

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

November 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.

[IGNORE_INDENT]

- I. **CARTA Presentation - Charles Frazier**
- II. **Fire Dept Briefing**
- III. **Monthly financial update (CFO Pickel)**
- IV. **On Consent Agenda - Accept the James L Richardson PEP Driver Matching Grant in an amount of up to \$4,000.00 Res No. 25-1857 (PWD Tate)**
- V. **On Consent Agenda - Authorization to participate in and accept funds from the Bulletproof Vest Partnership Grant in a reimbursing grant of up to \$10,710.00 Res No. 25-1858 (PC Seymour)**
- VI. **On Consent Agenda - Renew Agreement with Software House International for support of the Agenda and Meeting Management software, in an annual amount of \$17,726.62 Res No. 25-1859 (DAF Perry)**
- VII. **Public hearing to rezone 2633 Simpson Avenue from R-1 to R-T/Z Ord No 25-TBD (CP Pham)**
First reading will be rescheduled for the next regularly scheduled meeting on December 2, 2025
- VIII. **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)
- IX. **Any other business to discuss**
- X. **Adjournment**

Red Bank City Commission

Charles D. Frazier, CEO



Shaping the Future of Mobility

Agenda



1. CARTA 411
2. Focus 2024 – 2025
 - Long-Term Vision
 - Priorities
 - Engagement
3. Outcomes
4. Next Steps / Opportunities
5. Open Discussion

Three Lines of Business

INCLINE RAILWAY



- CARTA owns and operates the Historic Incline Railway on Lookout Mountain
- World's steepest passenger railway, ascending at a 72.7% grade
- Operating since 1885

PARKING AND DOWNTOWN SHUTTLE



- CARTA, through the Chattanooga Parking Authority (CPA), oversees the day-to-day operation of downtown parking
- Operates free electric shuttles that connect parking facilities throughout the downtown area

PUBLIC TRANSIT



- CARTA operates 12 fixed bus routes across Chattanooga
- The routes serve on average 80,000 passengers a month
- Connects people to critical destinations including medical appointments, employment and educational opportunities

LOCAL ECONOMIC IMPACT

Local Jobs Supported
by CARTA



**TOTAL
1,700**

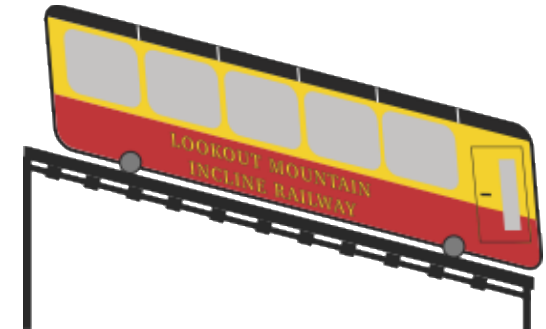
Employees +
Operations



\$55 million impact on
the local economy

\$6 to \$1
Return on Investment

212,000 Visitors Rode
the Incline in 2024

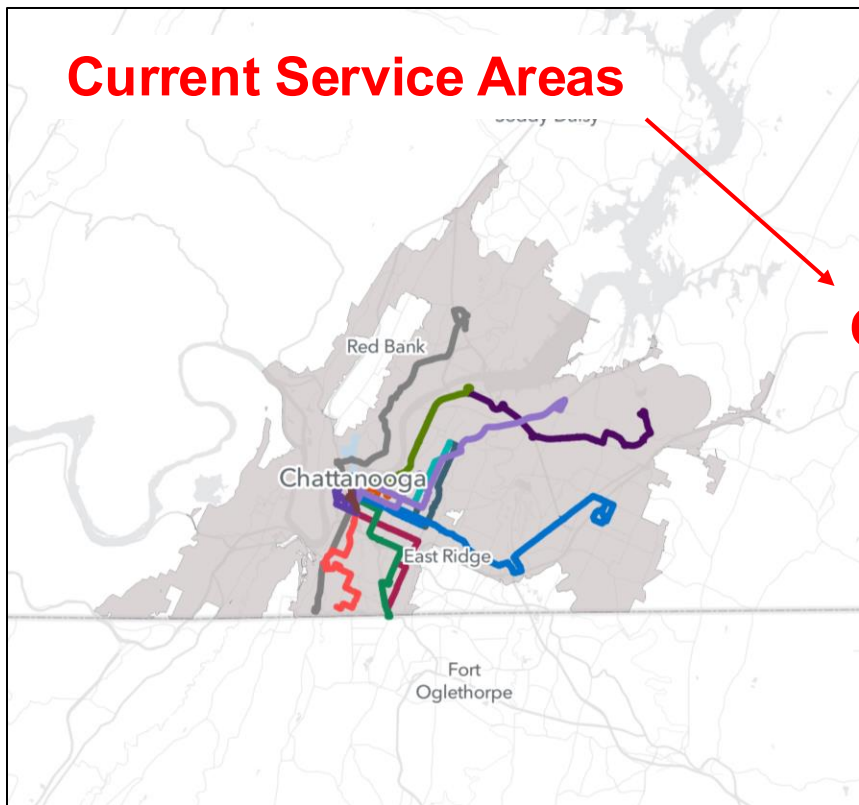


\$4+ million in direct revenue

\$45+ million in local spending

SERVICE AREAS

Current Service Areas



Average Daily Ridership
4,000+

Opportunity



Average Daily Parking Transactions
5,000



Focus 2024 - 2025



MOBILITY ECOSYSTEM

- **Public Transport Subsystem**

- Existing services: fixed route, microtransit
- New mobility tools: TNCs, vanpool, express bus

- **Mobility Hub Subsystem**

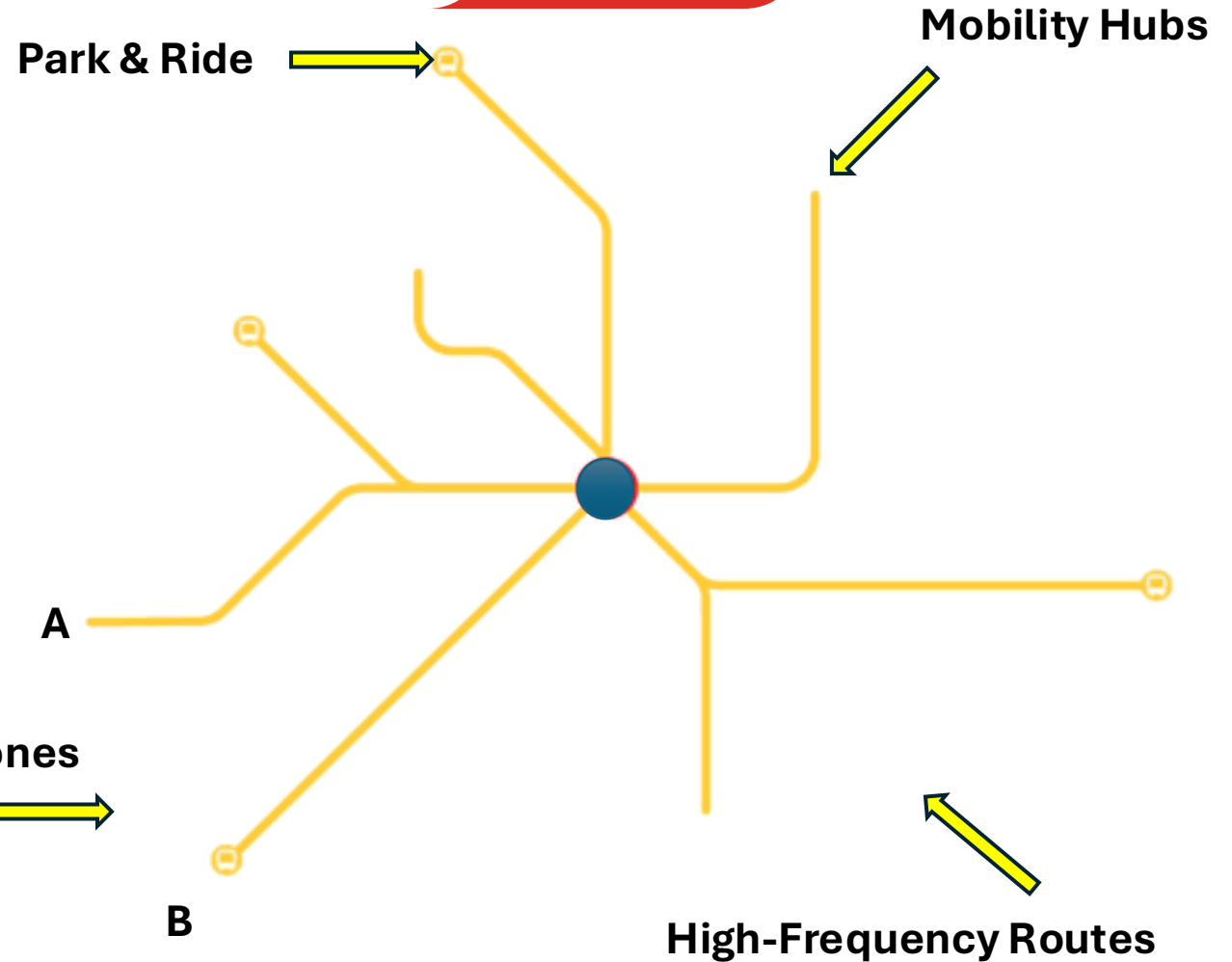
- Centralized Mobility & Innovation Hub (homebase)
- Decentralized mobility hub network

