

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

May 5, 2026

4:30 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. **Fiscal Health Metrics- (CFO Pickel)**
- II. **Open discussion by the Commission of the Budget Estimate**
Opening Slides (CM Granum)
- III. **On Consent Agenda - Approve contract for Communications Specialist, Bridgett Raper in an amount not to exceed \$11,600.00 per year Res No. 26-1901 (CM Granum)**
- IV. **On Consent Agenda- Approve Purchase of Four (4) Apparatus Bay Doors at Fire Station No.2 in the amount of \$47,250.00 Utilizing Funds from American Rescue Plan Act (ARPA) Res No.26.1902 (PWD Tate)**
- V. **On Consent Agenda-Approve Purchase of Utility Vehicle for Facilities Division using American Rescue Plan Act funds Res No.26-1903 (PWD Tate)**
- VI. **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)
- VII. **Any other business to discuss**
- VIII. **Adjournment**

Cash Relative to General Fund Expenditures Metric | FY 2025

Cash on Hand
\$7,708,693

Annual Expenditures
\$12,647,341

Using only cash,
the City could fund

222

days of average expenditures
before exhausting cash
reserves

61.0%

of Annual Expenditures can
be paid with available cash

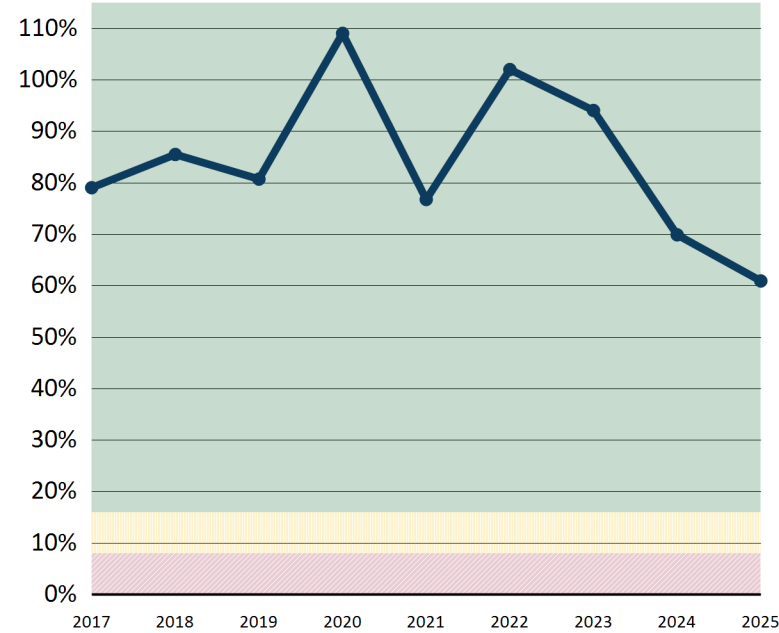
No Concern

Target: **Above 16%**

Average: **98.7%**

As a best practice to reduce financial risk, cash reserves sufficient to cover at least two months, or 60 days, of average expenditures without using additional financial resources should be maintained.

Cash to Expenditures Trend



Debt Relative to Assessed Value Metric | FY 2025

General Government Debt
\$1,737,000

Assessed Value

The estimated property tax
base, or portion of appraised
values within the City,
subject to property taxation

\$327,991,590

0.5%

ratio of outstanding debt
relative to assessed value

No Concern

Target: **Below 8%**

Average: **0.3%**

As a best practice to maintain financial flexibility, debt limits or acceptable ranges should be set. One recommendation is keeping total governmental debt below 8% of assessed value.

