,000	26,000
200	Contract Services	179,000	266,000
211	Postage	8,000	5,000
220	Printing (Newsletter)	8,000	5,000
230	Subscriptions and Dues	20,000	20,000
249	Cellular Telephones	3,600	3,600
252	Legal Fees	85,000	85,000
253	Audit Fees	51,350	54,475
269	Computer Maintenance	4,000	4,000
280	Travel	5,000	5,000
287	Special Events	0	1,000
298	Tax Collection Fees	110,000	110,000
310	Office Supplies and Materials	18,000	18,000
533	Office Equipment Leases	6,500	9,700
691	Bank Service Charges	100	1,200
720	Council of Governments	0	0
	Total Operations	513,550	613,975

948	Computer Equipment	0	0
990	Computer Software	0	0
	Total Capital	0	0
		0	0
Total Finance and Administration		1,173,438	1,247,548

- Slight decrease in overall personnel (sunsetting Web Designer position)
- Tuition Reimbursement up + UTC TEAMS & One-Drive training
- Contract Services up – expected 5% annual increase + On-call Data Analysis & added Multi-factor Authentication
- Increase of Bank Service Charges for Additional Security Measures on Accounts

110-41500-200 Contract Services

- Local Government (NexGen) $26,280
- RJ Young
  - managed services, cloud hosting, servers, multi-factor authentication, networking, licensing $181,400
- Cyber Security Training (Infosec) $1,800
- SHI/CivicPlus
  - Website, Agenda Management, Newsletter distribution, Municipal Code Housing $17,650
- Archive Social (archiving social media content) $8,654
- My Benefits Channel $4,631
- JJ Keller (driver history monitoring) $4,500
- Crest Language Services (translations) $750
- iWorq (business licenses) $6,248
- Data Analyst $15,000

FY26 Budget

- Legislative / Commission

		BUDGET	REQUEST
Personnel		$ -	$ -
111	Salaries	$ 13,200.00	$ 13,200.00
141	FICA	$ 1,010.00	$ 1,010.00
	Total Personnel	$ 14,210.00	$ 14,210.00

		FY 2025 BUDGET	FY 2026 REQUEST
Operations			
148	Education and Certification	1,500	1,500
172	Elections	8,500	0
200	Contractural Service	7,500	5,000
220	Printing	1,100	1,100
249	Cellular Telephones	300	400
256	Consultant's Services	0	0
280	Travel	4,000	2,500
287	Special Event	7,000	10,000
300	Supplies	3,500	2,000
323	Commissions and Special Boards	3,000	3,000
710	Non-Profit Donation	500	2,600
910	Land	0	0
	Total Operations	36,900	28,100

Total Legislative	51,110	54,582

- Increase in overall personnel
- Significant decrease in the Operations portion of the budget – Citizen Board budgets are now with the corresponding department
- Contractual Services – used to pay members of the Planning Commission

FY26 Budget

Estimate

- Insurance

		BUDGET	REQUEST
Operations			
142	Health Insurance	$ 938,745.00	$ 937,000.00
144	Dental Insurance	$ 27,085.00	$ 38,850.00
145	Life Insurance	$ 18,700.00	$ 13,500.00
146	Workers Compensation	$ 134,615.00	$ 122,000.00
149	Disability Insurance	$ 15,750.00	$ 15,000.00
170	Administration Fees-Flex	$ 1,196.00	$ 1,000.00
513	Cyber Insurance	$ 8,600.00	$ 9,000.00
519	General Liability Insurance	$ 123,307.00	$ 161,000.00
520	Property Insurance	$ 35,291.00	$ 45,000.00
523	Vehicle and Equipment	$ 58,716.00	$ 59,000.00
Total Operations		$ 1,362,005.00	$ 1,401,350.00
Total Insurance		$ 1,362,005.00	$ 1,401,350.00

- Expected 5% increase across the board
- Health Insurance has remained fairly flat – lower claims (TextCare)
- Life Insurance & Disability are budgeted here, in Solid Waste, & in Storm Water
- In FY25, Worker's Comp & Liability received dividend payments back from PEP totaling just over $22,600.00