- **Parking & Downtown Shuttle Subsystem**

- Coordination of public & private resources
- Park once strategy



Microtransit Zones

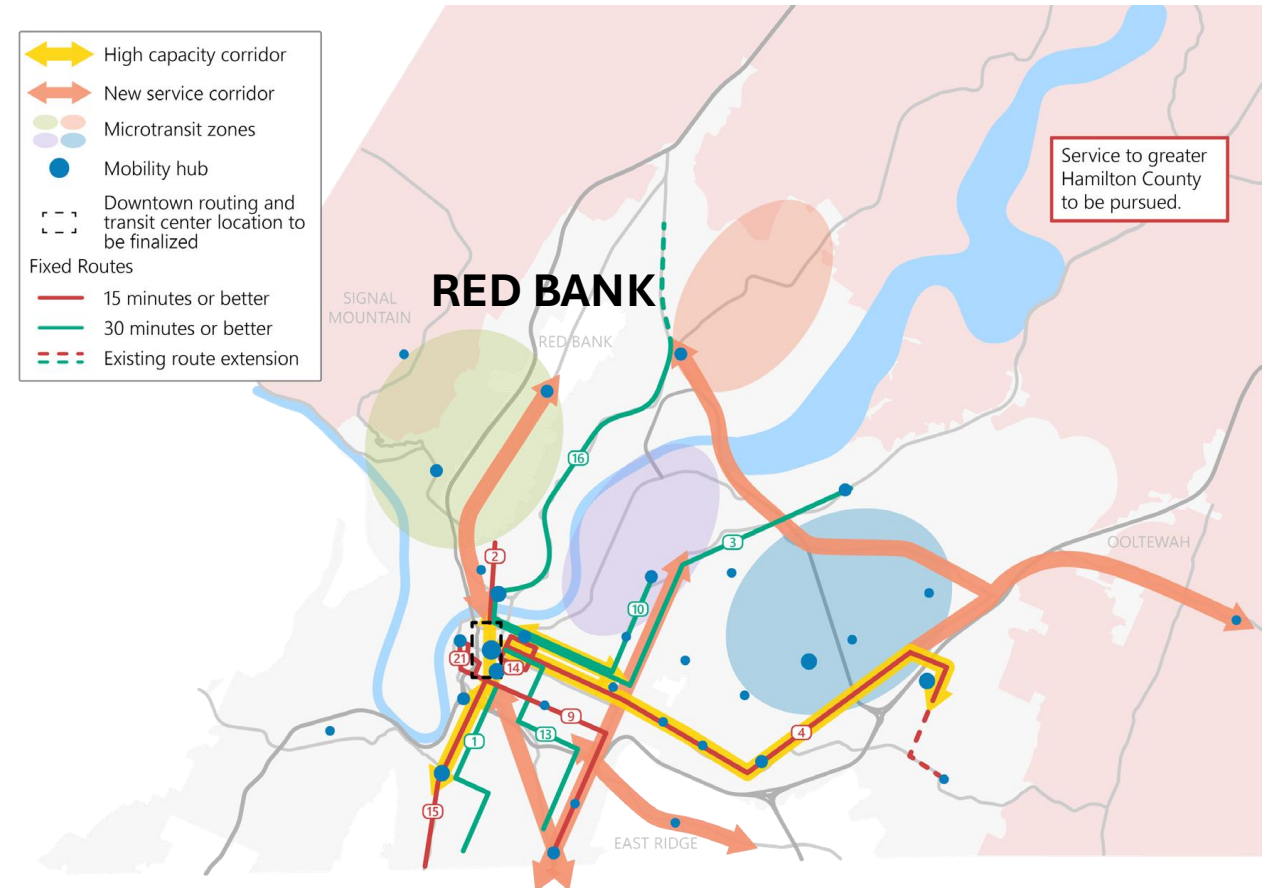


LONG-TERM VISION



Plan Chattanooga established a framework for CARTA's long-term transit vision:

- Multimodal connections
- Transportation hubs
- High demand corridors
- Frequent network
- New routes and services