Comptroller Budget Review | FY 2025

Budget Status

Approval with Consideration

Budget Certificate

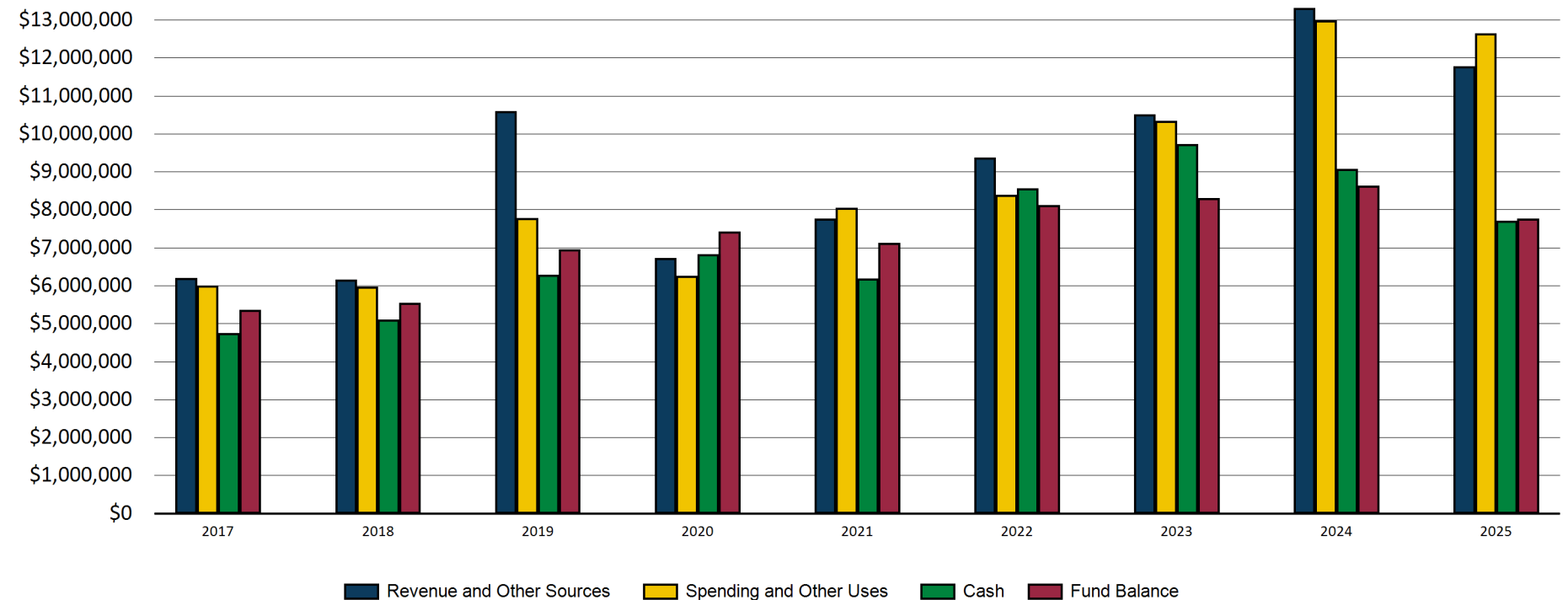
No

To qualify for a budget certificate, an entity must:

- Adopt a budget on or before fiscal year end
- File budget with COT Local Government Finance within 15 days of adoption
- Have no issues during budget review
- Not be under oversight of Tennessee Board of Utility Regulation

