

# Guide to the Red Bank FY25 Budget

16 May 2024

(Corrected 20 May 2024)

## 'Good to know' tips before you dive into the budget itself:

- The **date on the top, right** of the front page of the budget document is '**Version Control**': the budget is an evolving document, so it's important to know which version you are looking at. Here in Red Bank, we have adopted the practice of dating the budget on the top, right of the first page. The date on the budget I am using at this moment is dated **5-16-24**
- The FY25 Budget is actually seven separate budgets, or 'funds' as they are labeled in the document: **General Fund, ARPA, State Street Aid, Solid Waste, Stormwater, Drug Fund**, and lastly **Impound Fund**. Keep reading for a breakdown of each fund... but first, a word on staffing...
- **Staffing Level**: one of the things the budget does is set our staffing levels. At the top of the first page for each fund is a box that shows the staffing level supported by that fund. The first instance in the FY25 budget is in the Judicial Fund found on page 5. In the box at the top of page 5 it indicates 2.00. The Judicial Fund pays for two staff: the Court Clerk and Deputy Court Clerk. It also pays for Judge Houston, but he is a part time employee (one day/week) and is funded in the part-time line, along with our part-time Court Assistant. **The 'Staffing level' shown at the top only lists full-time, benefitted employees of the city**; no part-time employees are included in that staffing level number; rather, they are simply factored into the part-time budget line for each department. If you go thru the budget and add up all the 'Staffing Level' numbers you get to a total of **82 full-time, benefitted employees of the City of Red Bank** across all funds
- **Operating Budget Summary**: pages 1 & 2 provide a quick summary of the revenues, expenditures, beginning and ending fund balance for each fund. Each fund summarized on these first two pages has much more detail later in the document

So, let's get to those details... for each fund, the departments associated with each fund, and the staffing levels...

**General Fund:** pages 3 – 17 of the budget document comprise the ‘General Fund’. The General Fund is what your Property Taxes support. The General Fund supports all or part of the following Departments: Court (Judicial), the Commission itself, Finance & Administration (City Hall), Community Development, Fire, Police, and part of Public Works

- Page 3-4 lists all the **sources of revenue** for the General Fund; each source is listed separately. The largest source is **Property Tax** at \$5,132,682. The second largest is **Local Sales Tax** at \$1,780,000 (our top local sales tax contributor is our Food City), and the third largest is **State Sales Tax** at \$1,475,476. This State Sales Tax is shared with cities on a **per capita basis...** so as the population of Red Bank grows, our allocation of State Sales Tax grows as well (that’s why an accurate **Census** is so important!)
- Page 5 is **Judicial**, a part of the larger General Fund, with Staffing Level of 2.00
- Page 6 is **Legislative**, also part of the larger General Fund, and funds the City Commission itself
- Page 7 is **Finance and Administration...** you might think of it as ‘City Hall’. It’s all the internal support staff and functions... HR, IT, city manager, city recorder, payroll, finance, etc. The staffing level is 6.00
- Page 8 is all forms of **Insurance** ... employee insurance benefits (health, vision, dental, life), liability, property, cyber, workers comp
- Page 9 is **Community Development**, with a **Staffing level of 3.75**. Why do we show a fraction? Good Question! The Department Director is 50% funded out of the Stormwater Fund, and the Office Manager only allocates 25% of her time to this department... so the Community Development Department is only paying a portion of their respective personnel costs... ½ of one, and ¼ of another. The three fully-funded employees of this department are: Building Official; Community Planner, and Office Manager... a staffing level of 3.75 personnel in total
- Page 10 is the **Fire Department**, with a staffing level of 15 full-time professional firefighters. There are another 27 part-time firefighters funded in the ‘Other Wages’ line, plus six volunteer firefighters. The RBFD is called a hybrid department due to this unique mix of full-time, part-time and volunteer... 48 Firefighters in total
- Page 11 is **Police**, with a Staffing Level of 28; 26 of which are sworn officers, and two are civilian support staff

- Pages 12-17 are the General Fund portions of **Public Works**. The Staffing Level is 13.25 (page 12) plus 1.00 (for Parks on page 15) for a total of 14.25 Public Works staff funded by the General Fund. These are the folks in the Street Division, Parks Division, Fleet, Facilities, the Public Works Director. This fund also includes 25% of the Office Manager, 50% of the Public Works Supervisor (the other 50% is in Stormwater) and 50% of the Engineering Tech (the other 50% is on Stormwater).
- That is the end of the General Fund portion of the budget document (pages 3-17)

### **American Rescue Plan Act (ARPA):**

Page 18. These are federal funds allocated to Red Bank during the pandemic and will expire 31 December 2026. These funds cross several fiscal years, and the use of these funds is determined by Resolution No. 22-1477. No staff are funded by ARPA

### **State Street Aid:**

Page 19. These funds are essentially **gas taxes** collected by the State and earned by cities on a **per capita basis**. They are generally restricted for use on roads, sidewalks, etc. but can be used for mass transit as well. The **Public Works** Department is responsible for executing all work funded under State Street Aid. No staff are included in this fund

### **Solid Waste Summary:**

Page 20-21. This fund is largely funded by **sanitation fees (not property taxes)** for the purpose of running all aspects of our trash and recycling operations. Staffing Level is 9.25, including eight Solid Waste Drivers; one Recycling Attendant; and 25% of the Public Works Office Manager. The **Public Works** Department is responsible for all work funded under Solid Waste

### **Stormwater:**

Page 22. The Stormwater Fund takes care of over 4,000 structures that collectively comprise our “Wet Weather Conveyances” ... a.k.a. our stormwater system spread throughout the city. The Stormwater Fund is a ‘proprietary fund’ which means several things; first, it’s not a part of the General Fund and is not funded by property taxes. Second it is funded by its own revenues (fees) and is expected to be self-sustaining... much like a business. The City of Red Bank operates our stormwater system as a permitted utility, with its own revenues and expenses separate from all

other funds. The Staffing Level is 4.75. Two Stormwater Specialists; One Light Equipment Operator; 50% of the Community Development Director; 50% of the Public Works Supervisor; 50% of the Engineering Tech; and 25% of the Public Works Office Manager. The **Public Works** Department is responsible for all work funded under Stormwater

#### **Drug Fund:**

Page 23. The Drug Fund includes revenues from two primary sources. The first are funds related to the State such as court fines related to drug cases, seized drug money, and the sale of seized assets related to drug crimes. The second are funds related to Federal funds that are shared with us from the seizure of money, vehicles, homes and other assets related to drug crimes. Each of these funds has its own requirements regarding how the funds can be spent. Generally, the drug fund must be used for law enforcement purposes to include drug activities such as covering costs for a drug canine. The **Police Department** is responsible for all work funded under the Drug Fund. No staff positions are included in this fund

#### **Impound Fund:**

Page 24. This fund includes revenues related to vehicle seizures for someone driving on a revoked driver's license that was related to a DUI (Driving Under the Influence). The funds can be used to recover costs/expenses associated with these seizures such as overtime paid to officers attending seizure hearings, towing and storage of vehicles, and help with costs of maintaining a storage facility. The **Police Department** is responsible for all work funded under the Drug Fund. No staff positions are included in this fund

Wow! You've made it through this overview of the City of Red Bank's budget documents, covering all funds, departments, and staffing levels... well done! Thank you for taking the time to be informed

Respectfully,

Martin Granum

City Manager, Red Bank Tennessee



# CITY OF RED BANK, TN

## OPERATING BUDGET SUMMARY

|                                      | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|--------------------------------------|-------------------|--------------------------------|-------------------|
| <b><u>GENERAL FUND</u></b>           |                   |                                |                   |
| Revenues                             | 10,510,931        | 12,502,460                     | 11,830,257        |
| Expenditures:                        |                   |                                |                   |
| Judicial                             | 174,613           | 187,062                        | 189,151           |
| Legislative                          | 151,078           | 489,754                        | 51,110            |
| Finance & Administration             | 1,153,584         | 1,031,312                      | 1,173,438         |
| Insurance                            | 1,195,285         | 1,328,605                      | 1,362,005         |
| Community Development                | 73,490            | 77,165                         | 657,049           |
| Police                               | 2,921,457         | 2,965,854                      | 3,501,642         |
| Fire                                 | 2,153,832         | 2,184,855                      | 1,928,590         |
| Public Works                         | 1,844,852         | 3,558,558                      | 1,991,702         |
| Parks and Recreation                 | 245,600           | 370,753                        | 283,809           |
| ARPA                                 | 351,325           | 1,248,963                      | 1,116,562         |
| Total Expenditures                   | 10,265,116        | 13,442,881                     | 12,255,058        |
| <b>Net from Operations</b>           | 245,815           | (940,421)                      | (424,801)         |
| <b>Beginning Fund Balance July 1</b> | 8,124,352         | 8,370,167                      | 7,429,746         |
| <b>Ending Fund Balance June 30</b>   | 8,370,167         | 7,429,746                      | 7,004,945         |
| <b><u>SSA FUND</u></b>               |                   |                                |                   |
| Revenues                             | 518,703           | 491,899                        | 482,415           |
| Expenditures                         | 578,284           | 616,707                        | 955,499           |
| <b>Net from Operations</b>           | (59,581)          | (124,808)                      | (473,084)         |
| <b>Beginning Fund Balance July 1</b> | 810,036           | 750,455                        | 625,647           |
| <b>Ending Fund Balance June 30</b>   | 750,455           | 625,647                        | 152,563           |
| <b><u>SOLID WASTE FUND</u></b>       |                   |                                |                   |
| Revenues                             | 1,055,245         | 1,037,496                      | 1,020,000         |
| Expenditures                         | 1,068,674         | 1,633,155                      | 1,234,489         |
| <b>Net from Operations</b>           | (13,429)          | (595,659)                      | (214,489)         |
| <b>Beginning Fund Balance July 1</b> | 1,061,857         | 1,048,428                      | 452,769           |
| <b>Ending Fund Balance June 30</b>   | 1,048,428         | 452,769                        | 238,280           |

**STORMWATER FUND**

|                                      |                       |                       |                       |
|--------------------------------------|-----------------------|-----------------------|-----------------------|
| Revenues                             | 324,298               | 513,213               | 529,213               |
| Expenditures                         | <u>279,064</u>        | <u>506,471</u>        | <u>508,600</u>        |
| <b>Net from Operations</b>           | 45,234                | 6,742                 | 20,613                |
| <b>Beginning Fund Balance July 1</b> | <u>399,445</u>        | <u>444,679</u>        | <u>451,421</u>        |
| <b>Ending Fund Balance June 30</b>   | <u><u>444,679</u></u> | <u><u>451,421</u></u> | <u><u>472,034</u></u> |

**DRUG FUND**

|                                      |                      |                      |                      |
|--------------------------------------|----------------------|----------------------|----------------------|
| Revenues                             | 27,622               | 22,200               | 34,200               |
| Expenditures                         | <u>4,843</u>         | <u>68,100</u>        | <u>34,200</u>        |
| <b>Net from Operations</b>           | 22,779               | (45,900)             | -                    |
| <b>Beginning Fund Balance July 1</b> | <u>57,671</u>        | <u>80,450</u>        | <u>34,550</u>        |
| <b>Ending Fund Balance June 30</b>   | <u><u>80,450</u></u> | <u><u>34,550</u></u> | <u><u>34,550</u></u> |

**IMPOUND FUND**

|                                      |                     |                     |                     |
|--------------------------------------|---------------------|---------------------|---------------------|
| Revenues                             | 85                  | 100                 | 4,650               |
| Expenditures                         | <u>656</u>          | <u>735</u>          | <u>4,650</u>        |
| <b>Net from Operations</b>           | (571)               | (635)               | -                   |
| <b>Beginning Fund Balance July 1</b> | <u>4,679</u>        | <u>4,108</u>        | <u>3,473</u>        |
| <b>Ending Fund Balance June 30</b>   | <u><u>4,108</u></u> | <u><u>3,473</u></u> | <u><u>3,473</u></u> |

**TOTAL GOVERNMENT  
NET FROM OPERATIONS**

|         |             |             |
|---------|-------------|-------------|
| 240,247 | (1,700,681) | (1,091,761) |
|---------|-------------|-------------|

# 110 - GENERAL FUND

|                      | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|----------------------|-------------------|--------------------------------|-------------------|
| <b>Total Revenue</b> | 10,510,931        | 12,502,460                     | <b>11,830,257</b> |

| ACCOUNT #           | ACCOUNT NAME              | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|---------------------|---------------------------|-------------------|--------------------------------|-------------------|
| <b><u>Taxes</u></b> |                           |                   |                                |                   |
| 31100               | Property Tax              | 3,370,712         | 5,132,682                      | 5,132,682         |
| 31120               | Public Utilities Tax-OSAP | 46,592            | 48,886                         | 48,000            |
| 31200               | Property Tax (Delinquent) | 57,735            | 55,000                         | 55,000            |
| 31300               | Int. Penalty Court Cost   | 18,775            | 14,000                         | 14,000            |
| 31610               | Local Sales Tax - Trustee | 1,745,478         | 1,780,000                      | 1,780,000         |
| 31710               | Wholesale Beer Tax        | 251,674           | 250,000                        | 250,000           |
| 31720               | Wholesale Liquor Tax      | 79,627            | 77,000                         | 85,000            |
| 31910               | Franchise Tax             | 109,996           | 115,000                        | 120,000           |
| 31920               | Room Occupancy Tax        | 27,149            | 24,000                         | 25,000            |
| 31810               | Minimum Business Tax      | 1,125             | 1,000                          | 1,000             |
| 31511               | Electric Power Board Tax  | 110,653           | 120,000                        | 120,000           |
|                     | <b>Total Taxes</b>        | <b>5,819,516</b>  | <b>7,617,568</b>               | <b>7,630,682</b>  |

|                                   |                                  |                |               |                |
|-----------------------------------|----------------------------------|----------------|---------------|----------------|
| <b><u>License and Permits</u></b> |                                  |                |               |                |
| 32210                             | Beer Licenses                    | 2,100          | 3,132         | 3,000          |
| 32950                             | Wrecker Permit                   | 225            | 750           | 500            |
| 32990                             | Wrecker Inspection Fee           | 175            | 550           | 500            |
| 32400                             | Home Occupation Fee              | 1,400          | 1,500         | 1,500          |
| 32600                             | Building and Related Permits     | 107,936        | 80,000        | 180,000        |
| 32660                             | Zoning Permits                   | 850            | 900           | 900            |
|                                   | <b>Total License and Permits</b> | <b>112,686</b> | <b>86,832</b> | <b>186,400</b> |

|                                 |                                |                  |                  |                  |
|---------------------------------|--------------------------------|------------------|------------------|------------------|
| <b><u>Intergovernmental</u></b> |                                |                  |                  |                  |
| 33510                           | State Sales Tax                | 1,425,513        | 1,427,880        | 1,475,476        |
| 33512                           | State Sports Betting           | 21,214           | 20,000           | 21,418           |
| 33513                           | State Hall Tax                 | 92               | -                | -                |
| 33520                           | State Excise Tax               | 3,741            | 3,700            | 3,700            |
| 33530                           | State Beer Tax                 | 5,433            | 5,474            | 5,474            |
| 33553                           | State City Streets Tax         | 21,799           | 21,775           | 21,775           |
| 31500                           | In Lieu of Property Tax-TVA    | 143,255          | 142,788          | 145,168          |
| 31730                           | Mixed Drink Taxes              | 10,184           | 10,000           | 10,000           |
| 31820                           | Gross Receipts Tax             | 119,244          | 142,788          | 142,788          |
| 33100                           | Hidta grant                    | -                | 7,586            | 18,000           |
| 33425                           | bullet proof vest grant        | -                | 2,260            | 4,625            |
| 33430                           | THSO grant                     | -                | 60,000           | 80,000           |
| 33440                           | Police Salary Supplement       | 19,400           | 19,200           | 20,800           |
| 33470                           | Fireman Salary Supplement      | 16,200           | 16,200           | 16,200           |
| 33480                           | VCIF grant                     | -                | 60,628           | 60,628           |
| 33490                           | Criminal justice grant         | -                | 22,951           | -                |
| 33562                           | Tip2 signals grant             | -                | 295,195          | -                |
|                                 | ARPA Grant                     | 1,432,294        | 1,248,813        | 1,116,462        |
|                                 | <b>Total Intergovernmental</b> | <b>3,218,369</b> | <b>3,507,238</b> | <b>3,142,514</b> |

Charges for Services

|                                   |                         |                |                |                |
|-----------------------------------|-------------------------|----------------|----------------|----------------|
| 34131                             | Administrative Services | 21,000         | 68,000         | -              |
| 34240                             | Accident Reports        | 1,156          | 1,000          | 1,000          |
| 34793                             | Community Center Fees   | 21,658         | 20,000         | 20,000         |
| 35100                             | City Court Revenue      | 60,457         | 96,000         | 100,000        |
| <b>Total Charges for Services</b> |                         | <b>104,271</b> | <b>185,000</b> | <b>121,000</b> |

Other Revenues

|                                   |                             |                   |                   |                   |
|-----------------------------------|-----------------------------|-------------------|-------------------|-------------------|
| 34100                             | Sprint Communication Lease  | 19,760            | 23,247            | 23,247            |
| 36100                             | Interest Earning            | 318,851           | 230,000           | 230,000           |
| 36100                             | Interest ARPA               | -                 | 70,166            | 45,000            |
| 36210                             | Rent- Sewer Plant           | 8,414             | 8,414             | 8,414             |
| 36330                             | Sale of Equipment           | 1,525             | -                 | 15,000            |
| 36350                             | Insurance Recovery          | 15,795            | 13,175            | 10,000            |
| 36563                             | Sale of Recyclable Material | 222               | 1,694             | 500               |
| 36691                             | Miscellaneous Revenue       | 14,494            | 53,126            | 20,000            |
| 36700                             | Donations                   | 58,953            | 51,000            | 24,000            |
| 36920                             | Loan Proceeds               | 818,075           | 655,000           | 373,500           |
| <b>Total Other Sources</b>        |                             | <b>1,256,089</b>  | <b>1,105,822</b>  | <b>749,661</b>    |
| <b>Total General Fund Revenue</b> |                             | <b>10,510,931</b> | <b>12,502,460</b> | <b>11,830,257</b> |