PRIORITIES 2024-2025

Quick Wins



Fixing the Foundation



Grant Applications and Awards



Incline Fire Recovery



COMMUNITY ENGAGEMENT



Outcomes



Results – Shuttle and Parking



SEPTEMBER Year-Over-Year



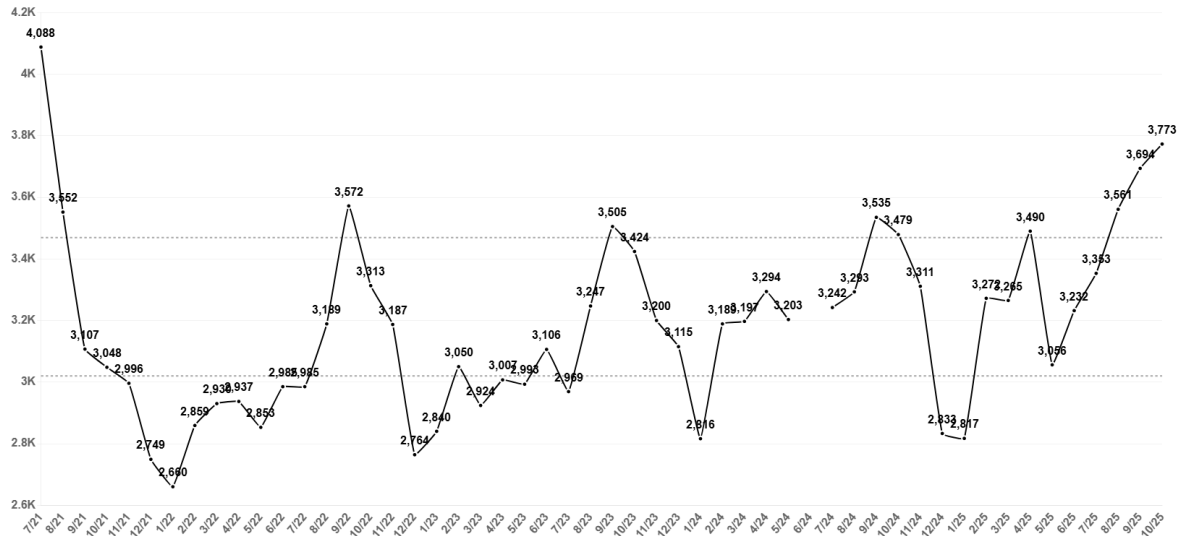
SEPTEMBER Year-Over-Year



Results - Ridership

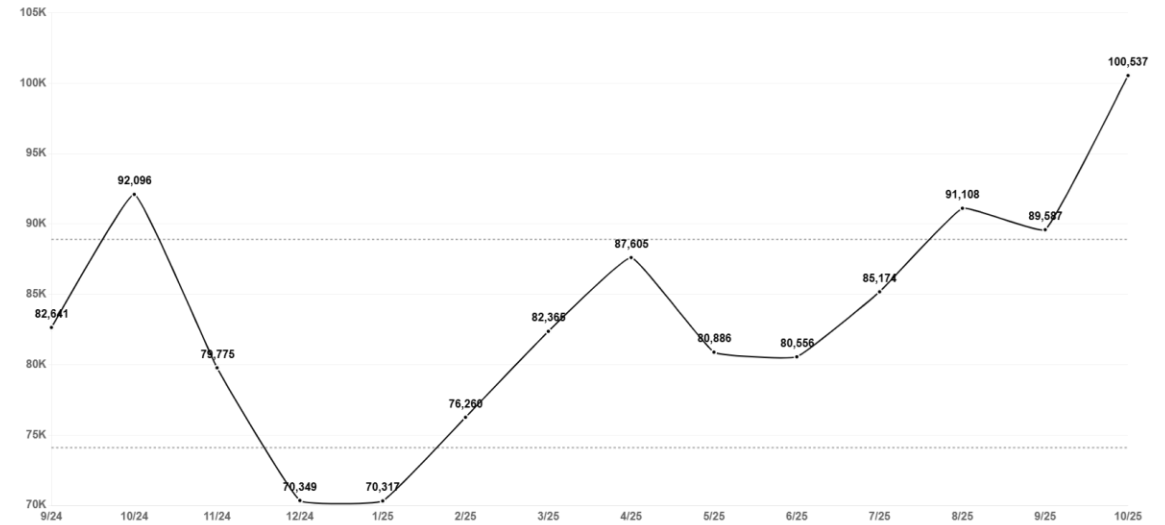
Transit Weekday Average with Mocs Express