For more information: tncot.cc/budgetcertificates

General Fund 9-Year Financial Trend | FY 2017 - FY 2025



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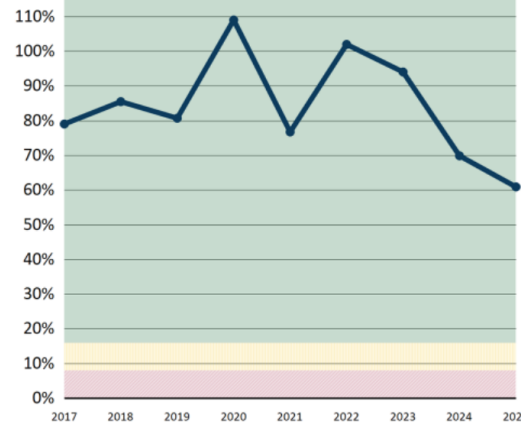
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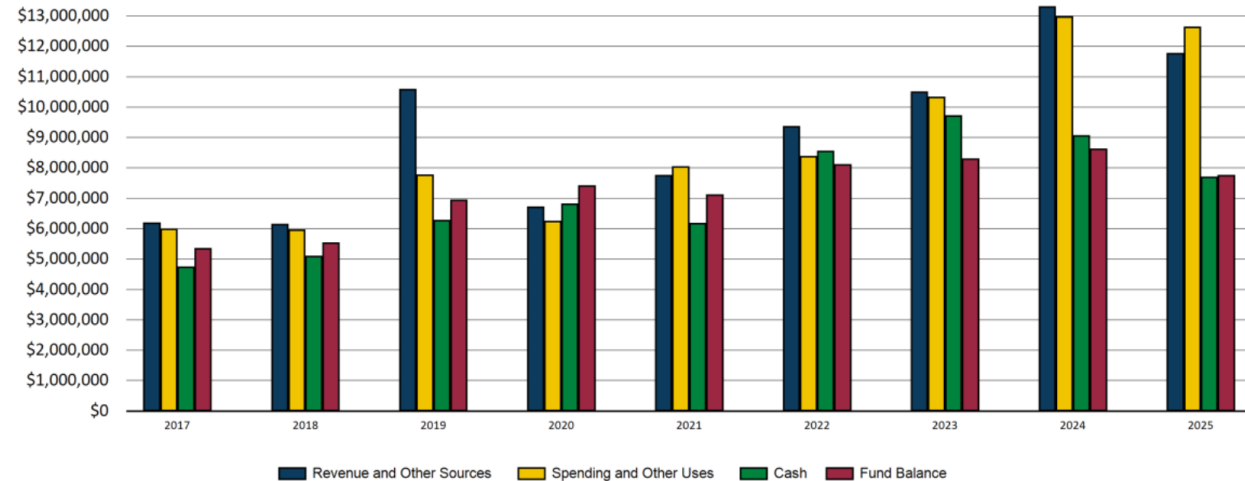
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General Fund 9-Year Financial Trend | FY 2017 - FY 2025



Open Discussion by the Commission of the FY27 Budget Estimate

Red Bank Tennessee

City Manager Martin Granum

5 May 2026

Agenda

- Budget Estimate Themes & Features
- Commission Open Discussion
- Town Hall Preview

Strategic Themes Guiding the Budget Estimate

➤ **Invest in Infrastructure**

The City's first Capital Improvement Plan (CIP)

➤ **Invest in our Workforce**

Attract and retain great employees with a 2.25% cost of living adjustment

➤ **Sustain City Services**

Ensuring excellent municipal services from all six departments: police, fire, public works, community development, administration & finance, and court requires focused resource alignment – including ending CARTA Paratransit service the end of 2026

Key Features of the Budget Estimate (1 of 2)

- Requests a **16-cent property tax increase** in FY27 and again in FY28; proposes a tax rate of \$1.29 for FY27
- Sustains the City of Red Bank 100% match of the county's portion of **property tax relief** for the approximately 138 Red Bank residents in the tax relief program
- Addresses all five **Commission Goals**
- Creates the city's first-ever **Capital Improvement Program (CIP)** with a five-year planning horizon from FY27 – FY31.