## 41200 - JUDICIAL

|                       | <b>FY 2023<br/>ACTUAL</b> | <b>FY 2024<br/>ESTIMATED<br/>ACTUAL</b> | <b>FY 2025<br/>BUDGET</b> |
|-----------------------|---------------------------|-----------------------------------------|---------------------------|
| <b>Total Judicial</b> | <b>174,613</b>            | <b>187,062</b>                          | <b>189,151</b>            |
| <i>Staffing Level</i> |                           |                                         | <i>2.00</i>               |

| <b>ACCOUNT #</b>         | <b>ACCOUNT NAME</b>           | <b>FY 2023<br/>ACTUAL</b> | <b>FY 2024<br/>ESTIMATED<br/>ACTUAL</b> | <b>FY 2025<br/>BUDGET</b> |
|--------------------------|-------------------------------|---------------------------|-----------------------------------------|---------------------------|
| <u><i>Personnel</i></u>  |                               |                           |                                         |                           |
| 111                      | Salaries                      | 96,152                    | 102,132                                 | 105,215                   |
| 112                      | Overtime                      | 793                       | -                                       | 750                       |
| 114                      | Part-Time / Temporary         | 28,673                    | 35,802                                  | 33,950                    |
| 132                      | Longevity Bonus               | 400                       | 1,532                                   | 1,532                     |
| 134                      | Christmas Bonus               | 162                       | 271                                     | 323                       |
| 141                      | FICA                          | 9,440                     | 10,690                                  | 10,646                    |
| 143                      | Retirement                    | 12,415                    | 14,635                                  | 15,235                    |
| 148                      | Employee Educ/Training        | 920                       | 1,200                                   | 1,200                     |
|                          | <b>Total Personnel</b>        | <b>148,955</b>            | <b>166,262</b>                          | <b>168,851</b>            |
| <u><i>Operations</i></u> |                               |                           |                                         |                           |
| 200                      | Contractual Services          | 12,522                    | 16,000                                  | 16,000                    |
| 249                      | Cellular Telephones           | 1,168                     | 900                                     | 900                       |
| 269                      | Other Repairs & Maintenance   | 7,295                     | 1,000                                   | -                         |
| 280                      | Travel                        | 733                       | 1,200                                   | 1,400                     |
| 310                      | Office Supplies and Materials | 565                       | 1,700                                   | 2,000                     |
| 510                      | Insurance                     | 1,392                     | -                                       | -                         |
| 533                      | Office Equipment Leases       | 1,983                     | -                                       | -                         |
|                          | <b>Total Operations</b>       | <b>25,658</b>             | <b>20,800</b>                           | <b>20,300</b>             |
|                          | <b>Total Judicial</b>         | <b>174,613</b>            | <b>187,062</b>                          | <b>189,151</b>            |

## 41400 - LEGISLATIVE

|                          | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|--------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Legislative</b> | 151,078           | 489,754                        | 51,110            |

| ACCOUNT #         | ACCOUNT NAME                   | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|--------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>  |                                |                   |                                |                   |
| 111               | Salaries                       | 12,100            | 13,200                         | 13,200            |
| 141               | FICA                           | 926               | 1,010                          | 1,010             |
| 148               | Education and Certification    | 2,600             | 1,000                          | 1,500             |
|                   | <b>Total Personnel</b>         | <u>15,626</u>     | <u>15,210</u>                  | <u>15,710</u>     |
| <u>Operations</u> |                                |                   |                                |                   |
| 172               | Elections                      | 8,238             | -                              | 8,500             |
| 200               | Contractual Service            | 57,299            | 15,500                         | 7,500             |
| 220               | Printing                       | 1,337             | 1,300                          | 1,100             |
| 249               | Cellular Telephones            | 394               | 420                            | 300               |
| 280               | Travel                         | 3,256             | 4,000                          | 4,000             |
| 287               | Special Event                  | 30,972            | 36,513                         | 7,000             |
| 290               | Professional Service           | 30,911            | 30,830                         | -                 |
| 300               | Supplies                       | 1,670             | 3,600                          | 3,500             |
| 310               | Office Supplies and Materials  | 175               | -                              | -                 |
| 323               | Commissions and Special Boards | -                 | -                              | 3,000             |
| 710               | Non-Profit Donation            | 1,200             | 4,325                          | 500               |
|                   | <b>Total Operations</b>        | <u>135,452</u>    | <u>96,488</u>                  | <u>35,400</u>     |
| <u>Capital</u>    |                                |                   |                                |                   |
| 910               | Land                           | -                 | 378,056                        | -                 |
|                   | <b>Total Capital</b>           | <u>-</u>          | <u>378,056</u>                 | <u>-</u>          |
|                   | <b>Total Legislative</b>       | <u>151,078</u>    | <u>489,754</u>                 | <u>51,110</u>     |

## 41500 - FINANCE AND ADMINISTRATION

|                                | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|--------------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Finance and Admin</b> | 1,153,584         | 1,031,312                      | <b>1,173,438</b>  |
| <i>Staffing Level</i>          |                   |                                | 6.00              |

| ACCOUNT #         | ACCOUNT NAME                            | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|-----------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>  |                                         |                   |                                |                   |
| 111               | Salaries                                | 597,241           | 444,416                        | 493,236           |
| 112               | Permanent Overtime                      | -                 | -                              | 300               |
| 114               | Part-Time                               | 32,368            | 34,925                         | 40,000            |
| 130               | Car Allowance                           | 6,923             | 7,200                          | 7,200             |
| 132               | Longevity Bonus                         | 1,100             | 6,884                          | 6,932             |
| 134               | Christmas Bonus                         | 487               | 650                            | 720               |
| 141               | FICA                                    | 47,770            | 34,549                         | 40,000            |
| 143               | Retirement                              | 47,658            | 64,717                         | 71,500            |
| 148               | Education and Certification             | 6,420             | 4,000                          | 15,000            |
|                   | <b>Total Personnel</b>                  | <b>739,967</b>    | <b>597,341</b>                 | <b>674,888</b>    |
| <u>Operations</u> |                                         |                   |                                |                   |
| 200               | Contract Services                       | 88,471            | 112,695                        | 179,000           |
| 211               | Postage                                 | 7,269             | 6,000                          | 8,000             |
| 220               | Printing (Newsletter, Code Updates      | 10,297            | 8,000                          | 8,000             |
| 230               | Subscriptions and Dues                  | 16,465            | 22,050                         | 20,000            |
| 241               | Utilities                               | 43,959            | -                              | -                 |
| 249               | Cellular Telephones                     | 3,394             | 3,600                          | 3,600             |
| 252               | Legal Fees                              | 79,784            | 98,000                         | 85,000            |
| 253               | Audit Fees                              | 43,350            | 49,900                         | 51,350            |
| 266               | Repairs and Maintenance                 | 9,469             | -                              | -                 |
| 269               | Computer Maintenance                    | -                 | -                              | 4,000             |
| 280               | Travel                                  | 3,524             | 5,500                          | 5,000             |
| 298               | Tax Collection Fees                     | 71,085            | 106,500                        | 110,000           |
| 300               | Supplies                                | -                 | 4,000                          | -                 |
| 310               | Office Supplies and Materials           | 17,455            | 9,000                          | 18,000            |
| 533               | Office Equipment Leases                 | 14,812            | 6,077                          | 6,500             |
| 691               | Bank Service Charges                    | 536               | 150                            | 100               |
| 720               | Council of Governments                  | 2,499             | 2,499                          | -                 |
|                   | <b>Total Operations</b>                 | <b>412,369</b>    | <b>433,971</b>                 | <b>498,550</b>    |
| <u>Capital</u>    |                                         |                   |                                |                   |
| 948               | Computer Equipment                      | 1,248             | -                              | -                 |
|                   | <b>Total Capital</b>                    | <b>1,248</b>      | <b>-</b>                       | <b>-</b>          |
|                   | <b>Total Finance and Administration</b> | <b>1,153,584</b>  | <b>1,031,312</b>               | <b>1,173,438</b>  |

## 41590 - INSURANCE

|                        | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Insurance</b> | 1,195,285         | 1,328,605                      | <b>1,362,005</b>  |

| ACCOUNT #         | ACCOUNT NAME                 | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|------------------------------|-------------------|--------------------------------|-------------------|
| <i>Operations</i> |                              |                   |                                |                   |
| 142               | Health Insurance             | 833,689           | 908,329                        | 938,745           |
| 144               | Dental Insurance             | 31,765            | 37,875                         | 27,085            |
| 145               | Life Insurance               | 14,406            | 15,510                         | 18,700            |
| 146               | Workers Compensation         | 116,292           | 128,205                        | 134,615           |
| 149               | Other Employer Contributions | -                 | -                              | 15,750            |
| 170               | Administration Fees-Flex     | 2,226             | 2,800                          | 1,196             |
| 513               | Cyber Insurance              | -                 | -                              | 8,600             |
| 519               | General Liability Insurance  | 116,840           | 146,356                        | 123,307           |
| 520               | Property Insurance           | 28,941            | 33,610                         | 35,291            |
| 523               | Vehicle and Equipment        | 51,126            | 55,920                         | 58,716            |
|                   | <b>Total Operations</b>      | <b>1,195,285</b>  | <b>1,328,605</b>               | <b>1,362,005</b>  |
|                   | <b>Total Insurance</b>       | <b>1,195,285</b>  | <b>1,328,605</b>               | <b>1,362,005</b>  |



## 41600 - COMMUNITY DEVELOPMENT

|                                    | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|------------------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Community Development</b> | 73,490            | 77,165                         | <b>657,049</b>    |
| <i>Staffing</i>                    |                   |                                | 3.75              |

| ACCOUNT #                   | ACCOUNT NAME                        | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-----------------------------|-------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>            |                                     |                   |                                |                   |
| 111                         | Salaries                            | -                 | -                              | 226,983           |
| 112                         | Overtime                            | -                 | -                              | 2,000             |
| 114                         | Part Time                           | -                 | -                              | 39,140            |
| 130                         | Car Allowance                       | -                 | -                              | 7,920             |
| 132                         | Longevity Bonus                     | -                 | -                              | 2,932             |
| 134                         | Christmas Bonus                     | -                 | -                              | 350               |
| 141                         | FICA                                | -                 | -                              | 20,762            |
| 143                         | Retirement                          | -                 | -                              | 33,632            |
| 146                         | Workers Compensation                | -                 | -                              | 1,000             |
| 148                         | Education and Certification         | -                 | -                              | 5,000             |
|                             | <b>Total Personnel</b>              | -                 | -                              | <b>339,719</b>    |
| <u>Operations</u>           |                                     |                   |                                |                   |
| 200                         | Contract Services                   | -                 | -                              | 165,000           |
| 230                         | Subscriptions                       | -                 | -                              | 2,000             |
| 249                         | Cellphone                           | -                 | -                              | 3,100             |
| 250                         | Engineering Services (Studies)      | -                 | -                              | 20,000            |
| 251                         | Medical Service                     | -                 | -                              | 250               |
| 256                         | Ec. Dev't Initiatives               | -                 | -                              | 24,500            |
| 280                         | Travel                              | -                 | -                              | 5,000             |
| 287                         | Special Events                      | -                 | -                              | 1,500             |
| 300                         | Supplies                            | -                 | -                              | 5,000             |
| 301                         | Library Cards                       | -                 | -                              | 5,000             |
| 310                         | Office Supplies and Materials       | -                 | -                              | 3,000             |
| 312                         | Small Items of Equipment            | -                 | -                              | 1,000             |
| 326                         | Uniforms                            | -                 | -                              | 500               |
| 344                         | Safety Supplies                     | -                 | -                              | 500               |
|                             | <b>Total Operations</b>             | -                 | -                              | <b>236,350</b>    |
| <u>Capital</u>              |                                     |                   |                                |                   |
| 990                         | Computer Software                   | -                 | -                              | 1,500             |
|                             | <b>Total Capital</b>                | -                 | -                              | <b>1,500</b>      |
| <u>ANIMAL CONTROL-44143</u> |                                     |                   |                                |                   |
| <u>Operations</u>           |                                     |                   |                                |                   |
| 200                         | Contract Service                    | 73,490            | 77,165                         | 79,480            |
|                             | <b>Total Operations</b>             | <b>73,490</b>     | <b>77,165</b>                  | <b>79,480</b>     |
|                             | <b>Total Animal Control Program</b> | <b>73,490</b>     | <b>77,165</b>                  | <b>79,480</b>     |
|                             | <b>Total Community Development</b>  | <b>73,490</b>     | <b>77,165</b>                  | <b>657,049</b>    |

## 42200 - FIRE

|                   | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|-------------------|--------------------------------|-------------------|
| <b>Total Fire</b> | 2,153,832         | 2,184,855                      | <b>1,928,590</b>  |
| <i>Staffing</i>   |                   |                                | 15.00             |

| ACCOUNT #         | ACCOUNT NAME                  | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|-------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>  |                               |                   |                                |                   |
| 111               | Salaries                      | 819,202           | 880,328                        | 928,468           |
| 112               | Overtime                      | 20,400            | 30,000                         | 30,000            |
| 119               | Fireman Supplemental pay      | 18,000            | 16,200                         | 15,600            |
| 121               | Holiday Pay                   | 26,715            | 36,093                         | 41,360            |
| 129               | Other Wages                   | 132,363           | 203,585                        | 204,578           |
| 132               | Longevity Bonus               | 3,300             | 18,854                         | 18,138            |
| 134               | Christmas Bonus               | 2,699             | 3,019                          | 3,140             |
| 141               | FICA                          | 73,042            | 89,215                         | 94,958            |
| 143               | Retirement                    | 109,063           | 137,944                        | 147,401           |
| 146               | Workers Compensation          | -                 | 2,921                          | 2,000             |
| 148               | Education and Training        | 43,861            | 54,330                         | 54,550            |
|                   | <b>Total Personnel</b>        | <b>1,248,645</b>  | <b>1,472,489</b>               | <b>1,540,194</b>  |
| <u>Operations</u> |                               |                   |                                |                   |
| 200               | Contractual Services          | 34,909            | 37,474                         | 37,474            |
| 235               | Membership and Registration   | 1,933             | 2,595                          | 2,595             |
| 241               | Electric                      | 11,480            | 11,000                         | -                 |
| 242               | Water                         | 3,728             | 4,200                          | -                 |
| 244               | Gas                           | 5,922             | 6,000                          | -                 |
| 246               | Fire Hydrant Rental           | 2,752             | 2,752                          | 2,752             |
| 249               | Cellular Telephone            | 4,141             | 4,849                          | 4,821             |
| 251               | Medical Service               | -                 | -                              | 10,500            |
| 263               | Computer Maintenance          | 9,000             | 17,401                         | 17,401            |
| 266               | Repair & Maintenance          | 47,182            | 53,000                         | -                 |
| 280               | Travel                        | 7,113             | 9,000                          | 17,000            |
| 300               | Supplies                      | 23,262            | 36,075                         | 18,500            |
| 310               | Office Supplies and Materials | 976               | 1,000                          | 1,000             |
| 326               | Uniform allowance             | 36,702            | 36,300                         | 34,800            |
| 331               | Fuel                          | 17,389            | 19,556                         | 15,918            |
| 332               | Motor Vehicle Parts           | 20,143            | 26,004                         | 15,000            |
| 333               | Other Equipment Parts/Rep     | 1,648             | 1,600                          | 1,600             |
| 334               | Tires and Tubes               | 6,527             | 7,000                          | 1,500             |
| 510               | Insurance                     | 6,586             | 5,250                          | 5,250             |
| 600               | Debt Service                  | 671               | 137,465                        | 138,285           |
|                   | <b>Total Operations</b>       | <b>242,064</b>    | <b>418,521</b>                 | <b>324,396</b>    |
| <u>Capital</u>    |                               |                   |                                |                   |
| 940               | Machinery and Equipment       | 660,941           | 291,845                        | 62,000            |
| 945               | Communication Equipment       | 2,182             | 2,000                          | 2,000             |
|                   | <b>Total Capital</b>          | <b>663,123</b>    | <b>293,845</b>                 | <b>64,000</b>     |
|                   | <b>Total Fire</b>             | <b>2,153,832</b>  | <b>2,184,855</b>               | <b>1,928,590</b>  |

## 42100 - POLICE

|                     | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|---------------------|-------------------|--------------------------------|-------------------|
| <b>Total Police</b> | 2,921,457         | 2,965,854                      | <b>3,501,642</b>  |
| <i>Staffing</i>     |                   |                                | 28.00             |

| ACCOUNT #         | ACCOUNT NAME                   | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|--------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>  |                                |                   |                                |                   |
| 111               | Salaries                       | 1,432,726         | 1,600,260                      | 1,722,860         |
| 112               | Overtime                       | 48,728            | 40,000                         | 40,000            |
| 114               | Part Time                      | 3,310             | 7,000                          | 10,000            |
| 119               | Police Supplemental Pay        | 17,600            | 19,200                         | 20,800            |
| 121               | Holiday Pay                    | 38,721            | 57,220                         | 81,400            |
| 132               | Longevity Bonus                | 10,800            | 34,442                         | 36,560            |
| 134               | Christmas Bonus                | 3,019             | 2,978                          | 3,100             |
| 141               | FICA                           | 112,750           | 134,724                        | 146,239           |
| 143               | Retirement                     | 191,301           | 235,068                        | 272,343           |
| 146               | Workers Compensation           | 1,219             | 1,219                          | 4,500             |
| 148               | Education and Training         | 10,798            | 14,000                         | 14,000            |
|                   | <b>Total Personnel</b>         | <b>1,870,972</b>  | <b>2,146,111</b>               | <b>2,351,802</b>  |
| <u>Operations</u> |                                |                   |                                |                   |
| 200               | Contractual Services           | 213,599           | 250,755                        | 288,000           |
| 217               | Wrecker Service                | 650               | 1,000                          | 2,000             |
| 230               | Publicity, Subscriptions, Dues | 1,455             | 3,460                          | 2,000             |
| 249               | Cellular Telephones            | 14,725            | 14,500                         | 17,500            |
| 250               | Professional Services          | 2,416             | 2,200                          | 2,200             |
| 261               | Vehicle repair and Maintenance | 33,705            | 40,000                         | 40,000            |
| 269               | Terminal Connection Expense    | 2,240             | 2,240                          | 2,240             |
| 280               | Travel                         | 9,778             | 10,972                         | 12,000            |
| 300               | Office Supplies and Materials  | 10,027            | 12,500                         | 12,500            |
| 312               | Small Items of Equipment       | 26,861            | 39,000                         | 29,000            |
| 326               | Uniform Allowance              | 19,824            | 23,800                         | 23,800            |
| 331               | Fuel                           | 74,437            | 80,000                         | 85,000            |
| 332               | Motor Vehicle Parts            | 386               | -                              | -                 |
| 334               | Tires and Tubes                | 7,590             | 7,500                          | 7,500             |
| 510               | Insurance                      | 1,219             | -                              | -                 |
| 533               | Office Equipment Rental        | -                 | -                              | 1,600             |
| 600               | Debt Service                   | 51,516            | 120,773                        | 217,000           |
| 731               | Awards Special Services        | 365               | 851                            | 500               |
|                   | <b>Total Operations</b>        | <b>470,793</b>    | <b>609,551</b>                 | <b>742,840</b>    |
| <u>Capital</u>    |                                |                   |                                |                   |
| 940               | Machinery & Equipment          | 491,321           | 166,692                        | 373,500           |
| 942               | Equipment & Grants             | 83,543            | 12,000                         | 12,000            |
| 947               | Office Machinery and Equip     | 4,828             | 30,000                         | 20,000            |
| 990               | Computer Software              | -                 | 1,500                          | 1,500             |
|                   | <b>Total Capital</b>           | <b>579,692</b>    | <b>210,192</b>                 | <b>407,000</b>    |
|                   | <b>Total Police</b>            | <b>2,921,457</b>  | <b>2,965,854</b>               | <b>3,501,642</b>  |