HIGHEST RIDERSHIP SINCE JULY 2021



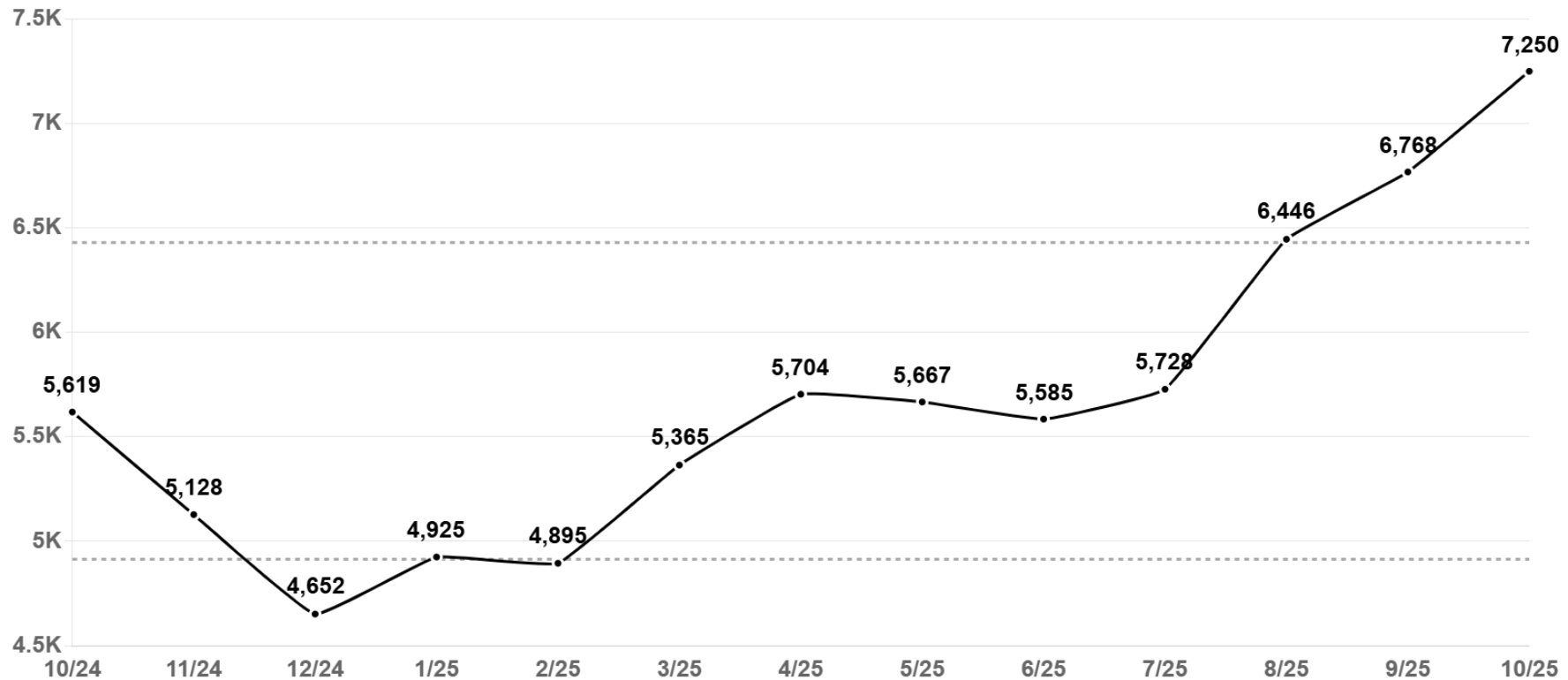
Total Transit Ridership

9% INCREASE YoY for OCTOBER



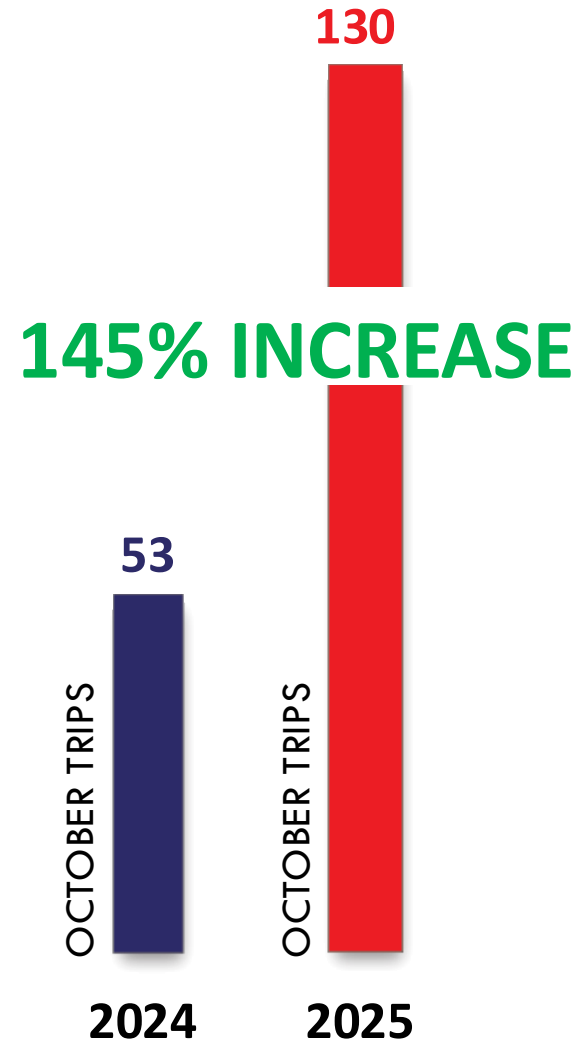
Results – Care-A-Van Ridership

HIGHEST CARE-A-VAN RIDERSHIP IN HISTORY FOR THE PAST FOUR MONTHS

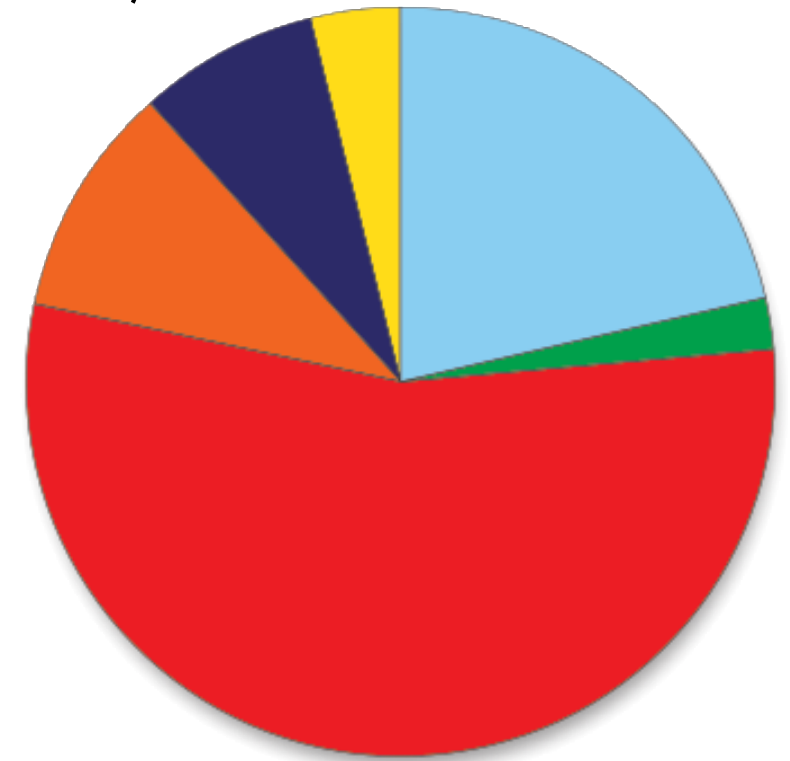
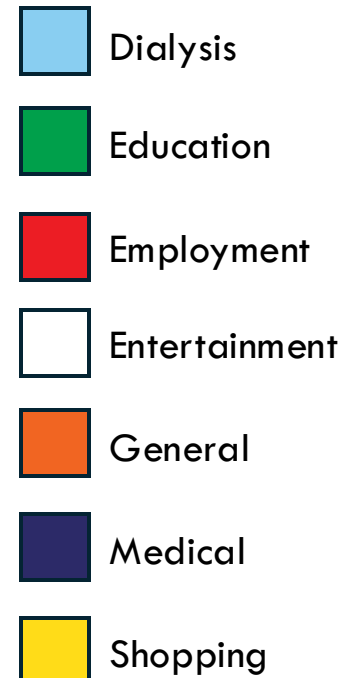


Results – YoY

RED BANK
CARE-A-VAN
RIDERSHIP



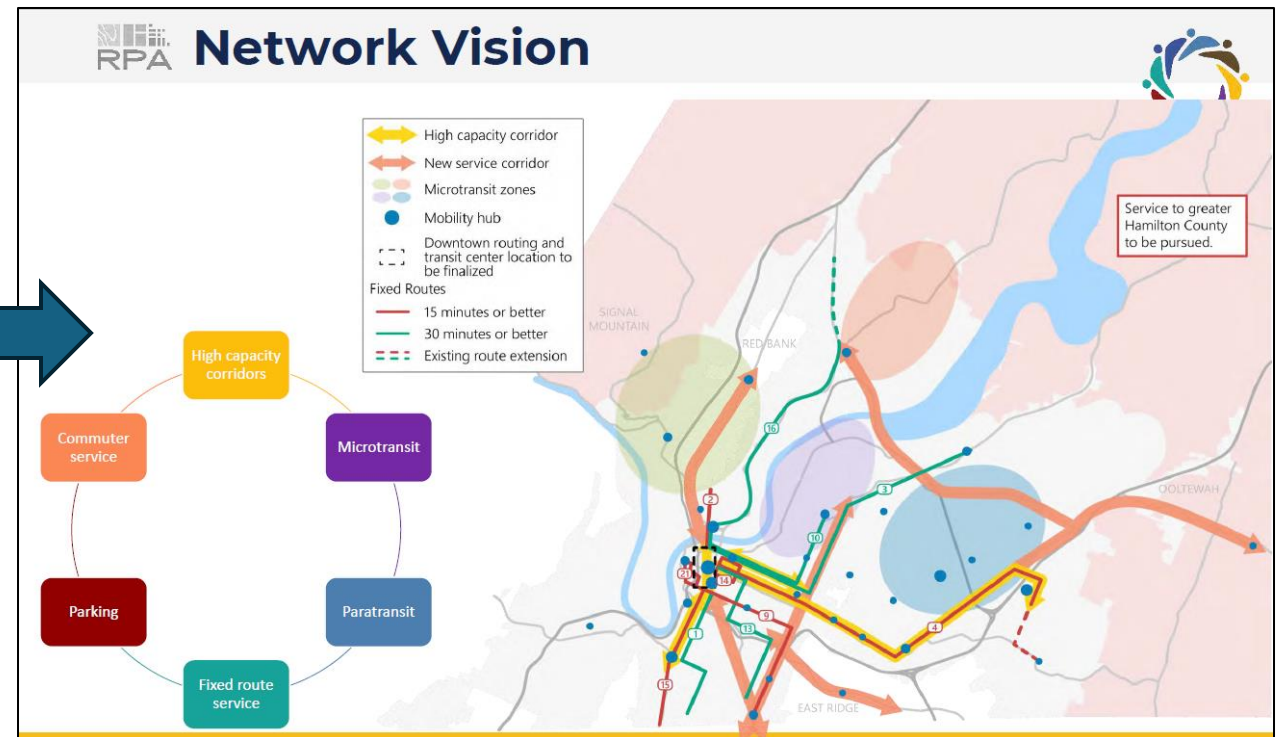
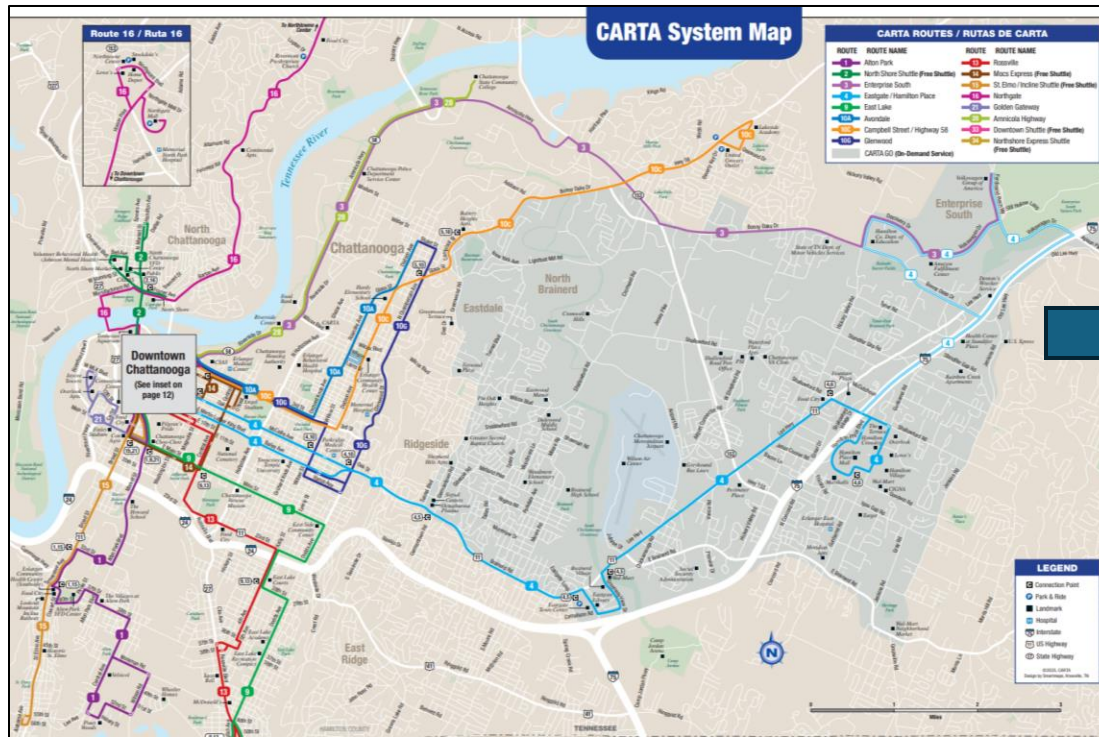
Purpose of Trip (October)