Key Features of the Budget Estimate (2 of 2)

- Remain competitive as an 'Employer of Choice' with a **2.25% COLA**
- Sustain a level of **service delivery excellence** across all municipal services delivered across all six departments: Police, Fire, Court, Administration & Finance, Public Works, and Community Development
- **Sunset CARTA Care-A-Van** paratransit service at the end of calendar year 2026 unless additional revenue support is introduced

Open Discussion



CITY OF
RED BANK
TENNESSEE

Town Hall Preview

5:00 to 7:00 PM
Tuesday, 12 May
Community Center

Share, Listen, Learn

5:00 – 5:45 Town Hall opens for self-guided circulation around the displays and department heads... **no remarks**

5:45 – 6:15 Remarks

- City Manager opening remarks ... we are all here to **share, listen, and learn**
 - welcome (2)
 - recognition of commissioners (2)
 - Introduce directors/clerk/chiefs (2)
- Brief budget remarks on the budget overall...
 - City Manager: Budget Estimate Themes and Features (4)
 - Teach department head for a VERY brief overview of their budget (3 x 6 = 18)
- 28 minutes

6:15 – 6:45 City Manager moderates **Citizen Comment** period. 30 minutes.

6:45 City Manager ends Citizen Comments and tosses to Mayor for closing comments.

6:50 **Mayor closing comments**; Citizens are invited to mingle and ask questions of staff until 7:00.

7:00 Town Hall closes

Open Discussion by the Commission of the FY27 Budget Estimate

Red Bank Tennessee

City Manager Martin Granum

5 May 2026

COMMUNICATIONS SPECIALIST SERVICES AGREEMENT

City of Red Bank, Tennessee

This Communications Specialist Services Agreement (“Agreement”) is entered into by and between the City of Red Bank, Tennessee (“City”) and Bridgett Raper (“Contractor”).

1. Purpose

The City desires to retain the Contractor to provide on-call and as-needed professional communications services, including press release development, media relations, and optional legislative liaison support, and the Contractor agrees to provide such services under the terms of this Agreement.

2. Scope of Services

2.1 On-Call / As-Needed Communications Services

The Contractor shall provide the following services on an as-needed, on-call basis:

A. Press Releases & Public Information

- Draft, edit, and distribute press releases on behalf of the City.
- Ensure messaging is accurate, concise, and aligned with City priorities.
- Prepare content suitable for local and regional media.
- Assist with publication of releases on official City platforms.
- No press release should be issued without written permission (text or email is satisfactory) from any of the following: public relations manager, city manager, city attorney, department director/chief (police, fire, public works, community development, court, administration & finance), the mayor or the vice mayor.

B. Media Relations

- Serve as the City’s on-call media liaison.
- Respond to media inquiries promptly and accurately. Under no circumstance will Contractor acknowledge legal liability of the city related to any set of facts or allegations unless specifically authorized in writing by the City Manager or the City Attorney.
- Maintain working relationships with media outlets.
- Coordinate the release of information during routine and emergent situations.
- Monitor and report on City-related media coverage as requested.

C. General Communications Support

- Provide strategic messaging guidance as requested by City leadership.
- Prepare talking points, public statements, and informational materials upon request.

3. Optional Services: Legislative Liaison (Activated by Written Request)

Upon written request of the City Manager, the Contractor may provide legislative liaison services, including coordination with legislative offices, facilitation of meetings, preparation of updates, and research into specific legislation. (Note: this is not intended to create an expectation of real-time monitoring of legislation in general; rather, the intent is to create a capability to look into specific legislation or topics when requested.) Optional legislative liaison services are compensated at the hourly rate described in Section 4.

4. Compensation and Fees

4.1 Press Releases:

4.1.1 \$200.00 per routine press release (such as announcing the annual Jubilee.)

4.1.2 \$400.00 per unanticipated press release (such as major incident.)

4.2 Hourly Services: \$40.00 per hour for all other services.

4.3 Invoicing: Contractor shall submit monthly invoices itemizing completed work. The City shall remit payment within thirty (30) days of receipt.

5. Term and Termination

This Agreement may be terminated by either Party upon forty-five (45) days written notice. Contractor shall be compensated for authorized work performed up to the termination effective date.

6. Independent Contractor Status

The Contractor is an independent contractor and not an employee of the City.

7. Confidentiality

The Contractor shall maintain confidentiality of non-public information unless authorized or required by law.