## 43100 - PUBLIC WORKS

|                           | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|---------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Public Works</b> | 1,844,852         | 3,558,558                      | <b>1,991,702</b>  |
| <i>Staffing</i>           |                   |                                | 13.25             |

| ACCOUNT #         | ACCOUNT NAME                                | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|---------------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>  |                                             |                   |                                |                   |
| 111               | Salaries                                    | 501,932           | 756,367                        | 503,691           |
| 112               | Overtime                                    | 7,545             | 10,000                         | 10,000            |
| 130               | Car Allowance                               | 3,750             | 3,500                          | 6,600             |
| 132               | Longevity Bonus                             | 3,700             | 16,621                         | 10,518            |
| 134               | Christmas Bonus                             | 1,191             | 1,570                          | 1,107             |
| 141               | FICA                                        | 44,003            | 58,627                         | 40,692            |
| 143               | Retirement                                  | 73,470            | 109,820                        | 77,021            |
| 146               | Workers Compensation                        | 2,825             | 500                            | 1,000             |
| 148               | Education and Certification                 | 7,385             | 11,000                         | 4,000             |
|                   | <b>Total Personnel</b>                      | <b>645,801</b>    | <b>968,005</b>                 | <b>654,629</b>    |
| <u>Operations</u> |                                             |                   |                                |                   |
| 200               | Contract Services                           | 47,781            | 280,500                        | 56,000            |
| 241               | Electric                                    | -                 | 6,891                          | -                 |
| 247               | Street Maintenance                          | -                 | 417                            | -                 |
| 249               | Cellphone                                   | 6,643             | 9,500                          | 4,500             |
| 251               | Medical Service                             | 39                | 600                            | 600               |
| 261               | Maintenance Equipment Vehicles              | 3,302             | 20,000                         | 28,000            |
| 269               | Other Repairs & Maintenance                 | 1,610             | 840                            | -                 |
| 280               | Travel                                      | 5,381             | 10,000                         | 4,000             |
| 300               | Supplies                                    | 36,088            | 52,000                         | 52,000            |
| 310               | Office Supplies and Materials               | 13,795            | 4,062                          | 2,500             |
| 312               | Small Items of Equipment                    | 1,819             | 4,500                          | 4,000             |
| 326               | Uniforms                                    | 2,526             | 5,000                          | 4,000             |
| 331               | Fuel                                        | 21,763            | 24,000                         | 28,000            |
| 332               | Vehicle Parts & Repair                      | 22,008            | 20,296                         | -                 |
| 334               | Tires                                       | 6,752             | 4,800                          | 4,800             |
| 342               | Sign parts and supplies                     | -                 | 842                            | -                 |
| 344               | Safety Supplies                             | 3,139             | 2,000                          | 4,000             |
| 600               | Debt Service                                | 165,522           | 177,149                        | 168,399           |
|                   | <b>Total Operations</b>                     | <b>338,168</b>    | <b>623,397</b>                 | <b>360,799</b>    |
| <u>Capital</u>    |                                             |                   |                                |                   |
| 931               | Resurfacing Secondary Roads                 | 346               | 251,407                        | -                 |
| 933               | Bridge Replacement                          | -                 | 457,391                        | -                 |
| 942               | Machinery and Equipment                     | 577,266           | 4,000                          | 35,000            |
| 944               | Transportation Equipment                    | -                 | 591,019                        | -                 |
| 990               | Computer Software                           | -                 | 6,000                          | 3,500             |
|                   | <b>Total Capital</b>                        | <b>577,612</b>    | <b>1,309,817</b>               | <b>38,500</b>     |
|                   | <b>Total Public Works, Highways/Streets</b> | <b>1,561,581</b>  | <b>2,901,219</b>               | <b>1,053,928</b>  |

**FLEET MAINTENANCE-43170****Personnel**

|                        |                             |                |                |                |
|------------------------|-----------------------------|----------------|----------------|----------------|
| 111                    | Salaries                    | 91,293         | 96,302         | 98,805         |
| 112                    | Overtime                    | -              | -              | 2,000          |
| 132                    | Longevity Bonus             | 800            | 2,212          | 2,270          |
| 134                    | Christmas Bonus             | 217            | 216            | 216            |
| 141                    | FICA                        | 6,345          | 7,367          | 7,749          |
| 143                    | Retirement                  | 11,518         | 13,800         | 14,667         |
| 148                    | Education and Certification | -              | 2,000          | 1,800          |
| <b>Total Personnel</b> |                             | <u>110,173</u> | <u>121,897</u> | <u>127,507</u> |

**Operations**

|                         |                                          |               |               |               |
|-------------------------|------------------------------------------|---------------|---------------|---------------|
| 200                     | Contract Services - Oil/water separators | -             | 500           | 5,000         |
| 241                     | Electric                                 | 4,157         | 4,000         | -             |
| 244                     | Propane/Gas                              | 1,817         | 100           | -             |
| 245                     | Telephone/Other Communication Service    | -             | -             | 420           |
| 261                     | Maintenance - Vehicles                   | 52            | 300           | 750           |
| 266                     | Building Maintenance                     | 3,723         | 745           | -             |
| 280                     | Travel                                   | -             | -             | 600           |
| 300                     | Supplies, Fleet                          | 5,023         | 5,517         | 5,000         |
| 310                     | Office Supplies and Materials            | 351           | 150           | 300           |
| 312                     | Small Tools/Equipment                    | 5,904         | 14,096        | 9,000         |
| 326                     | Uniforms                                 | 490           | 500           | 1,000         |
| 331                     | Fuel                                     | 502           | 500           | 800           |
| 332                     | Vehicle Parts                            | 108           | -             | -             |
| 334                     | Tires                                    | -             | 300           | 400           |
| 344                     | Safety Supplies                          | 175           | 200           | 1,000         |
| 939                     | Undergrnd. Tank Permit                   | -             | 125           | -             |
| <b>Total Operations</b> |                                          | <u>22,302</u> | <u>27,033</u> | <u>24,270</u> |

|                                |                       |                       |                       |
|--------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Total Fleet Maintenance</b> | <u><b>132,475</b></u> | <u><b>148,930</b></u> | <u><b>151,777</b></u> |
|--------------------------------|-----------------------|-----------------------|-----------------------|

**FACILITIES MANAGEMENT-41800****Personnel**

|                        |                             |          |               |               |
|------------------------|-----------------------------|----------|---------------|---------------|
| 111                    | Salaries                    | -        | 61,975        | 63,835        |
| 112                    | Overtime                    | -        | 1,934         | 3,000         |
| 132                    | Longevity Bonus             | -        | 1,550         | 1,600         |
| 134                    | Christmas Bonus             | -        | 108           | 216           |
| 141                    | FICA                        | -        | 4,741         | 5,252         |
| 143                    | Retirement                  | -        | 8,881         | 9,941         |
| 148                    | Education and Certification | -        | 1,297         | 1,000         |
| <b>Total Personnel</b> |                             | <u>-</u> | <u>80,486</u> | <u>84,843</u> |

**Operations**

|                         |                                |                |                |                |
|-------------------------|--------------------------------|----------------|----------------|----------------|
| 200                     | Contract Services              | 16,410         | 35,000         | 44,500         |
| 241                     | Electric                       | 14,356         | 14,000         | 145,000        |
| 242                     | Water                          | 4,498          | 4,500          | 90,000         |
| 244                     | Gas                            | 3,229          | 7,000          | 12,000         |
| 245                     | Telephone/Other Comm. Services | 21,876         | 24,625         | 42,000         |
| 261                     | Maintenance - vehicles         | -              | -              | 750            |
| 266                     | Repair and Maint-Buildings     | 9,469          | 56,587         | 80,000         |
| 269                     | Other repair and maint         | -              | 23             | -              |
| 280                     | Travel                         | -              | 500            | 1,000          |
| 300                     | Supplies                       | 3,171          | 7,000          | 7,500          |
| 312                     | Small Items of Equipment       | 5,466          | 1,000          | 8,000          |
| 326                     | Uniforms                       | -              | -              | 750            |
| 331                     | Fuel                           | -              | -              | 4,000          |
| 334                     | Tires                          | -              | -              | 300            |
| 344                     | Safety supplies                | -              | -              | 500            |
| 600                     | Debt Service                   | 72,321         | 197,523        | 214,854        |
| <b>Total Operations</b> |                                | <u>150,796</u> | <u>347,758</u> | <u>651,154</u> |

|                                      |                                    |  |                       |                       |                       |
|--------------------------------------|------------------------------------|--|-----------------------|-----------------------|-----------------------|
| <u>Capital</u>                       |                                    |  |                       |                       |                       |
| 920                                  | Buildings/ADA                      |  | -                     | 3,000                 | 50,000                |
|                                      | <b>Total Capital</b>               |  | <u>-</u>              | <u>3,000</u>          | <u>50,000</u>         |
|                                      | <b>Total Facilities Management</b> |  | <u><b>150,796</b></u> | <u><b>431,244</b></u> | <u><b>785,997</b></u> |
| <b>GRAND TOTAL PUBLIC WORKS DEPT</b> |                                    |  | 1,844,852             | 3,558,558             | 1,991,702             |

## 44000 - PARKS AND RECREATION

|                            | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|----------------------------|-------------------|--------------------------------|-------------------|
| <b>Total Parks and Rec</b> | 245,600           | 370,753                        | 283,809           |
| <i>Staffing</i>            |                   |                                | 1.00              |

| ACCOUNT #                              | ACCOUNT NAME                  | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|----------------------------------------|-------------------------------|-------------------|--------------------------------|-------------------|
| <u>Personnel</u>                       |                               |                   |                                |                   |
| 111                                    | Salaries                      | -                 | -                              | 58,965            |
| 112                                    | Overtime                      | -                 | -                              | 2,500             |
| 114                                    | Part-Time                     | -                 | -                              | 22,000            |
| 132                                    | Longevity Bonus               | -                 | -                              | 884               |
| 134                                    | Christmas Bonus               | -                 | -                              | 216               |
| 141                                    | FICA                          | -                 | -                              | 6,469             |
| 143                                    | Retirement                    | -                 | -                              | 12,245            |
| 148                                    | Education and Certification   | -                 | -                              | 1,000             |
|                                        | <b>Total Personnel</b>        | -                 | -                              | 104,279           |
| <u>Operations</u>                      |                               |                   |                                |                   |
| 200                                    | Contract Services             | -                 | -                              | 28,500            |
| 249                                    | Cell Phone                    | -                 | -                              | 480               |
| 280                                    | Travel                        | -                 | -                              | 1,000             |
| 287                                    | Special Events                | -                 | -                              | 10,000            |
| 300                                    | Supplies                      | -                 | -                              | 15,000            |
| 310                                    | Office Supplies               | -                 | -                              | 2,000             |
| 312                                    | Small Items of Equipment      | -                 | -                              | 1,000             |
| 326                                    | Uniforms                      | -                 | -                              | 300               |
|                                        | <b>Total Operations</b>       | -                 | -                              | 58,280            |
|                                        | <b>Total Parks Admin</b>      | -                 | -                              | 162,559           |
| <u>RED BANK COMMUNITY CENTER-44420</u> |                               |                   |                                |                   |
| <u>Operations</u>                      |                               |                   |                                |                   |
| 200                                    | Contractual Services          | -                 | 5,600                          | -                 |
| 241                                    | Electric                      | 10,940            | 10,000                         | -                 |
| 242                                    | Water                         | 6,487             | 6,000                          | -                 |
| 269                                    | Repair and Maintenance        | 2,525             | 10,262                         | -                 |
| 300                                    | Supplies                      | 2,738             | 2,500                          | 3,000             |
|                                        | <b>Total Operations</b>       | 22,690            | 34,362                         | 3,000             |
| <u>Capital</u>                         |                               |                   |                                |                   |
| 912                                    | Site Development/ADA          | 33,182            | -                              | -                 |
|                                        | <b>Total Capital</b>          | 33,182            | -                              | -                 |
|                                        | <b>Total Community Center</b> | 55,872            | 34,362                         | 3,000             |

**NORMA CAGLE FIELD-44421****Operations**

|                         |                        |               |               |              |
|-------------------------|------------------------|---------------|---------------|--------------|
| 241                     | Electric               | 6,121         | 6,400         | -            |
| 242                     | Water                  | 4,049         | 4,000         | -            |
| 269                     | Repair and Maintenance | 1,450         | 8,000         | 2,000        |
| <b>Total Operations</b> |                        | <b>11,620</b> | <b>18,400</b> | <b>2,000</b> |

**Capital**

|                                   |                      |               |               |              |
|-----------------------------------|----------------------|---------------|---------------|--------------|
| 912                               | Site Development/ADA | -             | -             | -            |
| <b>Total Capital</b>              |                      | <b>-</b>      | <b>-</b>      | <b>-</b>     |
| <b>Total White Oak Facilities</b> |                      | <b>11,620</b> | <b>18,400</b> | <b>2,000</b> |

**REDDING ROAD FACILITIES-44422****TENNIS COURTS/PLAYGROUND****Operations**

|                         |                       |               |               |               |
|-------------------------|-----------------------|---------------|---------------|---------------|
| 200                     | Contractural Services | 300           | 250           | -             |
| 241                     | Electric              | 2,657         | 2,200         | -             |
| 242                     | Water                 | 4,460         | 2,600         | -             |
| 244                     | Gas                   | 583           | 600           | -             |
| 269                     | Repair & Maintenance  | 13,731        | 25,000        | 10,000        |
| 300                     | Supplies              | 1,415         | 1,400         | 2,000         |
| <b>Total Operations</b> |                       | <b>23,146</b> | <b>32,050</b> | <b>12,000</b> |

**Capital**

|                                    |                      |               |               |               |
|------------------------------------|----------------------|---------------|---------------|---------------|
| 912                                | Site Development/ADA | 39,331        | 26,530        | -             |
| <b>Total Capital</b>               |                      | <b>39,331</b> | <b>26,530</b> | <b>-</b>      |
| <b>Total Redding Road Facility</b> |                      | <b>62,477</b> | <b>58,580</b> | <b>12,000</b> |

**MORRISON SPRINGS FACILITIES-44423****Operations**

|                         |                        |               |               |          |
|-------------------------|------------------------|---------------|---------------|----------|
| 241                     | Electric               | 7,576         | 7,500         | -        |
| 242                     | Water                  | 13,372        | 13,300        | -        |
| 269                     | Repair and Maintenance | 7,637         | 4,000         | -        |
| <b>Total Operations</b> |                        | <b>28,585</b> | <b>24,800</b> | <b>-</b> |

**Capital**

|                               |                      |               |               |              |
|-------------------------------|----------------------|---------------|---------------|--------------|
| 912                           | Site Development/ADA | -             | -             | 5,000        |
| <b>Total Capital</b>          |                      | <b>-</b>      | <b>-</b>      | <b>5,000</b> |
| <b>Total Morrison Springs</b> |                      | <b>28,585</b> | <b>24,800</b> | <b>5,000</b> |



**RECREATION-SWIMMING POOL-44440****Operations**

|                         |                        |               |               |               |
|-------------------------|------------------------|---------------|---------------|---------------|
| 200                     | Contractural Services  | -             | -             | 25,000        |
| 242                     | Water                  | 3,041         | 10,000        | -             |
| 269                     | Repair and Maintenance | 8,396         | 3,800         | 30,000        |
| <b>Total Operations</b> |                        | <b>11,437</b> | <b>13,800</b> | <b>55,000</b> |

**Capital**

|                      |                      |            |              |          |
|----------------------|----------------------|------------|--------------|----------|
| 912                  | Site Development/ADA | 176        | 1,709        | -        |
| <b>Total Capital</b> |                      | <b>176</b> | <b>1,709</b> | <b>-</b> |

|                            |               |               |               |
|----------------------------|---------------|---------------|---------------|
| <b>Total Swimming Pool</b> | <b>11,613</b> | <b>15,509</b> | <b>55,000</b> |
|----------------------------|---------------|---------------|---------------|

**WHITE OAK PARK-44470****Operations**

|                         |                       |               |               |               |
|-------------------------|-----------------------|---------------|---------------|---------------|
| 200                     | Contractural Services | -             | -             | 20,000        |
| 241                     | Electric              | 1,102         | 1,200         | -             |
| 242                     | Water                 | 13,350        | 13,000        | -             |
| 269                     | Repair & Maintenance  | 33,497        | 25,000        | -             |
| 300                     | Supplies              | 2,508         | 2,200         | 3,500         |
| <b>Total Operations</b> |                       | <b>50,457</b> | <b>41,400</b> | <b>23,500</b> |

**Capital**

|                      |                      |               |                |               |
|----------------------|----------------------|---------------|----------------|---------------|
| 912                  | Site Development/ADA | 24,976        | 176,952        | 20,000        |
| <b>Total Capital</b> |                      | <b>24,976</b> | <b>176,952</b> | <b>20,000</b> |

|                             |               |                |               |
|-----------------------------|---------------|----------------|---------------|
| <b>Total White Oak Park</b> | <b>75,433</b> | <b>218,352</b> | <b>43,500</b> |
|-----------------------------|---------------|----------------|---------------|

**TOWN CENTER PARK-44490****Operations**

|                         |                        |          |            |            |
|-------------------------|------------------------|----------|------------|------------|
| 269                     | Repair and Maintenance | -        | 750        | 750        |
| <b>Total Operations</b> |                        | <b>-</b> | <b>750</b> | <b>750</b> |

|                               |          |            |            |
|-------------------------------|----------|------------|------------|
| <b>Total Town Center Park</b> | <b>-</b> | <b>750</b> | <b>750</b> |
|-------------------------------|----------|------------|------------|

|                                         |                |                |                |
|-----------------------------------------|----------------|----------------|----------------|
| <b>GRAND TOTAL PARKS AND RECREATION</b> | <b>245,600</b> | <b>370,753</b> | <b>283,809</b> |
|-----------------------------------------|----------------|----------------|----------------|

## 412 - ARPA

|              | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>PROPOSED<br>BUDGET |
|--------------|-------------------|--------------------------------|-------------------------------|
| Expenditures | 351,325           | 1,248,963                      | 1,116,562                     |

| ACCOUNT #         | ACCOUNT NAME              | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>PROPOSED<br>BUDGET |
|-------------------|---------------------------|-------------------|--------------------------------|-------------------------------|
| <u>Operations</u> |                           |                   |                                |                               |
| 691               | Bank Service Charges      | -                 | 150                            | 100                           |
|                   | <b>Total Operations</b>   | <b>-</b>          | <b>150</b>                     | <b>100</b>                    |
| <u>Capital</u>    |                           |                   |                                |                               |
| 932               | Drainage Improvements     | 351,325           | 908,711                        | 545,013                       |
| 920               | Facilities Improvements   | -                 | 76,903                         | 212,721                       |
| 945               | Department Equipment      | -                 | 196,683                        | -                             |
| 926               | Internet Technologies     | -                 | 66,516                         | 141,990                       |
| 710               | Nonprofit Endeavors       | -                 | -                              | 150,000                       |
| 931               | Ashmore Avenue            | -                 | -                              | 66,738                        |
|                   | <b>Total Capital</b>      | <b>351,325</b>    | <b>1,248,813</b>               | <b>1,116,462</b>              |
|                   | <b>Total Expenditures</b> | <b>351,325</b>    | <b>1,248,963</b>               | <b>1,116,562</b>              |