Next Steps and Opportunities



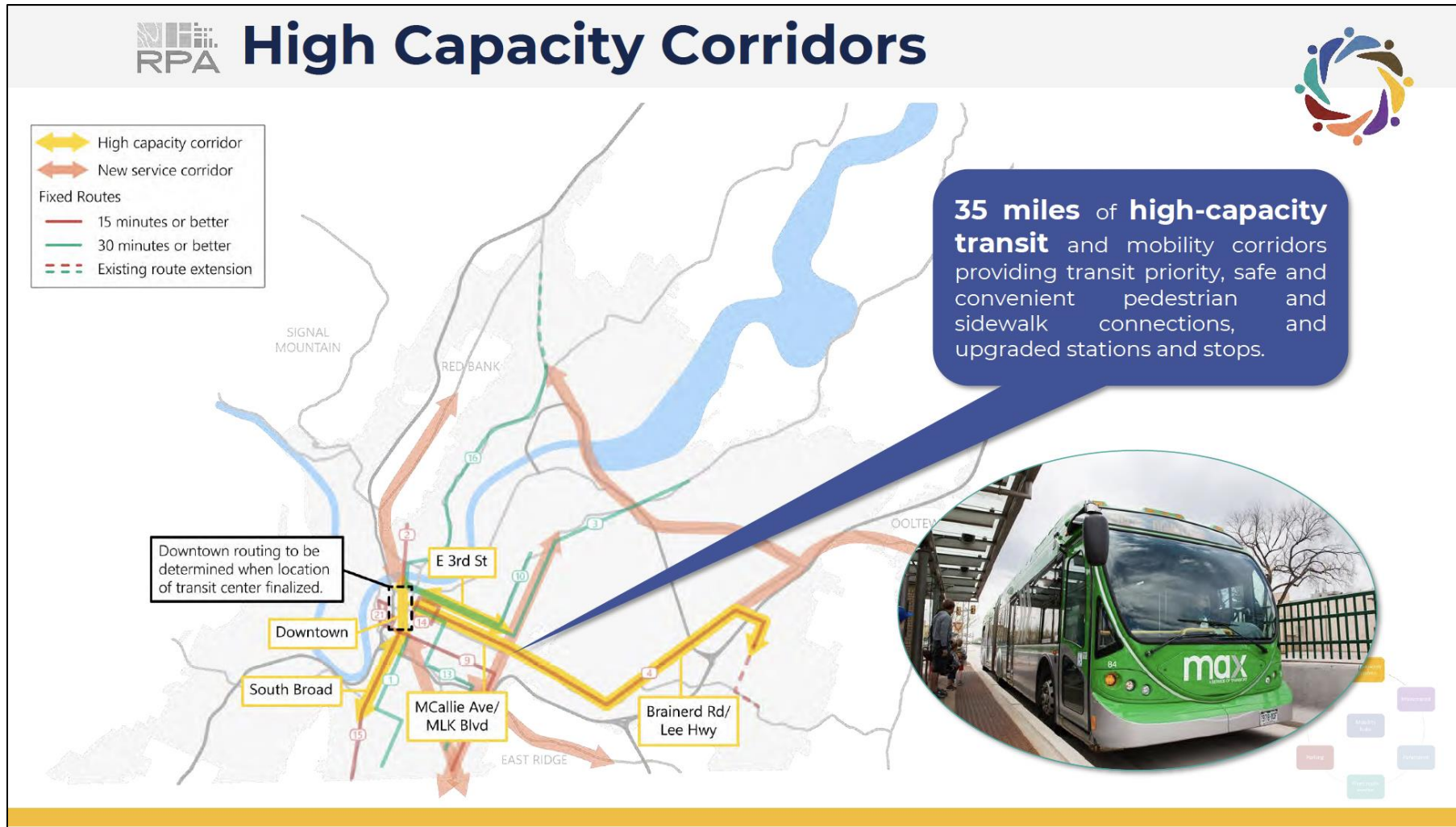
Year Ahead – Fixed Route Restructuring



Mobility Hub - Example



Year Ahead – T.O.D. Study



Open Discussion



City of Red Bank Fire Department

FY 26 FD G&P, Budget Update





AGENDA

RBFD FY 26 UPDATE

 **RED BANK FIRE DEPARTMENT: A LEGACY OF SERVICE** 

**HOW THE CHANGING FACE OF FIREFIGHTING HAS AFFECTED STAFFING, SAFETY, AND
OUR COMMUNITY**

“EVERY SECOND MATTERS—AND SO DOES EVERY FIREFIGHTER.”

RBFD FY 26 UPDATE

MISSION –

**“TO PROTECT LIVES, PROPERTY, AND THE ENVIRONMENT BY
PROVIDING A HIGH QUALITY OF SERVICE THAT IS PROMPT, SKILLFUL,
CARING, RESOURCEFUL, AND COST EFFECTIVE.”**

RBFD FY 26 UPDATE – FIRE CHIEF

- ❖ The proposed FY 26 budget request for the Red Bank Fire Department maintains current service level delivery with two - 2 person engine companies and a one person service company (rescue truck). The goal of the Fire Chief was to begin increasing on duty staffing to 3 person engine companies – not budgeted
- ❖ Improve Communications with stakeholders, Solution - email is used frequently to communicate the same message to every member, outcome, team members are more informed.
- ❖ Update Policies and Procedures – Solution was to conduct a comprehensive review of all FD policies, this is not an overnight policy review and update, this will take time to complete – work in progress
- ❖ Ensure Adequate Resources – To replace outdated equipment and add new equipment – this will not happen overnight as it takes time to replace 30, 35, 40 year old equipment, process started and this year we are replacing 4,000' hose, changing power plants on ventilation fans, changing broken appliances and adding a battery operated stair chair, most are completed.

RBFD FY 26 UPDATE – FIRE MARSHAL

- ❖ Ensure citizen and Firefighter safety through code enforcement – to date 200+ life safety inspections and still ongoing for 2025, numerous food truck inspections & safety checks.
- ❖ Education to the residents, civic and community groups w/ fire and life safety programs – Conducted fire & life safety programs for: 3 schools, 4 pre schools, and 7 community events.
- ❖ Conduct skilled and objective fire cause & origin investigations – Ongoing as needed for vehicle and structure fires
- ❖ Culture of Community Risk Reduction (CRR) in Red Bank – Through fire and life safety messages on our social pages, in the newsletter, installation of free smoke alarms for our citizens who do not have this early detection life saving device.

RBFD FY 26 UPDATE - TRAINING

Training Priorities

1. **Fundamentals** – The fundamental skills necessary to effectively save lives and protect property.
2. **Advanced Strategies and Tactics** – Advanced tactics that further enhance our lifesaving capabilities.
3. **Specialized Proficiencies** – Technical Rescue, Emergency Medicine, Fire Inspections, and Investigations

Training Facilities

- ❖ **Fire Training Tower** – The Fire Training Tower is still undergoing construction as we build it out to fit our needs. We recently awarded a project to complete the stairs from the second to third floor.
- ❖ **Training Classroom** – In September 2025, the training classroom was repainted and is still undergoing a minor facelift.