8. Governing Law

This Agreement is governed by the laws of the State of Tennessee.

9. Entire Agreement

This Agreement constitutes the entire agreement between the Parties regarding the subject matter.

10. Amendments

Any modification must be in writing and signed by both Parties.

11. Signatures

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates below.

CITY OF RED BANK, TENNESSEE

By: _____

Name: Martin Granum

Title: City Manager

Date: _____

CONTRACTOR

By: _____

Name: Bridgett Raper

Title: Communications Specialist

Date: _____



Proposal
2310 McCallie Ave.
Chattanooga, TN 37404
Phone (423) 624-6563 Fax (423) 624-6564

TO:	FROM:
<hr/>	
COMPANY:	DATE:
City of Red Bank	3/19/2026
EMAIL ADDRESS:	TOTAL NO. OF PAGES INCLUDING COVER:
	2
PHONE NUMBER:	PROJECT LOCATION:
(423)	Station #2

Furnish & Install Only: Full View Sectional Doors
Total Price-----\$47,250.00

Price Includes:

Remove Existing Doors & Haul Away

- 4) New 12'2"x 14' Full View Sectional Door**
 - * 1) Window Section**
 - * Rest to Be Solid Aluminum**
 - * 100,000 Cycle Springs**
- 4) Trolley Operators**
 - * Liftmaster Maxum Trolley Operators**
- 4) Sets of 36" Liftmaster Light Curtains**

NOTES

All labor quoted on regular time basis 7:30 a.m. - 4:00 p.m. Monday thru Friday unless stated differently in proposals.
 The above price includes door installation in openings prepared by others. We do not include any material or labor for erection of wood or steel jambs. Motor Operated doors include installation of door and operator. We do not include installation of push button stations, pull switches, or any type of switches or controls unless specifically stated above. We exclude all wires and wiring. We exclude all paint and painting other than factory applied paint. We include taxes. **Sellers cannot be held responsible for shipping delays beyond our control.** We exclude unloading and storing of all material shipped directly to Job site. Recipient is responsible for noting missing or damaged items.

TERMS

Residential work requires payment in full at time of completion. Special orders require 80% deposit before closing.
SUBJECT TO CREDIT APPROVAL
 Net 10 days. A service charge of 1-1/2% per month will be added to all accounts which are 30 days past due. (60 days old). It is expressly understood and agreed by the customer that if it becomes necessary to enforce payment of this account through an attorney or by suit, customer shall pay reasonable attorney's fees and all costs of collection. It is understood that J M Specialties, Inc. intends to file a mechanics applicable material lien for any merchandise, material and/or labor for use on any building structure or residence so indicated on invoice, unless all payments for the amount due are paid within terms.

DATE _____ BY: **Frank Letzgus**

Signed

JM Specialties, INC.
2310 McCallie Ave.
Chattanooga, TN 37404

Red Bank Fire Hall #2

ATTN: RFP #26-0201

- Overhead Door and Loading Dock Company with 64 Years Experience Installing and Servicing Overhead Doors and Loading Dock Equipment Manufacturing Facilities, Distribution Centers, Retail Businesses, Government Facilities Including City, County, State and Federal Facilities Including Med Centers, Fire Stations, and Police Facilities.
- *Furnish and Install Including Removal and Haul-Off of Existing: (4) 12'2" x 14' Full View Sectional Doors with (1) Full View Section Per Door and Remaining to be Solid Aluminum, with 100K Cycle Springs, LiftMaster Maxum Trolley Operators, 36" LiftMaster Light Curtain Safety Systems. Installation to be in Compliance with all Applicable Safety Codes and Manufacturer Specifications.*
- Work to Begin within 4 Weeks of Contract Award and Work to be Completed within (1) Business Week of Start Date.
- *Lump-Sum Price: \$47,250.00*
- Proof of Insurance Included
- Warranty Information Included