# 121 - STATE STREET AID

|                  | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|------------------|-------------------|--------------------------------|-------------------|
| Revenue          | 518,703           | 491,899                        | <b>482,415</b>    |
| Expenditures     | 578,284           | 616,707                        | 955,499           |
| <b>Total SSA</b> | <b>(59,581)</b>   | <b>(124,808)</b>               | <b>(473,084)</b>  |

| ACCOUNT #         | ACCOUNT NAME                         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|--------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Revenues</u>   |                                      |                   |                                |                   |
| 32600             | Building and Related Permits         | 17,900            | 15,000                         | 15,000            |
| 33550             | State Highway and Street Funds       | 413,365           | 424,794                        | 422,415           |
| 36100             | Interest Earnings                    | 32,030            | 30,000                         | 25,000            |
| 36350             | Insurance Recoveries                 | 32,408            | 22,105                         | 20,000            |
| 36691             | Miscellaneous Revenue                | 23,000            | -                              | -                 |
|                   | <b>Total Revenue</b>                 | <b>518,703</b>    | <b>491,899</b>                 | <b>482,415</b>    |
| <u>Operations</u> |                                      |                   |                                |                   |
| 200               | Contractual Service                  | 749               | 4,000                          | 190,000           |
| 201               | Carta Contract                       | -                 | -                              | 15,600            |
| 241               | Electric                             | 85,308            | 87,000                         | 87,000            |
| 247               | Street Lighting Maintenance          | 19,947            | 69,183                         | 51,000            |
| 255               | Engineering Services                 | -                 | 50,000                         | 100,000           |
| 264               | Signal Lights Repair & maintenance   | 3,967             | 3,000                          | 50,000            |
| 300               | Supplies                             | 21,082            | 10,000                         | 10,000            |
| 342               | Street Signs                         | 16,180            | 27,022                         | 60,000            |
| 600               | Debt Service                         | 171,871           | 43,502                         | 41,899            |
| 931               | Resurfacing Secondary Streets        | 110,741           | 30,000                         | 250,000           |
| 932               | Drainage Improvements                | 448               | 13,000                         | 100,000           |
|                   | <b>Total Operations</b>              | <b>430,293</b>    | <b>336,707</b>                 | <b>955,499</b>    |
| <u>Capital</u>    |                                      |                   |                                |                   |
| 940               | Machinery & Equipment                | 147,991           | 280,000                        | -                 |
|                   | <b>Total Capital</b>                 | <b>147,991</b>    | <b>280,000</b>                 | <b>-</b>          |
|                   | <b>Total Expenditures</b>            | <b>578,284</b>    | <b>616,707</b>                 | <b>955,499</b>    |
|                   | <b>Net From Operations</b>           | <b>(59,581)</b>   | <b>(124,808)</b>               | <b>(473,084)</b>  |
|                   | <b>Beginning Fund Balance July 1</b> | <b>810,036</b>    | <b>750,455</b>                 | <b>625,647</b>    |
|                   | <b>Ending Fund Balance June 30</b>   | <b>750,455</b>    | <b>625,647</b>                 | <b>152,563</b>    |

# 131 - SOLID WASTE SUMMARY

|                          | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|--------------------------|-------------------|--------------------------------|-------------------|
| Revenue                  | 1,055,245         | 1,037,496                      | 1,020,000         |
| Expenditures             | 1,068,674         | 1,633,155                      | 1,234,489         |
| <b>Total Solid Waste</b> | <b>(13,429)</b>   | <b>(595,659)</b>               | <b>(214,489)</b>  |
| <i>Staffing</i>          |                   |                                | 9.25              |

| ACCOUNT #       | ACCOUNT NAME         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-----------------|----------------------|-------------------|--------------------------------|-------------------|
| <u>Revenues</u> |                      |                   |                                |                   |
| 31300           | Interest on prop tax | 3,262             | 2,496                          | -                 |
| 34400           | Sanitation Charges   | 1,011,167         | 1,000,000                      | 985,000           |
| 36100           | Interest Earnings    | 40,816            | 35,000                         | 35,000            |
|                 | <b>Total Revenue</b> | <b>1,055,245</b>  | <b>1,037,496</b>               | <b>1,020,000</b>  |

|                  |                        |                |                |                |
|------------------|------------------------|----------------|----------------|----------------|
| <u>Personnel</u> |                        |                |                |                |
| 111              | Salaries               | 332,438        | 435,194        | 466,861        |
| 112              | Overtime               | 3,127          | 3,492          | 3,500          |
| 132              | Longevity Bonus        | 5,200          | 11,433         | 8,860          |
| 134              | Christmas Bonus        | 866            | 920            | 972            |
| 141              | FICA                   | 23,952         | 33,407         | 36,735         |
| 142              | Health Insurance       | 94,087         | 136,053        | 142,855        |
| 143              | Retirement             | 48,792         | 62,579         | 69,391         |
| 144              | Dental Insurance       | 4,606          | 5,697          | 5,000          |
| 145              | Life Insurance         | 2,114          | 2,258          | 2,200          |
| 146              | Workers Comp.          | -              | 1,861          | -              |
|                  | <b>Total Personnel</b> | <b>515,182</b> | <b>692,894</b> | <b>736,374</b> |

|                   |                           |                |                |                |
|-------------------|---------------------------|----------------|----------------|----------------|
| <u>Operations</u> |                           |                |                |                |
| 170               | Administration Fees       | 374            | 470            | 420            |
| 171               | Fees for Administration   | -              | 47,000         | -              |
| 200               | Contract Services         | 12,613         | 23,000         | 30,000         |
| 249               | Cellular Telephone        | 885            | 1,080          | 3,000          |
| 251               | Medical Services          | -              | 300            | 300            |
| 261               | Truck Maintenance         | 32,361         | 68,000         | 68,000         |
| 298               | Tax Collection Fees       | 25,000         | 25,000         | 25,000         |
| 300               | Supplies                  | 23,087         | 30,000         | 45,000         |
| 326               | Uniforms                  | 2,727          | 3,454          | 4,800          |
| 331               | Fuel (3 trucks)           | 54,999         | 48,000         | 55,000         |
| 332               | Vehicle/Equipment Maint.  | 37,163         | -              | -              |
| 334               | Tires (3 trucks)          | 8,024          | 5,200          | 5,000          |
| 344               | Safety Supplies           | 1,409          | 2,500          | 3,200          |
| 935               | Waste Disposal services   | 181,855        | 165,000        | 165,000        |
| 939               | Landfill Permit/ Sampling | 360            | -              | -              |
|                   | <b>Total Operations</b>   | <b>380,857</b> | <b>419,004</b> | <b>404,720</b> |

Capital

|     |                       |                |                |               |
|-----|-----------------------|----------------|----------------|---------------|
| 940 | Machinery & Equipment | 116,612        | 460,000        | 30,000        |
|     | <b>Total Capital</b>  | <b>116,252</b> | <b>460,000</b> | <b>30,000</b> |

RECYCLING

|     |                                 |               |               |               |
|-----|---------------------------------|---------------|---------------|---------------|
| 111 | Salaries                        | 39,902        | 42,531        | 43,808        |
| 132 | Longevity Bonus                 | -             | 638           | 655           |
| 134 | Christmas Bonus                 | 108           | 108           | 108           |
| 141 | FICA                            | 3,023         | 3,254         | 3,410         |
| 142 | Health Insurance                | 6,843         | 7,275         | 7,400         |
| 143 | Retirement                      | 5,203         | 6,095         | 6,454         |
| 144 | Dental Insurance                | 286           | 299           | 300           |
| 145 | Life Insurance                  | 240           | 257           | 270           |
| 170 | Administration Fees-Flex        | 65            | 50            | 240           |
| 242 | Water                           | 713           | 750           | 750           |
|     | <b>Total Recycling Division</b> | <b>56,383</b> | <b>61,257</b> | <b>63,395</b> |

|                           |                  |                  |                  |
|---------------------------|------------------|------------------|------------------|
| <b>Total Expenditures</b> | <b>1,068,674</b> | <b>1,633,155</b> | <b>1,234,489</b> |
|---------------------------|------------------|------------------|------------------|

|                            |                 |                  |                  |
|----------------------------|-----------------|------------------|------------------|
| <b>Net From Operations</b> | <b>(13,429)</b> | <b>(595,659)</b> | <b>(214,489)</b> |
|----------------------------|-----------------|------------------|------------------|

|                                      |                  |                  |                |
|--------------------------------------|------------------|------------------|----------------|
| <b>Beginning Fund Balance July 1</b> | <b>1,061,857</b> | <b>1,048,428</b> | <b>452,769</b> |
| <b>Ending Fund Balance June 30</b>   | <b>1,048,428</b> | <b>452,769</b>   | <b>238,280</b> |

## 413 - STORMWATER

|                         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------------|-------------------|--------------------------------|-------------------|
| Revenue                 | 324,298           | 513,213                        | 529,213           |
| Expenditures            | 279,064           | 506,471                        | 508,600           |
| <b>Total Stormwater</b> | <b>45,234</b>     | <b>6,742</b>                   | <b>20,613</b>     |
| <i>Staffing</i>         |                   |                                | 4.75              |

| ACCOUNT #         | ACCOUNT NAME                         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|--------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Revenues</u>   |                                      |                   |                                |                   |
| 31300             | Interest / Penalty                   | 2,228             | 1,000                          | 500               |
| 36100             | Interest Earnings                    | 10,361            | 11,500                         | 9,000             |
| 37100             | Stormwater Fees                      | 311,709           | 500,713                        | 500,713           |
| 37101             | Stormwater Fees nonprofits           | -                 | -                              | 19,000            |
|                   | <b>Total Revenue</b>                 | <b>324,298</b>    | <b>513,213</b>                 | <b>529,213</b>    |
| <u>Personnel</u>  |                                      |                   |                                |                   |
| 111               | Salaries                             | 94,656            | 116,000                        | 269,272           |
| 112               | Overtime                             | 774               | 3,500                          | 1,000             |
| 132               | Longevity Bonus                      | 1,000             | 1,319                          | 3,617             |
| 134               | Christmas Bonus                      | 271               | 271                            | 513               |
| 141               | FICA                                 | 8,548             | 9,263                          | 20,992            |
| 142               | Health Insurance                     | 28,115            | 30,000                         | 30,000            |
| 143               | Retirement                           | 14,879            | 17,534                         | 39,733            |
| 144               | Dental Insurance                     | 1,061             | 1,061                          | 1,200             |
| 145               | Life Insurance                       | 557               | 557                            | 740               |
| 148               | Employee Training                    | 2,438             | 1,400                          | 2,000             |
|                   | <b>Total Personnel</b>               | <b>152,299</b>    | <b>180,905</b>                 | <b>369,067</b>    |
| <u>Operations</u> |                                      |                   |                                |                   |
| 170               | Administration Fees-Flex             | 98                | 100                            | 160               |
| 171               | Fees for Administration              | 27,177            | 21,000                         | -                 |
| 200               | Contract Services (County)           | 75,476            | 75,000                         | 80,000            |
| 202               | Seasonal Contract services           | -                 | -                              | -                 |
| 254               | Engineering                          | -                 | -                              | -                 |
| 280               | Travel                               | -                 | 500                            | 1,200             |
| 298               | Collection Fees                      | 2,824             | 3,193                          | 2,600             |
| 300               | Supplies                             | 6,000             | 6,000                          | 6,000             |
| 326               | Uniforms                             | 410               | 2,000                          | 1,600             |
| 331               | Fuel                                 | 2,720             | 2,500                          | 6,000             |
| 332               | Vehicle/equip.maint., parts          | 507               | 2,000                          | 10,000            |
| 334               | Tires                                | -                 | 1,500                          | 1,800             |
| 344               | Safety Supplies                      | 601               | 600                            | 1,200             |
| 600               | Depreciation                         | 10,873            | 10,873                         | 10,873            |
| 691               | Bank Service Charges                 | 79                | 300                            | 100               |
|                   | <b>Total Operations</b>              | <b>126,765</b>    | <b>125,566</b>                 | <b>121,533</b>    |
| <u>Capital</u>    |                                      |                   |                                |                   |
| 942               | General Purpose Machinery            | -                 | 200,000                        | 18,000            |
|                   | <b>Total Capital</b>                 | <b>-</b>          | <b>200,000</b>                 | <b>18,000</b>     |
|                   | <b>Total Expenditures</b>            | <b>279,064</b>    | <b>506,471</b>                 | <b>508,600</b>    |
|                   | <b>Net From Operations</b>           | <b>45,234</b>     | <b>6,742</b>                   | <b>20,613</b>     |
|                   | <b>Beginning Fund Balance July 1</b> | <b>399,445</b>    | <b>444,679</b>                 | <b>451,421</b>    |
|                   | <b>Ending Fund Balance June 30</b>   | <b>444,679</b>    | <b>451,421</b>                 | <b>472,034</b>    |

## 619 - DRUG FUND

|                   | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|-------------------|--------------------------------|-------------------|
| Revenue           | 27,622            | 22,200                         | 34,200            |
| Expenditures      | 4,843             | 68,100                         | 34,200            |
| <b>Total Drug</b> | <b>22,779</b>     | <b>(45,900)</b>                | <b>-</b>          |

| ACCOUNT #       | ACCOUNT NAME                         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-----------------|--------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Revenues</u> |                                      |                   |                                |                   |
| 35130           | Impound Fees                         | -                 | -                              | -                 |
| 35140           | Drug Related Fines                   | 6,258             | 6,000                          | 6,000             |
| 35150           | DEA Asset Sharing Pmts               | 5,408             | 5,000                          | 10,000            |
| 36100           | Interest Earnings                    | 1,984             | 1,200                          | 1,200             |
| 36330           | Sale of Equipment                    | -                 | -                              | 2,000             |
| 36350           | Insurance Recoveries                 | -                 | -                              | -                 |
| 36693           | Drug Seizures                        | 13,972            | 10,000                         | 15,000            |
|                 | <b>Total Revenues</b>                | <b>27,622</b>     | <b>22,200</b>                  | <b>34,200</b>     |
| 148             | Education and Training               | 225               | 500                            | 4,000             |
| 200             | Contractual Services                 | -                 | -                              | -                 |
| 217             | Wrecker Expense                      | -                 | -                              | -                 |
| 230             | Publicity, Subscriptions and Dues    | 55                | 100                            | 200               |
| 261             | Repair & Maint. Vehicle              | -                 | 1,500                          | 1,000             |
| 280             | Travel                               | 608               | 1,000                          | 4,000             |
| 300             | Supplies                             | 3,450             | 25,000                         | 15,000            |
| 312             | Small Items of Equipment             | -                 | -                              | -                 |
| 331             | Gas, Oil, Diesel Fuel, Etc           | -                 | -                              | -                 |
| 334             | Tires, Tubes, Etc                    | -                 | -                              | -                 |
| 691             | Bank Service Charges                 | -                 | -                              | -                 |
| 731             | DEA Asset Sharing                    | 505               | 40,000                         | 10,000            |
|                 | <b>Total Operations</b>              | <b>4,843</b>      | <b>68,100</b>                  | <b>34,200</b>     |
| <u>Capital</u>  |                                      |                   |                                |                   |
| 944             | Transportation Equipment             | -                 | -                              | -                 |
| 947             | Office Machinery & Equipment         | -                 | -                              | -                 |
|                 | <b>Total Capital</b>                 | <b>-</b>          | <b>-</b>                       | <b>-</b>          |
|                 | <b>Total Expenditures</b>            | <b>4,843</b>      | <b>68,100</b>                  | <b>34,200</b>     |
|                 | <b>Net From Operations</b>           | <b>22,779</b>     | <b>(45,900)</b>                | <b>-</b>          |
|                 | <b>Beginning Fund Balance July 1</b> | <b>57,671</b>     | <b>80,450</b>                  | <b>34,550</b>     |
|                 | <b>Ending Fund Balance June 30</b>   | <b>80,450</b>     | <b>34,550</b>                  | <b>34,550</b>     |

# 120 - IMPOUND FUND

|                      | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|----------------------|-------------------|--------------------------------|-------------------|
| Revenue              | 85                | 100                            | 4,650             |
| Expenditures         | 656               | 735                            | 4,650             |
| <b>Total Impound</b> | <b>(571)</b>      | <b>(635)</b>                   | <b>-</b>          |

| ACCOUNT #         | ACCOUNT NAME                         | FY 2023<br>ACTUAL | FY 2024<br>ESTIMATED<br>ACTUAL | FY 2025<br>BUDGET |
|-------------------|--------------------------------------|-------------------|--------------------------------|-------------------|
| <u>Revenues</u>   |                                      |                   |                                |                   |
| 35310             | Impound Fees                         | 85                | 100                            | 150               |
| 36340             | Sale of Equipment - DOR              | -                 | -                              | 4,500             |
|                   | <b>Total Revenues</b>                | <b>85</b>         | <b>100</b>                     | <b>4,650</b>      |
| <u>Operations</u> |                                      |                   |                                |                   |
| 200               | Contractural Services                | -                 | -                              | -                 |
| 217               | Wrecker Service Exp                  | 135               | 135                            | 750               |
| 269               | Repair & Maintenance                 | 521               | 600                            | 3,900             |
| 300               | Supplies                             | -                 | -                              | -                 |
| 312               | Small Items of Equipment             | -                 | -                              | -                 |
| 691               | Bank Service Charges                 | -                 | -                              | -                 |
|                   | <b>Total Operations</b>              | <b>656</b>        | <b>735</b>                     | <b>4,650</b>      |
| <u>Capital</u>    |                                      |                   |                                |                   |
| 944               | Transportation Equipment             | -                 | -                              | -                 |
|                   | <b>Total Capital</b>                 | <b>-</b>          | <b>-</b>                       | <b>-</b>          |
|                   | <b>Total Expenditures</b>            | <b>656</b>        | <b>735</b>                     | <b>4,650</b>      |
|                   | <b>Net From Operations</b>           | <b>(571)</b>      | <b>(635)</b>                   | <b>-</b>          |
|                   | <b>Beginning Fund Balance July 1</b> | <b>4,679</b>      | <b>4,108</b>                   | <b>3,473</b>      |
|                   | <b>Ending Fund Balance June 30</b>   | <b>4,108</b>      | <b>3,473</b>                   | <b>3,473</b>      |





## City of Red Bank

3105 Dayton Boulevard

Red Bank, TN 37415

423.877.1103

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

### City Manager's FY 25 Budget Estimate

7 May 2024

#### Red Bank City Commission

This memo transmits the FY25 budget estimate to the Red Bank Commission for the fiscal year beginning 1 July 2024 and ending 30 June 2025 (FY25). This budget estimate addresses the following key objectives:

- Address all five *Commission Goals\**,
- Remain competitive as an '*Employer of Choice*' to attract and retain talent with a 3% cost-of-living adjustment (COLA) for all employees to keep pace with inflation,
- Make targeted staff investments in specific areas to build staff capacity where it is most needed,
- Sustain a level of service delivery excellence across all municipal services.

The following memos from each Department address their unique needs: Police, Fire, Public Works, Community Development, and Finance and Administration.

From a city-wide perspective, this budget is forthright regarding several aspects of service delivery:

- Inflation is impacting all aspects of this budget; accordingly, a 3.0% COLA is necessary to keep our pay competitive and sustain our focus on remaining an employer of choice (by comparison Social Security COLA was 3.2% for 2024),
- We are requesting two additional staff to add essential capacity where it is most needed: Administrative Support in Community Development and an Engineering Technician in Public Works,
- The RBPD is budgeting six new law enforcement vehicles to sustain their fleet,
- For the first time since the mid-1990's, the City of Red Bank will budget for an element of mass transit. Currently it's a relatively modest \$15,600 from State Street Aid, but it represents a noteworthy commitment to meeting paratransit transportation needs for eligible members of our community, and to furthering our partnership with CARTA,
- Lastly, this budget represents the remaining aspects of a number of ongoing planning efforts, many of which will conclude this budget year and will foster discussion of next steps and consideration of strategic measures towards implementation.