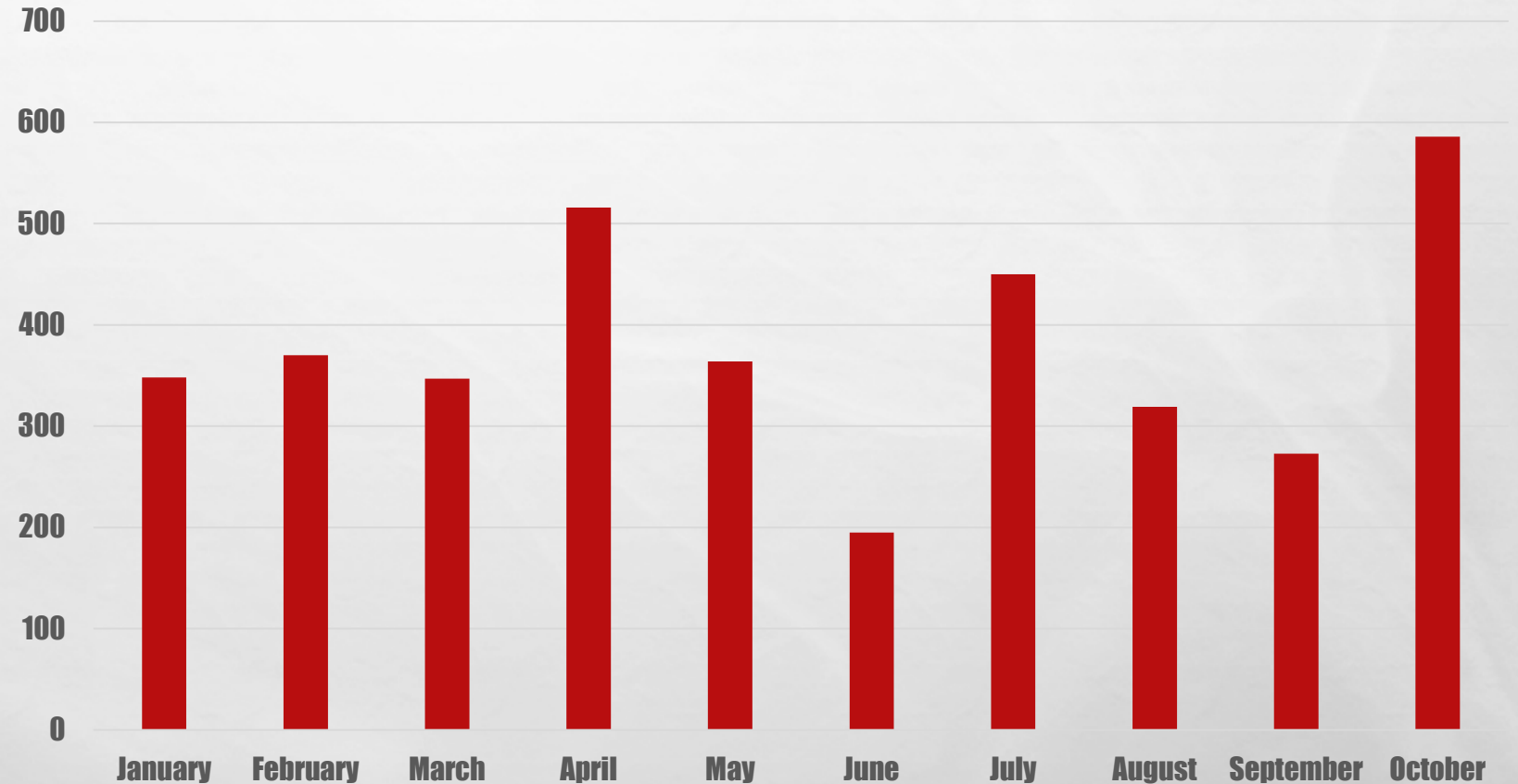
RBFD FY 26 UPDATE - TRAINING

Total Training Hours: 3,802

Training Includes:

- ❖ **Firefighter Skills**
- ❖ **Technical Rescue**
- ❖ **Emergency Medicine**
- ❖ **Apparatus Operations**
- ❖ **Officer Development**
- ❖ **Fire Investigations**
- ❖ **Fire Inspections**

Training Hours by Month



RBFD FY 26 UPDATE - TRAINING

Notable Training Events

- ❖ Basic and Advanced Forensic Photography, January 20-21, 2025 (16 hours)
- ❖ FEMA NIMS All-Hazards Incident Management Team, January 27-31, 2025 (40 hours)
- ❖ FEMA NIMS Liaison Officer, February 25-26, 2025 (24 hours)
- ❖ FEMA NIMS Strike Team/Task Force Leader, March 25-27, 2025 (24 hours)
- ❖ Fire Department Instructor's Conference, April 6-12, 2025 (40 hours)
- ❖ Basic Criminal Investigations, April 28-May 2, 2025 (40 hours)
- ❖ FEMA Public Information Officer, May 12-16, 2025 (24 hours)
- ❖ Basic SWAT Operations, July 14-18, 2025 (40 hours)

RBFD FY 26 UPDATE - TRAINING

Notable Training Events (continued)

- ❖ FEMA ICS 300/400, July 28-August 2, 2025
- ❖ Tennessee IAAI Annual Training Conference, August 18-22, 2025 (33 hours)
- ❖ MTAS Municipal Leadership Program, October 2025 (13 hours)
- ❖ Fire Instructor I, October 6-10, 2025 (40 hours)
- ❖ Fire Officer III, October 20-24, 2025 (40 hours)
- ❖ Fire Officer I, October 27-31, 2025 (40 hours)
- ❖ Fire Officer II, November 17-21, 2025 (40 hours)

RBFD FY 26 UPDATE - OPERATIONS

- ❖ Enhance Emergency Response Times – goal was to try to reduce average response times by 10% through strategic deployment of resources and improved communication protocols – YTD 2024 the goal of responses less than 429 seconds was 495 calls out of 751 or 66 %. For YTD 2025 it is 470 out of 718 calls 66% - conclusion is no change but a work in progress.
- ❖ Strengthen Training and Development – goal was to conduct monthly training sessions focused on certain skills – each shift is reaching the goal with some going above and beyond and others still working on goals (new officer). Each shift is improving as we move forward.
- ❖ Community Engagement and Education, this goal coincides with the FM goal *Education to the residents, civic and community groups w/ fire and life safety programs* – crews participated with the FM in conducting fire & life safety programs for: 3 schools, 4 pre schools, and 7 community events.

RBFD FY 26 UPDATE - OPERATIONS

- ❖ Equipment Maintenance and Upgrades – Establish a comprehensive maintenance schedule for all firefighting equipment, this is a continual work in progress, but the apparatus is now scheduled annually for their pump testing, ladders are on an annual schedule for testing, hose is now scheduled annually, SCBA on an annual schedule, we continue to improve on the goal daily.
- ❖ Mental Health and Wellness Initiatives – Implement a wellness program that includes mental health resources, physical fitness activities and stress management workshops for all personnel. – Work in progress, we have crews who are working out more, participating in regular activities for mental health awareness and stress management.

RBFD FY 26 UPDATE

ON-DUTY STAFFING DUTIES INCLUDE:

- PROVIDE FOR AN IMMEDIATE RESPONSE OF INITIAL FIRE APPARATUS TO THE SCENE OF AN EMERGENCY.
 - PROVIDE FOR INITIAL FIRE ATTACK OR SET-UP FOR OTHER EMERGENCIES
- PROVIDE FOR A RESPONSE TO ROUTINE EMERGENCIES AND SERVICE CALLS WITHIN THE CAPABILITIES OF ON-DUTY MANNING WITHOUT THE NEED FOR CALLING OUT THE ON-CALL AND FULL-TIME MEMBERS.
- PROVIDE FOR THE APPARATUS AND EQUIPMENT BEING IN-SERVICE AND READY. (THIS INCLUDES MAINTENANCE CHECKS OF APPARATUS AND EQUIPMENT, TESTING FIRE HOSE, TESTING APPARATUS FIRE PUMPS, TESTING HYDRANTS.
 - PROVIDE FOR THE FACILITIES BEING IN GOOD CONDITION.
 - CONDUCT PRE-PLANNING OF ALL COMMERCIAL STRUCTURES.

RBFD FY 26 UPDATE

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) & RBFD

- **STAFFING MINIMUMS**
- **NFPA FOUR (4) PER ENGINE CO, FOUR (4) RB 2, VEHICLE RESTRICTION - PER SERVICE/LADDER CO, INCIDENT COMMANDER, SAFETY OFFICER (RB SENDS 2 ENG, 1 SERVICE CO AND CHIEF) 6 DURING THE DAY).**
- **ISO – ENOUGH ENGINES FOR 3,000 GPM PUMP CAPACITY (RB TWO) AND A SERVICE/LADDER COMPANY, THEIR REQUIREMENTS ARE SIX (6) TO EACH COMPANY, TOTAL OF 18 PLUS CHIEF OFFICER – (RB SENDS 2 ENG, 1 SERVICE CO AND CHIEF) 6 DURING THE DAY)**

RBFD FY 26 BUDGET UPDATE

❖ PERSONNEL:

COLA (2%) FOR ALL PERSONNEL, THIS MAINTAINS OUR COMMITMENT TO BEING AN “EMPLOYER OF CHOICE” PROVIDING COMPETITIVE WAGES AND GREAT BENEFITS.(\$32,369) WITH TODAY’S FIRES BURNING HOTTER (SYNTHETICS) AND FASTER (LIGHTER LESS DENSE MATERIALS), IT IS IMPORTANT TO START A CONVERSATION TO INCREASE ON DUTY STAFFING (TO ALIGN WITH INDUSTRY STANDARDS) TO PUT MORE FIREFIGHTERS ON THE SCENE AS QUICKLY AS POSSIBLE TO SAVE LIVES AND PROPERTY.

SALARIES, AS WE ALL HAVE SEEN AND HEARD, THE CITY OF CHATTANOOGA MADE A SIGNIFICANT INCREASE IN THE SALARIES OF THE FIRE AND POLICE WHICH IS SOMETHING TO LOOK AT FOR FY 27.

RBFD FY 26 BUDGET UPDATE

❖ OPERATIONS:

OPERATIONS SHOWED AN OVERALL INCREASE IN EXPENDITURES OF \$9,519.

TRAINING – TRAINING HAS CONTINUED TO OPERATE WITHIN THE ALLOTTED FUNDS AND CONTINUES TO MAKE SMALL IMPROVEMENTS TO THE TRAINING TOWER (STAIRS TO THIRD FLOOR)

INCREASES WITHIN THIS SECTION INCLUDE AN INCREASE IN CONTRACTUAL SERVICES (\$3,242)

INCREASES IN OUR SUPPLIES BUDGET (EVERYTHING COSTS MORE TODAY).

OTHER INCREASES ARE UNIFORM COSTS (\$2,520)

FUEL COSTS AND RELATED FLUIDS FOR TODAY'S DIESEL ENGINES HAVE ADDED TO THE INCREASE IN THE FUEL BUDGET (DEF \$1,000)

THE BIGGEST INCREASE WAS IN OUR VEHICLE MAINTENANCE BUDGET, WITH TODAY'S DIESEL ENGINES BECOMING MORE EXPENSIVE TO REPAIR, THE SHOP ASKED US TO INCREASE THIS LINE ITEM BY \$6,500 (PAST YEARS WE HAVE GONE OVER BUDGET BY THIS AMOUNT)

RBFD FY 26 BUDGET UPDATE

❖ CAPITOL EQUIPMENT:

EQUIPMENT USED BY THE FIRE DEPARTMENT HAVE LIFE SPANS

REPLACING OF 2,000' OF 1 3/4" AND 2,000' OF 2 1/2" ATTACK HOSE (EST \$27,500).

ORDERED AND AWAITING DELIVERY (JULY - AUGUST 2026)

REPLACING THREE OF OUR OLDEST INTAKE VALVES (HOW THE WATER GETS INTO THE FIRE PUMP) \$6,000 – ORDERED, DELIVERED AND INSTALLED

CHANGING OUT OUR BATTERY FANS WITH A DIFFERENT AND BETTER BATTERY PLATFORM. WE ARE CHANGING THEM OUT TO MAKITA FIRE SERVICE BATTERIES, (\$6,000) – ORDERED, DELIVERED, INSTALLED

BATTERY OPERATED STAIR CHAIR (\$17,000) – ORDERED, DELIVERED, AWAITING SCHEDULING OF TRAINING BEFORE PLACING INTO SERVICE.

RBFD FY 26 UPDATE

❖ A LOOK AHEAD:

MANPOWER, NOW IS THE TIME TO LOOK AHEAD AT INCREASING STAFFING ON OUR APPARATUS, THE INDUSTRY STANDARD IS FOUR PERSONNEL PER PUMPER (RED BANK HAS TWO) AND 4 PERSONNEL ON SERVICE COMPANY (RED BANK HAS ONE), THIS IS ALL ABOUT SAFETY OF THE PERSONNEL AND THE COMMUNITY. IT IS UP TO THE COMMISSION TO FUND THE NEEDED POSITIONS.

SALARIES, THE CITY OF CHATTANOOGA JUST DID A LARGE INCREASE IN PAY FOR FIRE AND POLICE AND THAT PUTS PRESSURE ON RED BANK TO REMAIN AN EMPLOYER OF CHOICE.

THANK YOU



YEAR TO DATE THROUGH OCTOBER 2025

		FY2025	FY2026	FY2026	33.33%
					Budget
ACCOUNT NAME		Actual to Date	Actual to Date	BUDGET	Year
<u>Revenues</u>					
Local Taxes					
31100	Property Tax	37,831	36,917	5,722,500	1%
31120	Public Utilities Tax-OSAP	0	0	45,000	0%
31200	Property Tax (Delinquent)	22,622	13,955	43,500	32%
31300	Int. Penalty Court Cost	6,511	4,863	26,680	18%
31500	Pmts in lieu of Property Tax-TVA	0	0	151,000	0%
31511	Electric Power Board Tax	157,923	156,291	137,000	114%
31610	Local Sales Tax - Trustee	620,917	647,555	1,810,000	36%
31710	Wholesale Beer Tax	80,531	80,054	250,000	32%
31720	Wholesale Liquor Tax	30,801	24,743	93,000	27%
31730	Mixed Drink Taxes	5,371	4,913	10,000	49%
31810	Minimum Business Tax	785	410	1,400	29%
31820	Gross Receipts Tax	6,645	10,298	65,000	16%
31910	Franchise Tax	23,035	20,831	94,000	22%
Total Local Taxes		992,971	1,000,830	8,449,080	
State Taxes (local share)					
33510	State Sales Tax	489,662	506,726	1,487,375	34%
33512	Sports Betting	5,254	5,968	22,013	27%
33520	State Income Tax	0	103	0	0%
33530	State Beer Tax	2,732	2,586	5,235	49%
33553	State Gasoline Inspection Fees	7,246	7,216	21,656	33%
Total State Taxes (local share)		504,893	522,598	1,536,279	
Other Sources					
31920	Room Occupancy Tax	10,537	9,981	25,000	40%
32210	Beer Licenses	246	479	3,300	15%
32400	Home Occupation Fee	200	400	1,200	33%
32600	Building and Related Permits	38,593	33,191	100,000	33%
32660	Zoning Permits	400	50	900	6%
31930	EV Charging Revenue	0	175	200	88%
32950	Wrecker Permit	25	0	500	0%
32990	Wrecker Inspection Fee	0	0	500	0%
33440	Police Salary Supplement	18,400	0	20,800	0%
33470	Fireman Salary Supplement	0	0	16,200	0%
34100	Communication Tower Lease	7,763	10,712	32,000	33%
34131	Administrative Services	22,668	11,334	68,004	17%
34240	Accident Reports	370	270	1,500	18%
34793	Community Center Fees	4,150	4,449	18,000	25%
35100	City Court Revenue	63,303	60,902	130,000	47%
36100	Interest Earning	113,838	82,819	230,000	36%
36210	Rent-Sewer Plant	3,417	3,516	10,000	35%
36330	Sale of Equipment	0	2,842	0	0%
36350	Insurance Recovery	32,844	8,400	10,000	84%
36691	Miscellaneous Revenue	2,350	15,851	20,000	79%
36700	Donations	3,000	2,250	0	0%
36990	Insurance Package Refund	9,000	9,000	0	0%
36910	Loan Proceeds	0	0	230,000	0%
Total Other Sources		331,104	256,622	918,104	
Total General Fund Revenue		1,828,968	1,780,050	10,903,463	16%

				33.33%
				Budget Year
<u>Expenditures</u>	FY2025	FY2026	FY2026	
Judicial	58,661	65,607	193,358	34%
Legislative	19,410	12,493	37,210	34%
Finance & Administration	406,015	428,665	1,252,504	34%
Insurance	382,402	452,614	1,401,350	32%
Community Development	209,723	228,840	632,474	36%
Police	1,134,848	983,349	3,145,232	31%
Fire	581,950	632,718	1,969,977	32%
	2,793,009	2,804,286	8,632,105	
Public Works				
Public Wks-Admin/Streets	305,815	474,497	1,188,268	40%
Fleet Maint	48,720	66,000	163,645	40%
Gov't Bldg	205,447	170,249	801,001	21%
Animal Control	59,990	41,730	83,448	50%
Total Public Works	619,972	752,476	2,236,362	
Parks				
Parks Admin	39,084	78,943	240,670	33%
Community Center	365	0	0	0%
James Rd/ Cagle Field	0	0	0	0%
Redding Rd/ Kids Corner	3,094	0	0	0%
Morrison Springs Fac	1,075	0	0	0%
Swimming Pool	9,007	0	0	0%
White Oak Park	544	0	0	0%
Town Center Park	0	0	0	0%
Total Parks	53,170	78,943	240,670	
Total General Fund Expenditures	3,466,151	3,635,706	11,109,137	33%
<u>Solid Waste Management</u>				
<u>Revenues</u>	33,167	15,995	1,129,000	1%
<u>Expenditures</u>	377,701	436,357	1,310,903	33%
<u>State Street Aid</u>				
<u>Revenues</u>	158,947	164,409	1,363,719	12%
<u>Expenditures</u>	91,128	307,056	1,739,554	18%
<u>Stormwater MS4</u>				
<u>Revenues</u>	13,501	16,033	526,000	3%
<u>Expenditures</u>	126,845	145,001	703,407	21%
<u>Drug Enf Fund</u>				
<u>Revenues</u>	4,325	11,254	24,200	47%
<u>Expenditures</u>	0	4,402	81,300	5%
<u>Impound Fund</u>				
<u>Revenues</u>	0	1,478	5,250	28%
<u>Expenditures</u>	525	825	7,900	10%

Fw: DRIVER GRANT - APPROVAL NOTIFICATION LETTER

From Kate Hackney <khackney@redbanktn.gov>

Date Tue 11/4/2025 8:10 AM

To Gregory Tate <gtate@redbanktn.gov>; Tracey Perry <tperry@redbanktn.gov>

Do we need to get this on the next agenda?