Hollie Berry  
Mayor

Stefanie Dalton  
Vice Mayor

Jamie Fairbanks-Harvey  
Commissioner

Pete Phillips  
Commissioner

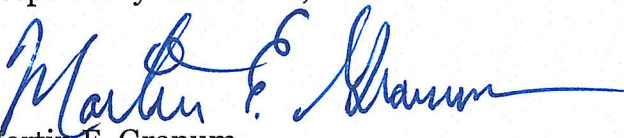
Hayes Wilkinson  
Commissioner

Martin Granum  
City Manager

There are also organizational changes represented in this budget: creating two departments. This budget recognizes Community Development as an independent department, separate from, but interdependent with, the Public Works Department. This will create a department focused on planning and development, which is where we are experiencing the greatest demand both in terms of pursuing commission goals as well as facilitating private development. The second new department is recognizing all the internal support functions housed within City Hall as a single department with one Director empowered to manage it effectively and efficiently, aligning most internal support functions and support staff under the Department of Administration and Finance (referred to as 'City Hall').

I encourage all to read through the accompanying department-specific memos as well as the "Questions and Answers" for further understanding of the budget and the service delivery outcomes it supports.

Respectfully submitted,



Martin E. Granum

City Manager

[mgranum@redbanktn.gov](mailto:mgranum@redbanktn.gov)

\* **Commission Goals** from the 3<sup>rd</sup> Annual Commission Retreat (27 Feb '24 MTAS Report):

- ***Improve multi-modal transportation network***  
(Mayor Berry)
- ***Develop a comprehensive plan, including fulfilling the land conversion agreement and the former Red Bank Middle School site***  
(Commissioner Phillips)
- ***Develop parks, trails and recreation services***  
(Commissioner Wilkinson)
- ***Identify and celebrate areas of Stinger's Branch to improve environmental stewardship***  
(Vice Mayor Dalton)
- ***Update entrances to the City***  
(Commissioner Fairbanks-Harvey)



# RED BANK POLICE DEPARTMENT

3117 Dayton Boulevard, Red Bank, TN 37415  
(423) 875-0167

DAN SEYMOUR  
CHIEF OF POLICE



---

---

## FY2025 Police Department Budget Overview

### ***Mission –***

***“Affect a positive difference to the citizens of this community.”***

For the Fiscal Year 2025 Budget proposal, the police department prepared its primary budget along with the Drug Fund budget and Impound Fund budget. The budget contains some increases related to personnel, operations, and capital which reflects the reality of policing in Tennessee.

**Personnel:** It is important to maintain our commitment to being an “employer of choice” by providing competitive wages and great benefits. In order to maintain this commitment, the bulk of the personnel costs this year includes a three percent (3%) cost of living adjustment for all employees. Since the city made market adjustments to salaries over the last couple of years, other local government entities have increased their salaries and/or are planning to this upcoming year in an attempt to also be competitive. The proposed cost of living adjustment will assist the City of Red Bank with staying in the competitive market for valuable employees in addition to making allowances for the increase in the costs of living.

This year’s personnel costs also reflect the approved changes to the employee handbook this last year by adequately budgeting for the improvements in holiday pay. The City added Juneteenth as a recognized holiday and the holiday pay provides employees who work twelve-hour shifts to be compensated for twelve hours instead of the standard eight hours that administrative employees might receive.

**Operations:** Most of the operations costs have remained about the same with a couple of exceptions. As with years past, expenses for contract services continue to rise. Many of these costs have automatic increases each year for services that the police department uses. One of the biggest increases is a thirteen percent (13%) increase in the fees to Hamilton County Communications Center for providing dispatch services. This increase was over twenty-five thousand dollars (\$25,000) within itself. The fees we pay for dispatch services are far below what it would cost the City to provide the service itself.

Some of the smaller operation increases are related to the increase in the costs of wrecker services, travel expenses and cellular technology used for in-car computer & camera systems.

**Capital:** This budget reflects on-going changes to capital costs within debt services and expenditures in machinery & equipment. As part of our capital improvements plan, the police department needs to purchase approximately six (6) vehicles about every other year to maintain a

safe fleet of emergency vehicles to respond to calls for service and emergencies. This number is based on the age, mileage, and mechanical condition of vehicles. The industry standard for the useful life of a police car is approximately one-hundred thousand (100,000) miles or ten thousand (10,000) engine hours. However, to evaluate the need for vehicles for the next two years for this budget proposal, I used 110,000 to 130,000 as a reference, not considering engine hours. There are many vehicles that will soon be at 120,00-140,000 miles along with a couple of vehicles that are well over that now. Another point that contributes to the replacement plan is back in 2016 & 2017, the police department purchased a lot of vehicles at one time. This was because at that time, the patrol fleet was mostly comprised of Volkswagen Passat's. At that time, due to the required VW buy back because of the emissions issues, a lot of vehicles were purchased over a couple of years.

It is important for the police department to succeed in meeting its mission, "to affect a positive difference to the citizens of this community", to maintain its service delivery, and to continue being an "employer of choice". The public continues to demand excellence, ongoing training, and cutting-edge technology from the law enforcement profession. This budget proposal will lead to sustainable service delivery to include maintaining a capital improvement plan that will meet or exceed the public's expectations.





# City of Red Bank Fire Department

3105 Dayton Blvd.  
Red Bank, Tennessee 37415

Brent Sylar  
Fire Chief

Phone (423) 877-7252  
Fax (423) 870-9975

---

## FY 2025 Fire Department Budget Overview

### Mission –

**“To protect lives, property, and the environment by providing a high quality of service that is prompt, skillful, caring, resourceful, and cost effective.”**

The proposed FY 25 budget request for the Red Bank Fire Department maintains the current service level delivery (4 full-time employees and 1 parttime on duty 24/7) to the community with no additional personnel. While the fire department has many needs going forward, we have submitted this budget proposal with a balance investment to maintain excellent municipal service delivery and provide for an adequate and sustainable level going forward and includes the following increases:

### Personnel:

COLA for all personnel, this maintains our commitment to being an “employer of choice” providing competitive wages and great benefits. This includes the following within the personnel budget. Increase in holiday pay due to the city adopting a new holiday, FICA and retirement also increase with the COLA and retirement had a rate adjustment from TCRS with these increases it led to an overall increase in the personal budget of \$70,582. With today’s fires becoming hotter (synthetics) and faster (lighter less dense materials), it is important to start a conversation to increase on duty staffing to put more firefighters on the scene as quickly as possible to save lives and property and we have begun conversations of increasing staffing in the coming years for a safe and effective operations of the fire department.

### Operations:

Operations shows an overall decrease in expenditures of \$87,893 to include \$21,000 that was moved to the Facilities budget for utilities (electric, gas, water & sewer) \$11,500 also moved to Facilities in reoccurring expenses from the buildings and maintenance line item. With these items moved to facilities, the operations budget has decreased by \$55,393 overall, this is due to one time costs that were budgeted and necessary for equipment replacement in FY 24. Other increases within this section include an increase in 911 fees to Hamilton County 911 (13%), an increase in travel due to costs. You will notice in the operations section a new line item for Medical, this previously was in supplies and the monies for this line were moved from supplies to the medical line, this line item pays for the required physicals and drug screens. Computer maintenance line has increased as we have added “seats” and electronic firefighter skills checkoff sheets to move away from paper, added display boards at each station (calls, personnel on duty, events planned for the day, training scheduled, etc.)

**Capital Equipment:**

Equipment used by the fire department have life spans, we undertook a plan to start replacing fire hose that is 20+ years old last FY and continue this year with the replacing of 2,000' of 5" supply hose (Est \$25,000). Our rope equipment is 30+ years old and has reached its useful life, some of it has been damaged from use and must be replaced, the estimated cost is \$8,000. The fire department would also like to purchase a fire extinguisher prop for training firefighters in the proper techniques of using fire extinguishers, this prop can also be used to train the citizens of Red Bank on how to properly operate a fire extinguisher estimated cost is \$20,000.

It is important to note that the overall fire department budget is approximately 2.5% over last years budget (including facilities costs) while maintaining the current service delivery.

At the conclusion of our budget presentation, we have shared a document to talk about increasing staffing in the fire department from the current 4 FTE to a level of 7 FTE over the next five years beginning in FY 26 and costing roughly \$100,000 annually.





## City of Red Bank Public Works Department

3105 Dayton Boulevard  
Red Bank, TN 37415  
423.269-7927

April 2024

Subject: 2024-2025 Budget Year Plan-All Divisions

The Public Works Department is pleased to provide a glimpse into our 2025 Budget Funding Request. We remain focused on sustained service excellence. There is a quote that says, "The Future depends on what you do today!" For the Public Works Department, 'Today' started in 2022 with a vision and goal for increased service delivery and higher levels of service across the department. Since July 2022 we have improved service delivery in Solid Waste, Storm Water, Parks and the Streets Division.

Here is a look at the major divisions that make up Public Works and how they plan to sustain their service excellence in 2024/2025:

**Solid Waste** is hands down the busiest and most demanded division of Public Works. Missing repeated days of garbage collection would be a great failure. With our current service delivery and well-maintained equipment, we have the capacity to operate with minimum interruptions. This past year we hired a supervisor for this division. The supervisor has proven to be beneficial in many aspects, not the least of which is equipment maintenance and service management excellence. He has modified the brush and bulk trash collection with the incorporation of iWorQ Management processes. Where it used to take 1-3 weeks to complete a brush route, residents now experience collection within 24-72 hours after putting in a service request on our website. The supervisor has worked to increase recycling in our parks, modify routes and recently conducted a city-wide garbage can audit that to this point indicates we have some \$21,000 in loss revenue due to parcels with multiple cans they do not pay for, but the city is providing service. In the 2025 Budget Request the Solid Waste Division will unveil two new services that seek to eliminate waste oil dumping in our city as well as year-round tire collection. These services can be provided with no additional FTE due to a reorganization that was conducted in the 2024 Budget Year. With these initiatives in mind the Solid Waste Department is poised to have an epic year of service delivery without additional operational expenses aside from inflation.

**The Storm Water Division** labored as a reactive service of the city for a decade. Due to a Commission Goal in FY-2022 staff evaluated Storm Water fees and city ordinances related to Storm Water. What developed was a suitable revenue stream that allowed the city to hire a dedicated Storm Water maintenance team. What has been produced is nothing short of impressive. Last year the city partnered with Barge Design for a Storm Water Utility Management Plan. Their inventory processes have pointed out non-functional storm water elements that the city has been able to correct and put back into service. With this effort, and level of service, our Storm Water Utility now functions at a high level it has not experienced in a decade. One new service we began this year was the purchase of a Street Sweeper. The Storm Water Division uses this equipment for curb/gutter and storm water inlet maintenance as well as road debris collection. It is estimated they have prevented around six tons of trash and other debris from entering Stringers Branch just since February. This budget, as presented, will continue to provide this higher level of Storm Water Utility service that our residents expect and deserve.



**The Street Division** has also increased the tempo in relation to services. In the past year Commission emphasis has been placed on Beautification. When one thinks about beautification you think of remodeling, painting, refreshing and additions. The Street Division has done this in ways that are functional as well as visual. While most of the Street Division labor is geared toward seasonal work and road repairs, they have managed to replace road signs, street signs and pavement markings on secondary roads. The supervisor has begun a program to refresh secondary road intersections with new signs, striping and PERSONALITY. In the new budget year, the Street Division will utilize State Street Aid funds to help in these endeavors.

Additionally, Public Works staff have initiated a set of plans to re-stripe over 28 miles of roads as well as guardrail replacement to further advance the City Commission goal of beautification. The Street Division is working on another goal of the City Commission, Multi-Modal Transportation Improvements. Staff have initiated projects for sidewalk connectivity, pedestrian crosswalk improvements and a vision for bike/ped connectivity both to connect to the City of Chattanooga at the Stringers Ridge Tunnel as well as the entire length of Dayton Boulevard. By working with regional consultants on these projects we intend to utilize State Street Aid funding to develop a scope of work for selected projects that can be further worked into a Capital Improvements Program and potential grant funding. This is where a new employee comes into our budget picture. This position will be for an Engineering Technician. This position will provide technical oversight, plans review, construction and inspection service and project management capabilities. This position is worked into the presented budget with pay and benefits split between the general fund in the Streets Division and the Storm Water Fund.

**The Facilities Management Division** began last year as a one-person show. It will continue this year the same way. What resulted in the creation of this division was nothing short of WOW! Justin Headrick has taken his role as a Facility Manager beyond our expectations. In less than one year he has caught up on decades of deferred maintenance in our public facilities. For a generation utilities were mostly left alone with very little monitoring. In last year's budget we began consolidating utilities from multiple budgets into one in order to have the Public Works staff track expenses. Justin has been at the forefront of these changes. This year we have consolidated all utility expenses into the Facilities budget. This is one of the reasons it has grown over the 2024 budget. Last year we took on some unscheduled projects such as the installation of AEDs in public facilities and automatic door openers at city hall and the police department. There are a host of projects in the works this year. You can see some of them in the section below under Facilities Management. Our goal is to continue the high level of service in this area and this budget will sustain the continued improvements needed across all facilities owned by the city.

And let's not forget the **Parks Division**. Until last budget year the Parks Division was merely a maintenance budget. With the hiring of Jeffrey Grabe, the city has delivered long sought-after social functions and events. Residents can routinely be found at Food Truck Friday events and our Red Bank Jubilee and Christmas Festival have become desirable events once again. By shifting funds in Public Works and enabling Jeffrey, we are slowly closing in on the Parks and Recreation programs our citizens have demanded and are now expecting. This budget enables the Parks Division to flourish and provide services never before available in our Red Bank City Parks. These opportunities, along with the ongoing Parks Needs Assessment, will shape our parks and recreation future for generations to come.



**What will the 2025 Budget provide for?**

As you can see, there are lots of moving parts and multiple activities happening in the Public Works Department. We have a staff in place that is working every day to improve the level of services for our residents. The 2025 Budget Request will allow us to continue to provide the same level of service our residents expect. Below are some highlights from each division that present specific goals for this year:

- **Streets Division Proposed Projects and Plans**

- Hiring an Engineering Technician
- The Streets Division will continue to deliver high levels of service in the area of street maintenance. This budget year the division will focus on the following issues:
  - Street Striping Plan
  - Guard Rail Replacement Project
  - Crosswalk Improvement Plan
  - Sidewalk Connectivity Project
  - Concentration on Beautification at the city's entrances
  - Improved traffic control signs across the city
  - Enhancing visibility of STOP bars across the city
  - Partnering with TN811 for notification of potential street cuts to increase awareness of contractor work in the ROW and inspection of street cuts.
- Utilize the recently completed Pavement Condition Index to develop a paving plan as part of a city-wide capital improvements program.
- Utilize a recently completed Sidewalk inventory to implement sidewalk repairs and develop areas of connectivity across the city.
- Utilize the recently completed Sign Management inventory to replace damaged/obsolete road signs.
- Inclement weather on 15 & 16 January demonstrated that we did not have sufficient radio assets to outfit all crews working during this period. Replacement of radios is a necessity for safe operations.

- **Parks Trails and Recreation**

- Hiring a part-time PTR employee to manage the new Red Bank Active Older Adults Program and schedule and monitor their activities.
- The Parks, Trails and Recreation Manager is working on a host of events, coordinating with outside agencies to partner with the City of Red bank on a multitude of support to include event planning, trail maintenance and other areas.
- PTR will schedule the following events this year:
  - Red Bank Jubilee
  - Red Bank Christmas Parade and Festival
  - Begin preparations for the 2025 70<sup>th</sup> Anniversary of the founding of Red Bank
  - Red Bank Food Truck Fridays
  - Movie Nights at the Community Center
  - Movie Nights at White Oak Park
  - Mini Farmers Market
  - MLK day of service for community clean-up in association with Green Steps
  - Earth Day Cleanup event in association Green Steps

- Continue to develop parks usage and fees for public use of our spaces to recommend updates to the commission.
- Fund a city sponsored Adult Seniors program with staff oversight.
- Continue to negotiate with the City of Chattanooga for way-finding signage for the Stringers Ridge Connector Trail.
- Continue collaboration with future partners such as TPL, Reflection Riding and Arboretum, local businesses and community members to provide free programming to the public.
- Continue discussions with our PARTAS consultant, Tom Lamb, to come into compliance with the land conversion of the FRBMSS and ensure we remain competitive for federal grant application.
- Work with the Facilities Maintenance Division on a plan to expand the Community Center in the future to provide more capabilities.

- **Facilities Management**

- The Facilities Management Division was very effective in its first full year of municipal service. The upcoming budget year will be just as impressive with the services provided. This year our Facilities Manager, Justin Headrick, has the following goals projects planned. These projects are a combination of current and future projects. Some will wrap up soon while others may extend well into the 2024-2025 budget year:
  - Underground storage tank removal at the Public Works Garage (currently ongoing)
  - Cemetery fencing, gates, and signage
  - Continue with improvements to the overall appearance and access to the cemetery.
  - Install a range hood at the James Avenue ball fields.
  - New fencing at the Morrison Springs facility to control access.
  - ADA improvements at the Morrison Springs ball fields
  - Insulating the concession buildings the Morrison Springs ball fields
  - Removing the current ceiling and insulating the exposed ceiling on the second floor of the Police Department
  - Installation of more EV charging systems in public spaces
  - Upgrade the Fleet Manager's office.
  - Pedestrian connectivity from White Oak Park to the Stringers Ridge Connector trail
  - A new public restroom at the Community Center
  - Audio/Visual system at the Community Center
  - New access control at the Community Center
  - Install drinking/bottle filling stations at all city parks and the Red Bank Police and Courts building as well as City Hall
  - Make ADA improvements at Fire Station #2
  - Begin preparing an LED lighting system upgrade for all public parks that have ball fields.

- **Solid Waste Division**

- The Solid Waste Division thus far has pulled off another spectacular year of waste collection. Annual services currently provided include:
  - Municipal household garbage
  - Bulk trash collection



- Brush collection
- Leaf collection
- Tire Collection for Mosquito control (as initially a temporary service).
- Pumpkins for Pigs landfill reduction effort.
- Improving efficiency in our garbage routes.
- Improving our walk-up service capabilities and tracking processes
- This years' service delivery plan will add additional services developed by our Solid Waste Supervisor, James Allen. These new services will be incorporated into our service delivery at no additional cost, rather it will give residents options if they choose to utilize iWorQ:
  - Waste oil and anti-freeze recovery (from residential properties only)
  - A fully established annual, used tire recovery program (from residential properties only).
  - Used household paint disposal (from residential properties only).
  - Develop a Self-Service recycle campaign to educate residents on the pros and cons of recycling as well as misconceptions of single stream recycling.
- Inclement weather on 15 & 16 January demonstrated that we did not have sufficient radio assets to outfit all crews working during this period. Replacement of radios is a necessity for safe operations.

- **Storm Water Division**

- Coming up on the first full year of a sufficiently staffed Storm Water Division, storm water operations are now a daily occurrence as opposed to reactionary as in the past. With dedicated, full-time staff this division has been able to execute work orders submitted by our partners from Barge Design as well as residential requests. This effort has generated more than 150 storm water utility work orders since mid-January which would have gone undocumented otherwise. The Storm Water team has about a 50% work order completion rate with many more soon to be closed since the recent arrival of our new jetter truck.
- Staff continue to receive training throughout the year as we build a better team through education.
- With the recent addition of a Street Sweeper to our fleet; this team has made a remarkable difference in the debris that is collected as opposed to washing into Stringers Branch. They will continue to do so in the months to come.
- The Storm Water Utility itself is finally being brought to life. With every day of the Barge team's inventory, they help the city improve water quality through systems maintenance.
- Inclement weather on 15 & 16 January demonstrated that we did not have sufficient radio assets to outfit all crews working during this period. Replacement of radios is a necessity for safe operations.