From: Tahtia Mitchell <TMitchell@PEpartners.org>

Sent: Monday, November 3, 2025 5:10 PM

To: Kate Hackney <khackney@redbanktn.gov>

Subject: DRIVER GRANT - APPROVAL NOTIFICATION LETTER



11/3/2025

City of Red Bank
Kate Hackney
3105 Dayton Blvd
Chattanooga, TN 37415

Subject: DRIVER GRANT PROGRAM - APPROVED

Congratulations! This letter serves as official notification to the City of Red Bank that you have been **approved** for the 2025-2026 James L. Richardson Driver Matching Grant Program, for which you applied.

A Grant in the amount of \$4,000.00 was approved for your requested items. The PAID receipts for the approved items along with the invoices for the approved items must amount to at least \$8,000.00 to be eligible to receive the full reimbursement of \$4,000.00. Your 2025-2026 Priority Classification Rating is Class II.

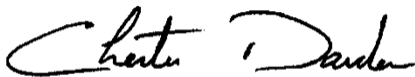
Important! The deadline for all reimbursement receipts is April 1, 2026. If you have already sent us **proof of payment** for approved purchases, you will be receiving your Grant check shortly. If you have not sent this information, please do so by **April 1, 2026**, along with a copy of this notification. Please keep in mind that if we do not receive reimbursement items in a timely manner you may jeopardize your eligibility to receive funding the following fiscal year. If proof of payment is not received by this date, your reimbursement dollars may be reappropriated. Your check will not be processed until we have verification of payment. Please see list of mandatory items needed for reimbursement below.

GRANT REIMBURSEMENT CHECKLIST:

- 1. “Notification of Approval” letter**
- 2. Signed Resolution/Motion**
- 3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.**
- 4. Two proofs of payment which must include the following:**
 - A. CANCELLED check/bank statement OR credit card receipt/credit card statement OR Automated Clearing House (ACH) OR Automated Funds Transfer (AFT)**
 - B. Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.**

Forward all receipts/documentation to:
Tahtia Mitchell
Grant & Scholarship Program
Email: Tmitchell@PEpartners.org or Fax: 615-371-9212

Best Regards,



Chester Darden
Director of Loss Control

BUREAU OF JUSTICE ASSISTANCE FACT SHEET

PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP PROGRAM

The [Patrick Leahy Bulletproof Vest Partnership \(BVP\) Program](#), administered by the [Department of Justice, Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#), reimburses states, units of local government, and federally recognized Indian tribes for up to 50 percent of the cost of body armor vests purchased for law enforcement officers. Since 1999, more than 13,000 jurisdictions have participated in the BVP Program, with a total of \$573 million in federal funds for the purchase of more than 1.5 million body armor vests. See the [BVP program resources](#) page for detailed award history.



Since FY 2015, body armor vests were directly attributable to saving the lives of at least 305 law enforcement and corrections officers (based on data collected by OJP). Forty-three of those body armor vests were purchased, in part, with BVP funds.

Program Requirements and Instructions

The following is an overview of the BVP requirements and instructions. Detailed information can be found in the [BVP Frequently Asked Questions \(FAQs\)](#).

Eligible Applicants: States, units of local government, and federally recognized Indian tribes—that is, jurisdictions—that employ eligible law enforcement officers are eligible to apply for BVP funds. For the purposes of the BVP Program, “state” means each of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the

United States Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands; “unit of local government” means a county, municipality, town, township, village, parish, borough, or other unit of general government below the state level.

Law Enforcement Officer Definition: “Law Enforcement Officer” is defined as any officer, agent, or employee of a state, unit of local government, or federally recognized Indian tribe authorized by law or by a government agency to engage in or supervise the prevention, detection, or investigation of any violation of criminal law, or authorized by law to supervise sentenced criminal offenders. This includes full-time, part-time, and auxiliary personnel, whether paid or volunteer.

Small Jurisdiction Priority Funding: By [statute](#), funds are first allocated to qualifying units of local government with fewer than 100,000 residents. Any remaining funds are then awarded to other qualifying applicants.



FACT SHEET

Match Requirement: The federal portion of the costs for body armor vests purchased under the BVP Program may not exceed 50 percent.

Application Period: The annual BVP application period typically begins in April and closes six weeks from the opening date. The [BVP website](#) includes [user guides and checklists](#) for each step of the BVP application process.

How to Apply: Applications are accepted in OJP's BVP system, located at <https://vests.bja.ojp.gov/bvp/login/externalAccess.jsp>. An OJP [Digital Identity and Access Management Directory \(DIAMD\) account](#) is required to access the BVP system. See the DIAMD [OJP User Activation Job Aid](#) for more information.

Payment Process: When a BVP recipient is notified of an award amount, the funds are not disbursed until the recipient logs into the BVP site and provides the receipt information for the body armor vests. Once the payment request is made, BJA reviews the request for accuracy and completes payments on a monthly schedule. See [Submitting Payment Requests in BVP](#) for detailed information. An active registration in the System for Award Management at www.sam.gov is required to receive funds.

Body Armor Vest Requirements: Body armor vests purchased with BVP funds must have been tested through the National Institute of Justice (NIJ) [Compliance Testing Program \(CTP\)](#) and found to comply with the most current NIJ body armor standards; appear on the [NIJ Compliant Products List](#) as of the date the body armor was ordered be uniquely fitted; and made in the United States. In

addition, applicants must have a written mandatory wear policy for uniformed patrol officers in place at the time of application. See the [Mandatory Wear Requirement FAQs](#) for detailed information on the mandatory wear requirement.

Contact Information

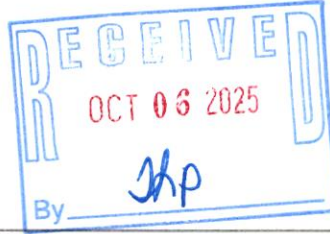
The BVP Helpdesk can be contacted at 1-877-758-3787 or vests@usdoj.gov.

Media and Congressional inquiries should be directed to the OJP Office of Communications at 202-307-0703 or ojp.ocom@usdoj.gov.

ABOUT BJA

BJA helps America's state, local, and tribal jurisdictions reduce and prevent crime, lower recidivism, and promote a fair and safe criminal justice system. BJA provides a wide range of resources—including grants, funding, and training and technical assistance—to law enforcement, courts and corrections agencies, treatment providers, reentry practitioners, justice information sharing professionals, and community-based partners to address chronic and emerging criminal justice challenges nationwide. To learn more about BJA, visit bjja.ojp.gov or follow us on Facebook (www.facebook.com/DOJBJA) and Twitter ([@DOJBJA](https://twitter.com/DOJBJA)). BJA is a component of the Department of Justice's Office of Justice Programs.

NCJ 306413



Pricing Proposal
Quotation #: 26700566
Created On: 10/1/2025
Valid Until: 12/26/2025

TN-City of Red Bank

Tracey Perry

Nashville
United States
Phone: 423-877-1103
Fax:
Email: tperry@redbanktn.gov

Inside Account Manager

Julian Paredes

290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-543-0432
Fax: 732-868-6055
Email: Julian_Paredes@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Agenda and Meeting Management Annual Fee CivicPlus - Part#: NPN-CIVIC-AGEND-B Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: 12/27/2025 – 12/26/2026 Note: Software, ESD	1	\$5,473.66	\$5,473.66
2 Unlimited storage, unlimited users, up to 3 concurrent streams CivicPlus - Part#: NPN-CIVIC-UNLIM-A Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: 12/27/2025 – 12/26/2026 Note: Software, ESD	1	\$7,909.19	\$7,909.19
3 Agenda and Meeting Management Live Meeting Manager annual fee CivicPlus - Part#: NPN-CIVIC-AGEND-D Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: 12/27/2025 – 12/26/2026 Note: Software, ESD	1	\$4,343.77	\$4,343.77
Total			\$17,726.62

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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