- **Fleet Division**

- The Fleet Division continues to service the entire city's fleet of vehicles.
- In the first full year of implementation the iWorQ Fleet Management program has given the Fleet Division greater record retention than ever before.
- With such a heavy demand for fleet services and a two-person crew, Fleet Manager, Randy Bell continues to work with local service providers to keep the city's fleet on the move.

Along with his personal touch, he utilizes local vendors such as Lee Smith, East Ridge Fastlube (regional contract), Stringfellow, Highland Tire and other local vendors to move city vehicles through their various services to expedite repairs, ensure the highest quality of service and keep our fleet in a first-class state of repair.

- **State Street Aid Budget**

- This year's SSA budget is higher than in past years.
- Since this is fuel tax revenue and not general fund monies, there are restrictions on the use of these funds.
- This next fiscal year the Streets Division will utilize some fund balance to make needed improvements to road striping, enhanced neighborhood traffic signs, additional pavement markings, etc.
- A portion of the funds will be used for guardrail replacement, engineering services for sidewalk connectivity programs, enhanced street lighting and road repairs.

**Garbage Collection, Drivable Streets, Walkable Neighborhoods,  
a Healthier City, Better Living, that's Public Works!**





Red Bank City Commissioners  
Martin Granum, City Manager  
Greg Tate, Director Public Works

April 29, 2024

### Establishing a Community Development Department FY25

---

Community development efforts play a vital role toward improving the quality of life for individuals and their community by addressing various social, economic, and environmental challenges. Successful community development efforts involve collaboration between residents, businesses, government agencies and other vital stakeholders to not only identify community needs and challenges but to implement strategic solutions effectively and efficiently.

Furthermore, in support of adopted goals which are focused on community development outcomes, the Red Bank City Commission has allocated significant funding and staff resources toward several planning initiatives to include:

- **Comprehensive Plan & Small Area Study of the former Red Bank Middle School Site**
- **Stormwater Asset Management Plan**
- **Sidewalk Inventory and Management Plan**
- **Signage Inventory and Management Plan**
- **Pavement Condition Index and Management Plan**

With achievable strategic outcomes in mind, establishing a dedicated community development department is crucial for fostering growth, sustainability, and inclusivity within the community. Several reasons why such a department is important include:

- **Focused Expertise:** A dedicated department allows for specialized expertise in community development strategies, urban planning, social services, and engagement initiatives. This ensures that development efforts are well-informed and executed effectively.
- **Holistic Approach:** Community development involves various aspects such as economic development, infrastructure, housing, education, and healthcare. A dedicated department can take a holistic approach, considering all these factors to create comprehensive and sustainable development plans.

- **Tailored Solutions:** Different communities have unique needs and challenges. A dedicated department can conduct thorough assessments to understand these specific requirements and design customized solutions that address them effectively.
- **Coordination and Collaboration:** Having a centralized department facilitates coordination and collaboration among various stakeholders including government agencies, non-profit organizations, businesses, and community members. This collaborative approach ensures that resources are pooled efficiently, and efforts are aligned towards common goals.
- **Long-term Vision:** Community development is a long-term endeavor that requires strategic planning and continuous evaluation. A dedicated department can develop and implement long-term visions and goals for the community, ensuring that development efforts are sustainable and adaptive to changing circumstances.
- **Engagement and Participation:** Inclusive community development involves active engagement and participation of community members. A dedicated department can facilitate meaningful participation through community meetings, workshops, and feedback mechanisms, ensuring that development plans reflect the needs and aspirations of the people they serve.
- **Accountability and Transparency:** A dedicated department can establish clear accountability structures and mechanisms for transparent decision-making and resource allocation. This fosters trust among stakeholders and ensures that development initiatives are carried out with integrity and accountability.
- **Capacity Building:** Community development often requires building the capacity of local organizations, leaders, and residents to actively participate in and contribute to development efforts. A dedicated department can provide training, technical assistance, and resources to empower the community to take ownership of their development.
- **Measurable Impact:** By establishing clear goals, objectives, and performance metrics, a dedicated department can effectively measure the impact of development initiatives over time. This allows for continuous improvement and optimization of strategies based on evidence and data.

To best utilize existing city resources and to provide more efficient and effective levels of service, areas of concentration with direct oversight for the Development Department will include:

- **PLANNING AND ZONING (GIS MAPPING)**
- **STORMWATER UTILITY ADMINISTRATION**
- **CODES ENFORCEMENT & ADMINISTRATIVE HEARING OFFICER**
- **CAPITAL PROJECTS PLANNING AND ADMINISTRATION**
- **GRANT SOURCING AND ADMINISTRATION**
- **COMMITTEE OVERSIGHT (ARTS AND NONPROFIT)**
- **AGENCY AND BOARD REPRESENTATIVE (WWTA, TPO, SETDD, CARTA, CHAMBER)**
- **CONTRACT ADMINISTRATION**



- **DEVELOPMENT RECORDS MANAGEMENT AND PUBLIC MESSAGING**
- **COORDINATION WITH PUBLIC WORKS**
- **COMMISSION GOALS FOR COMMUNITY DEVELOPMENT INITIATIVES**

The proposed Community Development Department's FY25 Budget includes utilizing existing personnel resources to include:

|                                        |                                           |
|----------------------------------------|-------------------------------------------|
| LESLIE JOHNSON, DIRECTOR (.50)         | FTE - ½ STORMWATER & ½ PUBLIC WORKS       |
| MICHAEL PHAM, PLANNER (1.0)            | FTE FROM CURRENT PUBLIC WORKS             |
| EDDIE CLINTON, BUILDING OFFICIAL (1.0) | FTE FROM CURRENT PUBLIC WORKS             |
| KATE HACKNEY, OFFICE MANAGER (.25)     | FTE WITH CURRENT PUBLIC WORKS             |
| BETH POWELL, ADMIN SUPPORT (1.0)       | PART/TIME TO FTE CURRENT FROM LEGISLATIVE |
| INSPECTOR (PART-TIME)                  | PT FROM CURRENT PUBLIC WORKS              |

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b><u>TOTAL STAFF RESOURCES:</u></b> | <b><u>FTE: 3.75 (ADDING 1FTE)</u></b> |
|--------------------------------------|---------------------------------------|

|                               |                  |
|-------------------------------|------------------|
| <b>FY24 PERSONNEL BUDGET:</b> | <b>\$270,257</b> |
|-------------------------------|------------------|

|                                    |                                 |
|------------------------------------|---------------------------------|
| <b>FY25 NEW PERSONNEL REQUEST:</b> | <b>\$69,462 (COLA, 1.0 FTE)</b> |
|------------------------------------|---------------------------------|

|                                           |                         |
|-------------------------------------------|-------------------------|
| <b><u>FY25 TOTAL PERSONNEL BUDGET</u></b> | <b><u>\$339,719</u></b> |
|-------------------------------------------|-------------------------|

The proposed Community Development Department's FY25 Operating Budget includes existing funds from various departments of Public Works, Legislative, Courts and Animal Control.

|                                                 |                  |
|-------------------------------------------------|------------------|
| <b>FY 24 OPERATING FUNDS TO BE REALLOCATED:</b> | <b>\$203,980</b> |
|-------------------------------------------------|------------------|

|                                                           |                  |
|-----------------------------------------------------------|------------------|
| <b>FY 25 NEW OPERATING &amp; CAPITAL FUNDS REQUESTED:</b> | <b>\$108,350</b> |
|-----------------------------------------------------------|------------------|

|                                      |                         |
|--------------------------------------|-------------------------|
| <b><u>FY 25 PROPOSED BUDGET:</u></b> | <b><u>\$652,049</u></b> |
|--------------------------------------|-------------------------|

**NOTE:** *Public Works FY25 has been reduced by \$418,173 and is reflected in FY25 Community Development Budget*

Overall, establishing a dedicated community development department is essential for fostering sustainable, inclusive, and thriving communities by providing the necessary framework for coordinated, strategic and inclusive efforts which promote the overall well-being and economic prosperity of the city and its residents through holistic and participatory community development efforts.

Leslie Johnson  
Deputy Director, Public Works





## MEMORANDUM

---

To : Martin Granum, City Manager  
From : Tracey Perry, Director of Administration  
Date : April 29, 2024  
  
Subject : Administration FY25 Budget Expenditures

### **Restructuring City Hall**

With increasing expectations from the public, elected officials, and administration, it became clear over this past year that City Hall was becoming imbalanced in workload, staffing, and salaries. With the retirement of the long-standing Finance Director, it was decided to add City Hall to the Director of Administration's supervision. This would bring the Director of Administration's salary in line with other department heads and allow the recruitment of a Chief Finance Officer without supervisory responsibilities, thus a lower salary.

This was also a good time for the Commission to evaluate the City Manager's Compensation – he has had no pay increase of any kind since he started in 2021. An increase in the City Manager's salary would acknowledge the progress brought about over the last three years and would make City Hall more balanced in salaries.

### **Maintaining "Employer of Choice" endeavor**

Increased demand for tuition reimbursement has required that the City ensure there are funds available to reimburse our employees who are taking advantage of this benefit the City has offered.

Improved Life Insurance Coverage for employees and their families. I speak from experience when I say that a \$2,500.00 life insurance policy is entirely too small an amount if the goal of supplying that benefit to our employees is to reduce stress in a stressful time.

We are proposing a 3% Cost of Living Allowance to keep staff wages competitive and to address the rising costs associated with inflation.

### **Election Year**

This is an election year, and the City anticipates the cost to be about \$8,000.00.



# **CITY OF RED BANK FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

May 7, 2024

## INDEX

| PAGE | DEPARTMENT              |
|------|-------------------------|
| 1    | FIRE DEPARTEMENT        |
| 6    | POLICE DEPARTMENT       |
| 8    | MUNICIPAL COURT         |
| 10   | PUBLIC WORKS DEPARTMENT |
| 15   | COMMUNITY DEVELOPMENT   |
| 17   | CITY HALL               |



## **RED BANK FIRE DEPARTMENT FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

### **Why have personnel costs of the Fire Department increased?**

The Fire Department asked for and received in FY 2024 budget monies to increase on-duty staffing using part-time employees by having 5 members on duty 24/7/365. In FY 2025, the Cost-of-Living Adjustment (COLA), an increase in City holidays and an increase in the Tennessee Consolidated Retirement System (TCRS) contribution all contributed to this increase.

### **Why has the contractual services line increased?**

We contract with Hamilton County 911 to provide dispatch services for Red Bank. The Fire and Police Departments split those costs, and the Fire Department portion of the 13% increase is reflected here.

### **Why has there been a new line for medical, and where did these monies come from?**

This line was created to separate the medical requirements that the City has for its firefighters from the supplies budget. The medical shows an increase of \$10,500 while the supplies show a decrease. This is to cover mandatory physicals and drug screens.

### **Why has there been an increase in computer maintenance?**

We pay for our Fire Department records management software (no increase) for online training software and records retention. This software did have an increase this year as we added more "seats"/part-time employees. We added our firefighter skills checklist, which allows us to move away from paper and allows better records management. We also added display boards at the fire stations at a cost of \$600 each, which allows us to

have our calls from communications displayed when we receive them, but also shows directions, hydrant locations and other pertinent information.

### **Why such a drastic cut to Vehicle Maintenance?**

We had a one-time cost associated with putting cab air purifiers in the Fire Department pumpers. Since this was completed, those costs were removed.

### **What is included in the Machinery and Equipment line item and its costs?**

The machinery line item is where we place items needed that have a life span of longer than 5 years. This year we have placed another piece of our fire hose in the replacement plan. Last FY 2024, the age and condition of our fire hose was mentioned. The National Fire Protection Association (NFPA) says a fire hose should be replaced every 20 years or sooner if it fails annual testing. We put into place, with the help of the Commission, to start the replacement of almost 20,000' of a 20+ year old fire hose, which is a continuation of that replacement by replacing 2,000' of 5" supply hose for \$25,000.

Also included is \$8,000 to replace an outdated life safety rope and damaged rope equipment. Some of this equipment dates back to the late 90's and has outlived its useful life. The rope that we are requesting to replace the current rope will be compatible with the agencies around Red Bank who may respond with us or who we may respond to. These ropes are beneficial to the fire service in the event we need to rescue an individual(s) from some of the new trails that have been built in and around Red Bank, or that are under consideration to be built on very steep terrain.

A shed like structure (similar to a carport) is proposed in this line item to be built in the rear of Station 2 which will provide cover while on the training grounds and to provide for an outdoor classroom. This allows our firefighters to have a place that is shaded with seats while not having to enter the fire station in turnout gear. This will also help reduce heat stress while providing a shaded area to rest while training for a cost of \$4,000.

Lion Bullex Intelligent Fire Extinguisher Training System (IFETS) cost is \$20,000. It will be used for in-house training and to train our citizens to use fire extinguishers. Typically fire extinguisher training consists of using a large metal pan filled with water, diesel fuel and gasoline, setting this on fire and using dry chemical extinguishers to put the fire out. Using the old method comes with a cost. Environmental factors to consider are the burning of hydrocarbons, the extinguishing agent and the pressurized canisters that have to be replaced with every training run. With this new system, we can train without burning diesel and gasoline, and without the added costs of the extinguishing agent and the cartridges.



The IFETS is easy to set up, and the rechargeable field air/water Smart Extinguishers eliminate the mess associated with traditional dry chemical extinguishers and diesel burn pans. No messy dry chemical extinguishers or dangerous diesel fumes also means no environmental effects or exposure risks to your trainees.

### **Why has there been an increase in the training budget in the last couple of years?**

**Training is the backbone of a Fire Department:** Training produces a well-prepared force that through repetition, increases the speed of an operation and enhances proper execution while reducing injuries. A firefighter who arrives at an emergency unprepared can be faced with life-and-death situations and will find himself or herself under extreme stress to perform his or her duties. Training benefits everyone: the firefighter, the Company Officer and the Fire Department.

Training allows firefighters to improve their skills. They experience less fumbling and fewer errors. They are able to gain confidence in themselves since they can perform their job at a high level. They develop pride in themselves and in their department. Training allows for continuous growth in their ability and prepares them to assume more responsibility while grooming them for promotions.

The Company Officer reaps many benefits from a highly trained crew. There is better control over operations. The training frees him or her from interruption of workers' questions, allowing more time for the Officer to assume greater responsibility. It improves the firefighter's overall ability, and the Officer has less fear of emergencies. The relationship between the Officer and the firefighters becomes pleasant and fewer troubles exist. This results in the Officer having job satisfaction instead of job headaches.

Training the Fire Department as a whole is a benefit since training allows for constantly improved operations. The efficiency of the Fire Department is recognized by the citizens that they protect and can be directly linked to good public relations, permitting the passage of bills which benefit the Fire Department. It also keeps morale at a high level which though an intangible, facilitates every function of a department. The career firefighter will work in a pleasant environment and the volunteer firefighter will look forward to participation in the various departmental functions.

**Preparation Is Required:** Training must be challenging. Reading from text is boring and counterproductive. To conduct an interesting training exercise, the Officer must be prepared. This involves prior reading and research.

An Officer can maintain interest in the subject by asking questions and seeking input from all participants. Drawing from the experience of each member allows for a well-rounded

exercise. It also permits the Officer conducting the training to reap the benefits of the firefighters' experience, while letting the Officer recognize each member's level of expertise.

Training permits mistakes to be made and corrected in a non-emergency setting. The Officer can take the time to stop a training exercise and point out correct procedures. He or she can explain what problems can arise by failing to use the correct method, including problems that can occur if shortcuts are taken.

**Performance Standards:** A department that establishes performance standards or timed evolutions for engine and ladder companies, and then trains utilizing those criteria, will be better prepared to handle the varied problems that occur at an incident scene.

Development of these evolutions can start by stretching an attack line into the first floor of a structure while hooking up to a hydrant or obtaining a water supply from a tanker/tender. This basic evolution can then be changed to placing a portable ladder and stretching a hoseline up the ladder and through a window.

Each evolution can become more complex by including additional functions. The agenda can be expanded to placing master-stream devices in operation. Ladder companies or tower ladders can place their apparatus into operation for simulated fires requiring elevated streams. The object is to achieve a standardized operation that emphasizes safety. Standardization lets members assigned to different units work together.

The entire evolution must be specific and documented. There should be a maximum amount of time to complete an evolution. Using time frames simulates the stress found at the incident scene. It also demands teamwork on the part of all members to ensure that the time frames will be met.

An excellent method to keep training interesting is to foster a competitive spirit between the various units. This can be accomplished by recording the time needed to complete each evolution and posting the individual times. Realize that speed alone should not be the determining factor. Safe operations and adhering to the entire performance standard must be judged. There should be methods to penalize units for minor mistakes or omissions.

Videotaping evolutions lets the Officer note a unit's strengths and discover areas where improvement is needed. An excellent tool for the training division is to maintain tapes of the units performing the best times. This permits recognition of these outstanding accomplishments while allowing other units reviewing the tapes to take advantage of their experience.

In addition to the benefits gained by firefighters training on timed evolutions, an Officer should make note of the amount of time required to perform these evolutions. This can help the Officer when commanding a fire scene in assigning tactical operations.

**Cross-Training:** Fire Departments should regularly schedule training involving multiple units. This should include the cross-training of members normally assigned to an engine on the operations of a main ladder or tower ladder, while ladder company members get the opportunity to operate the pumps on the engines. This hands-on training permits members the opportunity to better understand how the various units function, allowing an emergency scene to operate smoothly.

Departments should routinely train with mutual aid departments. These exercises enable members to bond friendships and share experiences that will benefit each department when called upon to operate together on future incident scenes.

**Summary:** All Fire Department members need training. New members need to learn basic skills. Senior members need the training as a refresher and to keep their skills sharp. The Company Officer, while monitoring training, should provide positive reinforcement when required and adjust or correct improper actions should they occur.

Training fosters teamwork and cooperation. Training can be accomplished formally through drills and practical evolutions, informally by explaining policies and procedures. Members can set goals and discuss their individual progress with their commanding Officers.

We also offer outside training as our members who must maintain certifications must also receive specialized and/or tested training to keep their required certifications.

### **Why is there a re-occurring turnout gear expenditure?**

Last FY 2024 we bought every member a second set of turnout gear. Now we must budget for the replacement of the current gear that we already have on hand, which allows us to replace the gear on a cycle of six to seven sets per year.



## **RED BANK POLICE DEPARTMENT FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

**Regarding your budget proposal, your personnel costs have increased from last year. What does this include?**

The bulk of the personnel costs includes 3% COLA, which is applied to all City employees. It also includes the salary costs for the Violent Crime Intervention Funding (VCIF) grant funded position that was approved this last year. The grant reimburses the cost of the salary to the City.

The personnel costs also reflect the benefit changes to the holiday pay that was adopted last year with the approval of the employee manual. This provides employees who work twelve-hour shifts to be compensated for twelve hours instead of the standard eight hours. There also was an increase in the retirement cost to the City.

**Regarding operation expenses, your contract services increased over \$30,000 over last year. What is the reason for the increase?**

This line item includes a few routine increases for services from some of our vendors, which some include an automatic percentage increase each year. The bulk of the costs included a 13% increase in the fee we pay to Hamilton County Communications Center for our dispatch services which was over a \$25,000 increase.

**It appears there are a few increases in your operation expenses, such as wrecker services, cellular telephones, and travel. What do these increases include and what are the needs?**

Wrecker fees have not been adjusted in many years and we are in the process of revising the wrecker ordinance and costs associated with that. In anticipation of the updated ordinance, wrecker fees will increase and as a result, our costs will go up.

Cellular costs increased some due to the addition of the new in-car computers and in-car camera systems which need cellular technology to work.

This last year, we found out that travel costs increased more than we expected, so to keep the same level of service to cover costs for travel, this line item needed to be increased.

**It also appears there is an increase in the Debt Services line item 600 as well as the Capital line item 940 for Machinery and Equipment. What is the reason for the increase and are they related?**

Simply put, this is to purchase new vehicles to replace old ones and yes, the line items are related.

The Debt Services line item includes the cost of a loan payment to purchase up to six vehicles. The cost includes the price for the vehicles, emergency lights, emergency lights, prisoner cages, three in-car radios etc.

The Machinery and Equipment line item reflects the total cost for the vehicles. However, this cost will be offset by revenues from the loan.

The purchase of the vehicles will be part of a Capital Improvement Plan that City staff are working on. The plan includes replacing approximately six vehicles every two years. The industry standard for the life of a police car is approximately 100,000 miles or 10,000 engine hours. My current replacement plan is based on replacement between 110,000 and 130,000 miles. Replacement of vehicles this next year is needful for many reasons. There are several vehicles that are or will be at 120,00-140,000 miles with a couple that are well over that now but will be taken out of service this year. Also, in 2016 and 2017, we purchased a lot of vehicles at one time due to the required VW buy back due to the emissions issues. At that time, most of our fleet were VW Passats. Currently we have three 2016 and seven 2017 patrol vehicles in service.





## **Municipal Court**

### **RED BANK MUNICIPAL COURT FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

#### **What is the purpose of the court system?**

There are four basic functions of the court. Those are due process, crime control, rehabilitation, and administrative. Due process is focused on giving a person a fair chance to answer the charges they are facing. The court is tasked with the responsibility of issuing punitive measures to assist with crime control. The rehabilitation function of the court is to give treatment methods along with the disciplinary actions. And finally, the administrative function is more concerned with the efficiency and speed of completing a case.

#### **How many employees are in the court?**

The staff is made up of two full-time and two part-time employees. The full-time employees are the Court Clerk and Deputy Court Clerk. The part-time employees include the Judge and a Court Assistant.

#### **Are there any big changes in this year's court budget?**

No. There is a slight increase due to COLA. Also, overtime was included this year. This is because the Court Clerks are available after hours to sign warrants and make bonds. By being available to sign warrants, officers do not have to leave the City limits and go to the jail to have a magistrate sign them. This enables them to have paperwork signed and be back on shift quicker.

**What are some things the court is working on this year?**

We are currently working to digitize all court records. This will make our office more proficient and allow us to get records to the public much quicker. The court is also working with public works to reinstate the public workdays program to help offset court costs for defendants as well as assist Public Works with keeping our streets free of trash.



**RED BANK PUBLIC WORKS DEPARTMENT  
FISCAL YEAR 2025 BUDGET  
QUESTIONS AND ANSWERS**

**Regarding the Public Works budget proposal, the budget request, as compared to last year, has decreased by over \$413,000. What are the reasons for this decrease and should residents expect a decrease in services?**

This could be viewed as a decrease in services. The decrease is an effort by the Public Works Department to increase services for residents. Staff is recommending the creation of a Community Development Department to take on tasks such as the City's Comprehensive Plan, future economic development, addressing social and environmental challenges, community engagement, urban growth, and public infrastructure just to name a few of the tasks of this new department. Currently, staff in Public Works are working overlapping goals and duplicating efforts in some cases. The creation of a Community Development Department will separate areas of responsibility. In doing so, this new department will also carry the portion of the budget that was decreased in Public Works and thus eliminate the need for additional funding.

**Last year we had \$13,000 in Capital but this year there is \$38,000. How will this money be used?**

Communication on the job is very important in Public Works operations. The ability to contact employees on a work site, conduct traffic control operations when lanes are decreased and the overall ability to work safely require good communications. These funds will replace ageing, hand-me-down radios that have obsolete technology as well as provide in-vehicle communications.

**Fleet Maintenance does not appear to have an increase in funding except for personnel. Why are the Operational Expenses lower this year and did you account for inflation?**

Fleet Services is a General Fund account. It employs only two personnel who work on the entire City fleet, including Police, Fire and Public Works. The annual operating costs are for the shelf stock and safety supplies needed for them to do their job. When it comes to the cost of parts and outsourcing services beyond their capabilities, those funds are imbedded in the budget for the department that owns that particular asset (Police, Fire, Public Works, Solid Waste, Stormwater). Bottom line, their budget is solely for supplies and safety supplies to outfit them in proper safety gear and to have shelf stock for daily use (common items such as break cleaners, grease, personal and equipment cleaning products, and recovery expenses for used oil disposal).

**The budget for Facilities Management this year is over \$500,000 more than last year. Why is this and will this cause a tax increase?**

In previous years the City's utility expenses and facilities maintenance funds were spread out through no less than ten different budgets. To transition into a true Facilities Management concept, we have taken the utility budgets from every department, park, or public property the City owns and consolidated them into a single account. Currently, the Public Works Office Manager pays all the bills but does so out of multiple accounts. Previously, there was little oversight into the utility expenses. In this effort we hope to develop a consistent tracking program to monitor the monthly expenses for all utilities. This large increase is not an increase; this is the consolidation of existing accounts into one place in the Facilities Management budget.

**The Parks budget, in its presentation and costs, looks different somehow. What has changed?**

In May of last year, we hired a Parks and Recreation Manager. The budget that existed at that time was not organized to support full-time staff nor any miscellaneous expenses such as the Red Bank Jubilee, the Red Bank Christmas Parade and Festival and the many new events that began to develop thanks to his efforts. In the last four months the City has taken on the responsibility of the Red Bank Active Older Adults Program (formerly Seniors on the Go). Previously there was no funding to support senior adult programs for the City. This budget allows for some funding to provide programs and activities that provide personal health, financial and social training and other events that are of interest to senior adults.

With these factors in mind, we have moved all Parks funding to a stand-alone budget. This includes the Parks Manager's salary and benefits as well as operational expenses necessary to conduct all events and entertainment.

**There are some new budget lines in the Park's budget that were not there before. What are those for and what do they pay for?**

With changing community desires the Parks, Trails and Recreation Division has added new services in the way of social entertainment and public events. These new services include Food Truck Fridays, Movies in the Park, enhanced events at the Red Bank Jubilee and the Red Bank Christmas Parade and Festival, the addition of the Red Bank Active Older Adults program, Farmers' Markets, and other events we anticipate hosting this next budget year. In the past years those funds have come from the Legislative budget. Now with a host of scheduled events, that money has been moved to the Parks budget to manage. These new lines of funding include special events, office supplies, uniforms for Parks staff, training and education, travel for training and contractual services. The Special Events funds will pay for costs associated with the Red Bank Jubilee, Christmas Parade and Festival, entertainment for Food Truck Fridays, copyright license for public movies, equipment and trainers for the Senior Adults and many other entertainment and public engagement opportunities in our parks. In addition, these funds will pay for advertising and promotional materials for all events.

**There are no infrastructure improvements budgeted for the parks this year. Is there a reason for that?**

Yes, last year we replaced the 24-year-old playground at White Oak Park. We are in the beginning phase of adding a public restroom at the Community Center. We installed Automated External Defibrillators (AEDs) in all of our park facilities and made some parking lot improvements at White Oak Park. This year we don't anticipate spending large funds on these types of improvements. We do, however, intend to refresh the Dog Park at White Oak Park and replace the Red Bank Community Pool cover which is around \$30,000 in cost. We will do some routine maintenance and maintain the facilities.

**The Solid Waste budget has a shrinking fund balance, and the total budget expenditures are way down also. What has caused this, and will it continue?**

Overall, the Solid Waste Fund has remained steady for the last several years. There has been some adjustment for inflation this year but mostly the budget request is largely unchanged. What has changed is the purchase and eminent delivery of equipment approved in previous budget years. The Solid Waste Fund has had two pieces of



equipment on order for the last two to three budget years. One is a new brush truck ordered in 2021 and part of the FY-2022 budget, and one is a leaf vacuum truck ordered in 2023 and included in the FY-2024 budget. They are expected to arrive in the next six to eight weeks, before this budget year ends. These items will be paid for in cash. This will initially put a strain on the fund balance, but the fund balance should recover quickly with no large purchases expected in the next two years.

### **What has caused the slight bump in the Total Expenditures of the Stormwater Fund?**

As with the Solid Waste Fund, this is separate from the General Fund. The revenue in this fund is generated as stormwater fees, not tax revenue. Last calendar year we reviewed the fees charged for this fund and found them insufficient to meet our Municipal Separate Storm Sewer System (MS4) Stormwater Permit responsibilities and daily operations. After a modest adjustment we were able to fully implement the City Commission's 2022 goal to revamp stormwater ordinances and operations and stormwater structure fees. We were able to build up our stormwater team, purchase equipment for daily operations and begin routine stormwater utility maintenance. Since this is practically a new-startup operation, supervision and administrative services are provided by some of the same personnel from the Streets Division. Those same personnel salaries are split between the Streets Division (General Fund) and stormwater fees. This is new to the budget this year. While it raises the salaries budget and lowers the fund balance slightly, it also lowers the expenses to the general fund by partially funding their supervisory and administrative services out of the stormwater fees. Currently, this is sufficient as opposed to hiring a full-time supervisor and office manager in stormwater.

### **Why did the Capital Expenses in stormwater drop so much this year?**

With an adequate fund balance the previous year, an increase to the stormwater fee through ordinance revisions and the implementation of an active stormwater team, equipment became an issue last year. The Stormwater Division was forced to share equipment with the Streets Division which, at times, caused delays in productivity for both divisions. In last year's budget, the Stormwater Division was able to purchase a work truck, a dump truck and with the help of the Tennessee Department of Environment and Conservation American Rescue Plan (TDEC ARP) fund, we purchased a new Jetter truck for the division. Now that they are fully outfitted, their needs turn more to supplies and services instead of costly equipment. This budget still has \$18,000 in Capital to purchase radios for work site communications.

## **Why is the State Street Aid Fund Balance lower than it has been in years?**

State Street Aid (SSA) is another fund that is strictly controlled as to what it can be spent on. SSA funds are actually revenue from state gas taxes that are awarded per capita based on census data. In years past the City has budgeted modestly and used these funds to pay the City's portion for Tennessee Department of Transportation (TDOT) grants (normally 20% of the total cost of a project). With the Commission's goals of beautification and updating City entrances, along with increased demand for traffic control in neighborhoods, there is a budgeted amount that should be sufficient to accomplish the Commission's goals, enhance our City neighborhood streets with striping and new signage, along with funds to onboard a consultant to scope out the work necessary to beautify our City entrances. While it appears that we are using most of the fund balance, it is important to know that this fund replenishes frequently and that we may not use the entire budget this year since some projects may extend into the following years. This will keep the fund balance solvent and will not cause us to break the bank. This funding will, however, give us the opportunity to get as much done as possible during this budget year.



## **RED BANK COMMUNITY DEVELOPMENT FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

### **What is community development and why does it matter?**

Community development efforts play a vital role toward improving the quality of life for individuals and their community by addressing various social, economic, and environmental challenges.

Successful community development efforts involve collaboration between residents, businesses, government agencies and other vital stakeholders to not only identify community needs and challenges but to implement strategic solutions effectively and efficiently.

Furthermore, in support of adopted goals which are focused on community development outcomes, the Red Bank City Commission has allocated significant funding and staff resources toward prioritizing several planning initiatives to include:

- Comprehensive Plan & Small Area Study of former Red Bank Middle School Site
- Stormwater Inventory & Management Plan
- Sidewalk Inventory & Management Plan
- Signage Inventory & Management Plan
- Pavement Condition Index & Management Plan

### **What are the benefits in establishing a community development department?**

- **Community Engagement:** facilitate increased community engagement and participation in decision-making processes while promoting transparency, inclusivity, and accountability.
- **Enhanced Coordination:** centralizing development efforts improves coordination among internal staff, departments, outside agencies, and stakeholders. This

reduces duplication of efforts, enhances budget transparency, and provides collaboration towards common goals.

- **Holistic Development:** ensures a comprehensive approach to improve overall quality of life.
- **Strategic Planning:** identifies community needs, sets development goals, and implements strategies to more effective resource allocation and investment in projects that align with the community's priorities.
- **Economic Growth:** Through initiatives such as business attraction, retention, and expansion programs, the department can help stimulate economic growth within the municipality.
- **Public Infrastructure Stewardship:** In collaboration with Public Works, assist in prioritizing and championing public infrastructure projects, such as multi-modal transportation, stormwater utilities, and public facilities to enhance the overall infrastructure of the municipality.
- **Grant Funding Opportunities:** Actively pursue grant opportunities from government agencies, foundations, and other sources to fund community development projects and initiatives to help supplement municipal budgets and expand the resources available for development efforts.
- **Quality of Life Improvement:** Ultimately, the overarching goal of a Community Development Department is to enhance the overall quality of life for residents by creating vibrant, sustainable, and resilient communities.

### **What areas will the Community Development Department focus on?**

To best utilize existing city resources and to provide more efficient and effective levels of service, areas of concentration with direct oversight for the Community Development Department will include:

- PLANNING AND ZONING (GIS MAPPING)
- STORMWATER UTILITY ADMINISTRATION
- CODES ENFORCEMENT & ADMINISTRATIVE HEARING OFFICER
- CAPITAL PROJECTS PLANNING AND ADMINISTRATION
- GRANT SOURCING AND ADMINISTRATION
- COMMITTEE OVERSIGHT (ARTS AND NONPROFIT)
- AGENCY AND BOARD REPRESENTATIVE (WWTA, TPO, SETDD, CARTA)
- CONTRACT ADMINISTRATION
- DEVELOPMENT RECORDS MANAGEMENT AND PUBLIC MESSAGING
- COMMISSION GOALS FOR COMMUNITY DEVELOPMENT INITIATIVES



## **RED BANK CITY HALL FISCAL YEAR 2025 BUDGET QUESTIONS AND ANSWERS**

### **What is driving up personnel costs?**

The largest driver is inflation. To counter inflation we have factored in a 3.0% COLA to keep our pay competitive in what remains a very tight labor market. As we considered the COLA, we discussed the general inflation faced here locally and the need to keep wages competitive, in accordance with our 'Employer of Choice' goal. While some spot items are climbing very fast (for example basic EPB Fiber service to homes is going up 16.1 %) and Social Security gave a COLA of 3.2% in January 2024, the regional inflation was determined by the Atlanta Fed's Chief Economist to be 2.6% for the past year. Another benchmark is our contract with McKamey which is going up 3%. We looked at a number of indicators of inflation and CPI and they all ranged from 2.6 to 3.4%. In discussion, 2.6% felt too low, and 3.4% felt too high... consensus was that 3.0% was the correct COLA number for FY 2025. This is consistent with other small cities in Hamilton County, most of which are in the 3.0% to 4.0% range. A 3.0% COLA will keep our wages in line with the market and competitive in what remains a near record low unemployment level of 2.7% (source: Times Free Press article, 10 Apr 2024). The other personnel cost driver is adding two staff at a total cost of approximately \$125,000 annually. These two staff are an Office Manager for Community Development (32 hours) and an Engineering Technician for the slate of capital and operations projects in Public Works (40 hours).

### **What is meant by the term 'Employer of Choice'?**

Simply put, an 'Employer of Choice' is an employer where, by and large, people want to work. Some of the defining characteristics of 'Employers of Choice' are competitive pay, valued benefits, engaged workers, meaningful work, strong leadership, and attractive workplace culture. With unemployment in Hamilton County at 2.7%, near the record low of 2.6% (source: Times Free Press article, 10 Apr 2024), and with other employers actively

seeking our employees, the City of Red Bank has enjoyed very little turnover due to our efforts to remain an 'Employer of Choice'.

**Why is the City increasing its life insurance coverage?**

The value of the benefits offered is measured in their ability to meet the needs of employees when utilized. This past year we experienced loss, and the life insurance benefits were not adequate for those impacted. Therefore, we undertook to re-evaluate our life insurance benefits and received several quotes. Upon review, we identified the most cost-effective and beneficial life insurance to offer our employees. It increases guaranteed coverage for employees from \$50,000 to \$75,000, increases coverage for spouses from \$5,000 to \$25,000, and increases coverage for children from \$2,500 to \$10,000. The additional cost for all of these increases is \$3,300.

**What are the larger cost-drivers in this year's budget?**

The total impact of the proposed COLA is approximately \$176,000. Adding two new staff positions is approximately \$125,000. Capital investments in law enforcement vehicles are approximately \$96,000. Targeted market adjustments in executive compensation total approximately \$41,500. Hamilton County 911 costs rose by 13.7% or approximately \$29,000.



## Jobs by Grade

|                                           |                                   |               |                                           |                        |
|-------------------------------------------|-----------------------------------|---------------|-------------------------------------------|------------------------|
| Executive Leadership<br>(exempt)          | <b>Grade 13</b>                   | <b>SALARY</b> | <b>Grade 7</b>                            | <b>SALARY</b>          |
|                                           | City Manager                      | \$110,000.00  | Police Officer                            | \$56,433.00            |
|                                           |                                   |               | Assistant CFO / Payroll/ Accounts Payable | \$56,433.00            |
|                                           | <b>Grade 12</b>                   |               | Executive Office Assistant                | \$56,433.00            |
|                                           | Department Heads                  |               |                                           |                        |
|                                           | Chief of Police                   | \$97,476.00   | <b>Grade 6</b>                            |                        |
|                                           | Fire Chief                        | \$97,476.00   |                                           |                        |
|                                           | Public Works Director             | \$97,476.00   | <b>Grade 5</b>                            |                        |
|                                           | Dir of Admin / City Recorder / HR | \$97,476.00   | Heavy Equipment Operator                  | \$51,688.00            |
|                                           | Community Development             | \$97,476.00   | Firefighter/Driver/Operator               | \$51,688.00            |
| Senior Leadership<br>(non-exempt)         | <b>Grade 11</b>                   |               | Solid Waste Driver                        | \$51,688.00            |
|                                           | Chief Finance Officer             | \$80k-86k     | Office Manager                            | \$51,688.00            |
|                                           | Deputy Police Chief               | \$88,660.00   | Assistant City Recorder                   | \$51,688.00            |
|                                           | Deputy Fire Chief                 | \$88,660.00   | Administrative Support / Procurement      | \$40,136.00 (32 hours) |
|                                           |                                   |               |                                           |                        |
|                                           | <b>Grade 10</b>                   |               | <b>Grade 4</b>                            |                        |
|                                           | Police Lieutenant                 | \$72,738.60   | Records Coordinator                       | \$46,233.00            |
|                                           |                                   |               | Light Equipment Operator                  | \$46,233.00            |
|                                           | <b>Grade 9</b>                    |               | Deputy Court Clerk                        | \$46,233.00            |
|                                           | Public Works Supervisor           | \$65,587.00   | Stormwater Specialist                     | \$46,233.00            |
| Functional<br>Leadership (non-<br>exempt) | Fire Captain                      | \$63,835.00   | <b>Grade 3</b>                            |                        |
|                                           | Police Sergeant                   | \$67,035.00   | Recycling Attendant                       | \$43,808.00            |
|                                           | Administrative Sergeant           | \$63,835.00   | Solid Waste Toter                         | \$43,808.00            |
|                                           | Fire Training Captain             | \$63,835.00   |                                           |                        |
|                                           | Facilities Manager                | \$63,835.00   | <b>Grade 2</b>                            |                        |
|                                           | Building Official                 | \$63,835.00   | Laborer II                                | \$40,227.00            |
|                                           | Solid Waste Supervisor            | \$63,835.00   | Fleet Assistant                           | \$40,227.00            |
|                                           |                                   |               |                                           |                        |
|                                           | <b>Grade 8</b>                    |               | <b>Grade 1</b>                            |                        |
|                                           | Police Detective                  | \$60,064.00   | Laborer I                                 | \$37,895.00            |
|                                           | Fleet Services Manager            | \$58,962.00   |                                           |                        |
|                                           | Court Clerk                       | \$58,962.00   |                                           |                        |
|                                           | Fire Lieutenant                   | \$58,962.00   | Court Assistant                           | \$13.22 / hr           |
|                                           | Planner                           | \$58,962.00   |                                           |                        |
|                                           | Parks & Rec Manager               | \$58,962.00   |                                           |                        |
|                                           | IT Manager                        | \$58,962.00   |                                           |                        |
|                                           | Operations Foreman                | \$58,962.00   |                                           |                        |
|                                           | Engineering Technician            | \$58,962.00   |                                           |                        |

## Martin Granum

---

**From:** Dan Seymour  
**Sent:** Monday, May 06, 2024 3:46 PM  
**To:** Martin Granum  
**Subject:** FY2025 Capital Loan for Police Cruisers

This years budget proposal for FY2025 includes a capital Loan to Purchase six (6) police vehicles as part of our capital improvement plan.

The line item 110-42100-940 "Machinery & Equipment" includes \$373,500 for the total cost of the vehicles. Then contained within debt services Line 600, there is a cost of \$93,375 estimated for an annual loan payment for four years.

Dan Seymour  
Red Bank Police Department  
3117 Dayton Blvd  
Red Bank, TN 37415  
[dseymour@redbanktn.gov](mailto:dseymour@redbanktn.gov)  
Dispatch: 423-877-2481  
Office: 423-875-0167



*A Tennessee Law Enforcement Accredited Agency*



Please consider the environment before printing this email.

Confidentiality notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized use, disclosure or distribution is prohibited.



JASON E. MUMPOWER  
*Comptroller*

## **ANNUAL BUDGET MEMO**

To: Budget Contact  
From: Sheila Reed, Director *SAR*  
Division of Local Government Finance  
Date: January 25, 2024  
Subject: Fiscal Year 2025 Annual Budget Memo for Tennessee Municipalities

Thank you for partnering with us as we work together to promote fiscal responsibility in Tennessee's local governments. Timely budget adoption is foundational to the budget process and ensures your municipality begins the fiscal year with a sound financial spending plan.

## **BUDGET CERTIFICATE AWARD PROGRAM**

Last year our office recognized 87 of Tennessee's 342 municipalities for, among other criteria, adopting a balanced budget on or before June 30 and submitting the budget to our office within 15 days of adoption. We look forward to more municipalities qualifying for a certificate this budget year and being recognized at TGFOA's annual fall conference. Please visit our website for a complete list of recipients and the requirements to qualify for a certificate: [tncot.cc/budgetcertificates](http://tncot.cc/budgetcertificates).

## **BUDGET SUBMISSION**

Prior to the beginning of each fiscal year, all municipalities in Tennessee must adopt a budget ordinance and email it, with other required documents, to our office within 15 days following adoption. For your convenience we have enclosed a budget submission checklist.

**The complete package should be sent to:** [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov).

Additional information concerning budgeting requirements, including a budget manual, instructional videos, and excel schedules may be found on our website at: [tncot.cc/budget](http://tncot.cc/budget).

## **WHAT'S NEW FOR 2025**

### ***FAQs to Steps to a Well-Balanced Budget***

In response to questions and feedback to our publication entitled "Steps to a Well-Managed Budget" we now have a companion publication that answers frequently asked questions. The FAQs build upon our initial publication and may be accessed at: [tncot.cc/budget](http://tncot.cc/budget). We hope you will take advantage of this resource.

### *Better Utility Budgeting and Financial Planning*

There are 247 of Tennessee's 342 municipalities that have a water, sewer, and/or gas utility system and 57 of those municipalities are currently under the oversight of the Tennessee Board of Utility Regulation (TBOUR) because of financial distress. To support local officials, we recently released the publication "Better Utility Budgeting and Financial Planning" that may be accessed at: [tncot.cc/budget](https://tncot.cc/budget). This will be a valuable tool in your oversight of municipal utilities.

## **IMPORTANT REQUIREMENTS TO REMEMBER**

### *Statutory Filing Date*

A **complete** budget submission must be filed with our office no later than August 31st to receive approval. Outside of an emergency, municipalities may not issue debt without an approved budget from our office (Tenn. Code Ann. § 9-21-404).

### *Conditional Approvals*

Budget approvals conditioned upon some action by local officials cannot be approved unless the condition for approval is met. Local officials have a specific timeframe after our letter is issued to meet the condition. Outside of an emergency, municipalities may not issue debt or financing obligations without an approved budget letter from our office (Tenn. Code Ann. § 9-21-404).

### *Timely Audits*

Historical audited information is necessary to budget preparation. Your audit should be filed with the Comptroller's Division of Local Government Audit by December 31st of each year. Without audited financial information, our office cannot adequately analyze and review the budget for approval. Pursuant to state law, apart from an emergency, municipalities may not issue debt without an approved budget from our office (Tenn. Code Ann. § 9-21-404).

### *Municipal Water, Sewer, or Gas Utility Systems*

Pursuant to Tenn. Code Ann. § 7-82-707, municipalities with water, sewer, or gas utility systems are required to fill out an annual information statement before the beginning of your fiscal year. Please visit [tncot.cc/utilityinfo](https://tncot.cc/utilityinfo) to fulfill this requirement.

### *Tennessee Investment in Student Achievement Act (TISA)*

Legislation was passed during 2023 that impacts budget approval for local education agencies. If the budget for the board of education does not include the local contribution that is required under the TISA Act, the budget will not be approved (Tenn. Code Ann. § 49-3-108).

If you need any assistance with your submission, you may contact your analyst. For hands-on assistance in preparing and adopting your budget, please contact the Municipal Technical Advisory Service (MTAS) or the State Department of Education - Section of Local Finance.

Enclosures:    Budget Submission Checklist  
                    Budget Preparation Guidance  
                    Contact Information



JASON E. MUMPOWER  
*Comptroller*

## **BUDGET PREPARATION GUIDANCE**

*Page 1 of 2*

This guidance is provided to expedite the budget review process and aid in the preparation of the budget ordinance and supporting documents that are required for submission to the Division of Local Government Finance.

### **1. Adoption of Budget Ordinance**

The annual budget ordinance must be adopted by June 30<sup>th</sup> unless the government is operating under a legal continuation budget. We recommend a continuation budget only be used in extenuating circumstances.

### **2. Model Budget Ordinance**

Municipalities should use the sample budget ordinance on our website located at: [tncot.cc/budget](http://tncot.cc/budget).

### **3. Appropriation Level**

Expenditures must be appropriated by fund at the organizational unit (department) level. Depending upon the requirements of your charter, enterprise funds, such as the Water Fund, may not be required to be appropriated in the budget ordinance.

### **4. Proper Classification**

Revenues should be classified by source and expenditures should be classified by account code and description. The following are common incorrect uses of terminology that are not acceptable in the ordinance or detailed budget submitted or filed with LGF:

- a. "Use of fund balance" is not a revenue source. For example, if your projected expenditures are greater than your projected revenues, show the negative change in fund balance.
- b. The following items should not be budgeted as an expenditure item:
  - i. Negative expenditures
  - ii. Reserves
  - iii. Budgeted Increase in Fund Balance

### **5. Ordinance and Detailed Budget Agreement**

Amounts in the detailed budget should be represented correctly in the appropriations ordinance. Expenditures in the detailed budget cannot exceed what has been appropriated for the respective fund.

## **6. Debt Service**

Principal and interest payments for each debt issue need to be budgeted as separate line items, with the name of the debt clearly identified, such as 2020 Capital Outlay Notes. Budgeted debt service payments should agree with repayment schedules.

## **7. Fiscal Year Comparative Data**

The budget ordinance and the detail (line item) budgets should be presented with three years of information:

- a. Column 1 – Fiscal Year 2023 (Actual Amounts from the Audit)
- b. Column 2 – Fiscal Year 2024 (Estimated Amounts based on Actual to Date)
- c. Column 3 – Fiscal Year 2025 (Estimated Beginning Balances, Projected Revenues, Budgeted Appropriations, Estimated Ending Balances)
- d. Beginning and ending fund balance for each fund.

Our sample budget ordinance is designed to meet the above requirements. Municipalities can access the sample budget ordinance online at: [tncot.cc/budget](http://tncot.cc/budget)

## **8. Revenue Forecasts**

All major revenue sources should be forecasted for the budget year. Forecast amounts should be consistent with budget amounts.

## **9. Cash Flow Forecasts**

Cash flow forecasts provide for the timing of cash inflows and outflows within a fund. To prepare a 12-month cash flow schedule:

- a. Collect prior year cash receipts and cash payments data by month for each fund.
- b. Remove non-recurring items, such as grant receipts and major capital expenditures.
- c. Divide receipts for each month by total receipts for the prior fiscal year to determine the estimated percentage of receipts by individual month. It is important to do this by individual month because for example, some months will have a significantly higher percentage of receipts due to the tax collection cycle.
- d. Apply the percentage for each month to the annual budgeted receipts to determine the estimated cash flows for each month of the budget year, then determine non-recurring revenues (report on a separate line) and add the non-recurring items to the monthly totals.
- e. Follow the same procedures outlined in items c. and d. for cash payments.



## Budget Submission Checklist - Municipalities

### Before You Submit Your Budget – Remember:

- ☐ Review last year's budget letter for items relevant to this year's budget: [tncot.cc/lgf-letters](https://tncot.cc/lgf-letters).
- ☐ Send your budget directly to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov). – Do **not** send a separate **paper** copy to our office.
- ☐ Wait to submit your budget until **all** needed documentation is compiled. See our example budget submission at: [tncot.cc/budget](https://tncot.cc/budget).
- ☐ Send budget amendments to [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov) in a **separate email**.
- ☐ Do **not** send **debt approval requests** in the same email as your budget submission.

### Be Sure to Include:

- ☐ **Separate cover letter** on the municipality's letterhead (**not** in the body of the email)
  - a. Complete contact information should be included and **at a minimum**, email addresses for the:
    - Mayor;
    - City/Town Manager, as applicable; and
    - Finance Director or equivalent position
- ☐ **Signed/certified** and **dated** copy of the appropriation ordinance (and tax levy ordinance, if separate)
- ☐ Detailed budgets for **all funds** including enterprise funds and school funds, as applicable
  - a. Include estimated beginning fund balances for each fund at July 1, 2024, and ending balances at June 30, 2025.
- ☐ For local governments with a school system, include documentation regarding TISA Act local contribution (see separate requirements).
- ☐ Copy of the annual adopted budget for any entity that results in a financial benefit or financial burden to your local government (For help in applying this requirement, refer to Section 6, page 19, of the budget manual available at: [tncot.cc/budget](https://tncot.cc/budget).)
- ☐ Budget Summary Schedule
- ☐ Cash Flow Forecast Schedules for:
  - a. Operating funds with a budgeted ending cash balance less than 15% of annual expenditures;
  - b. Operating funds with an ending cash balance in the prior year audit less than 15% of annual expenditures;
  - c. Any fund that received proceeds from TRANs for the past two consecutive years; and
  - d. All operating funds if the prior year audit has not been issued/is late
- ☐ Schedule of Outstanding Debt and Budgeted Debt Service, as applicable
- ☐ Fiscal year 2025 revenue forecasts (property tax, sales tax, etc.), as applicable

## Tennessee Investment in Student Achievement (TISA) Act Requirements

### *2025 Budget Submission Requirements for TISA Act*

The Tennessee Investment in Student Achievement Act (the Act) became effective for the 2023-2024 budget year and contains a provision that prohibits our office from approving the local government's budget unless the **local contribution** required by the Act is included in the budget (T.C.A. § 49-3-108(h)).

To ensure compliance with the Act, we have partnered with the Department of Education and need you to enter **budgeted revenues** for your school system into **ePlan prior to submission** of your budget packet to the Division of Local Government Finance.

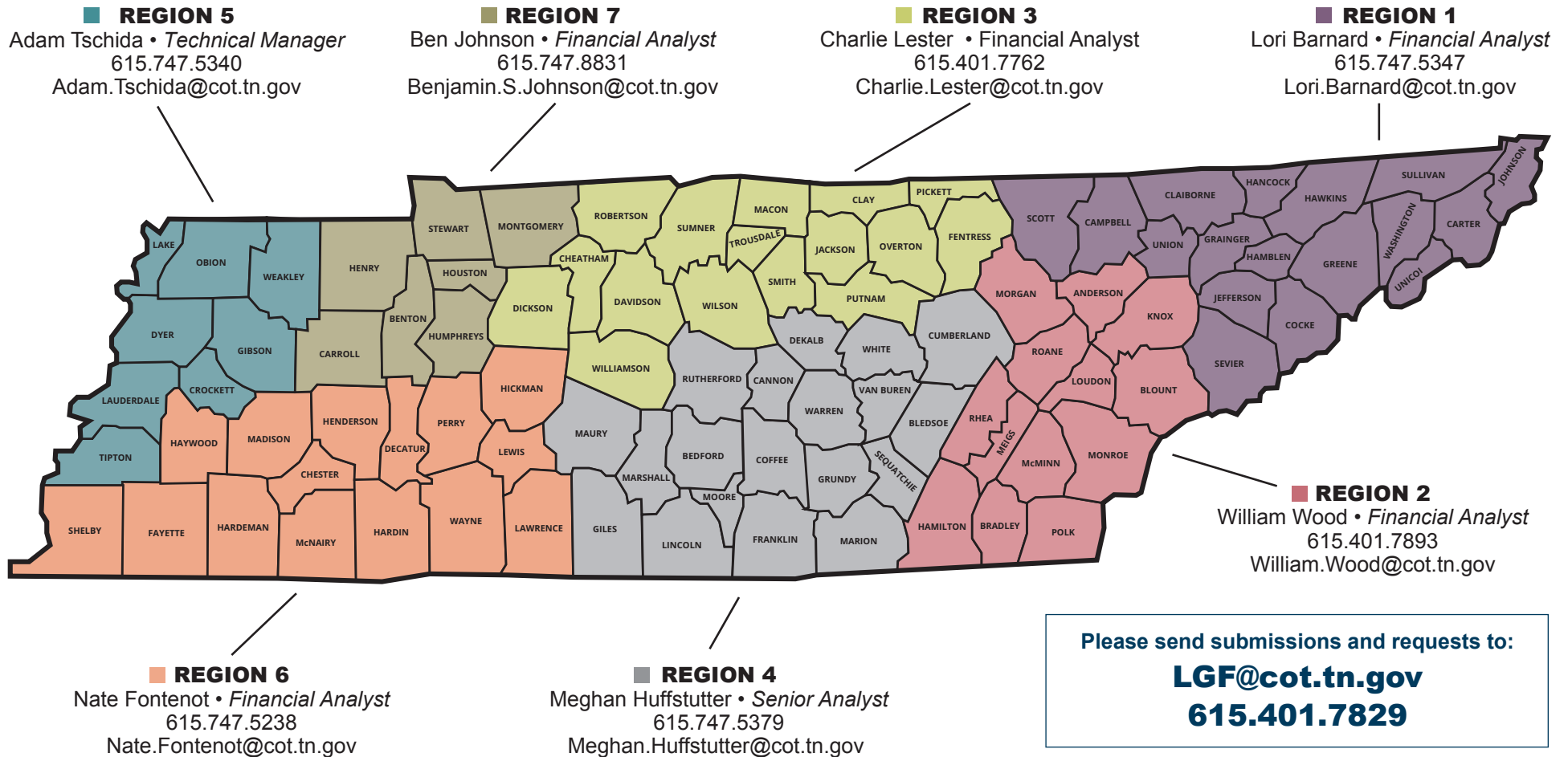
#### THE FOLLOWING STEPS SHOULD BE FOLLOWED:

- FIRST**      Adopt the budget for your local education agency (school system).
- SECOND**     Enter budgeted revenues for your **local contribution** into the Tennessee Department of Education's online ePlan application. Please note that your financial expenditure report information can be entered into ePlan at a later date once it is available; however, the budgeted revenues **must be entered prior to your budget submission**.
- THIRD**      Take a snip-it, screen shot, or picture of your computer screen on the ePlan site showing this has been done.
- FOURTH**     Include the snip-it, screen shot, or picture **as part of your initial annual budget submission**. Do not send separately.
- FIFTH**      The Department of Education will review budgeted revenues and let our office know if the local contribution is consistent with the Act and we will proceed with our review of your annual budget.



# Division of Local Government Finance

## CONTACT INFORMATION BY REGION





## City of Red Bank

3105 Dayton Boulevard

Red Bank, TN 37415

423.877.1103

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

### Budget Dates for FY25

19 March 2024

Commissioners,

After our recent work session discussion, here are the meeting dates for the upcoming FY25 budget process for the fiscal year beginning 1 July 2024 and ending 30 June 2025. Please review this memo and we will discuss/finalize in work session discussion.

This year we are encouraging participation in the four scheduled budget workshops by offering a "**Budget Workshop Certificate**" to those who attend the four scheduled budget workshop meetings. (Note: any one budget workshop may be viewed on YouTube later and still be eligible for the certificate.)

The City of Red Bank's Charter requires that the City Manager provide the Commission a **Budget Estimate** by 15 May \* of each year. Looking at our scheduled commission meeting dates, this year it requires me to provide it to you on Tuesday, 7 May 2024. Accordingly, here is the timeline for budget development:

- **Tuesday, 26 March: Budget Workshop #1, 5:00 – 6:30**  
**"Budget 101":**
  - o Presentation by staff on budget principles including a complete review of this year's **current budget**. You might think of it as: "understanding the City of Red Bank's budget." Commissioners are invited, but the target audience is the public. Q & A throughout.
- Tuesday, 2 April: normal commission work session at 5:00 and regular session at 6:00. Both will cover regular agenda items... no budget-specific topics planned.
- **Tuesday, 9 April: Budget Workshop #2, 5:00 – 7:30**  
**CM Granum to provide 'Budget Estimate' document.**  
**Police, Fire, and Court budget presentations to Commission:**
  - o Police: 5:00 - 5:50, Chief Seymour
  - o 10 min break
  - o Fire: 6:00 – 6:50, Chief Sylar
  - o Court: 7:00 – 7:20, Court Clerk Donahue
  - o Citizen Comments
- Tuesday, 16 April: normal commission work session at 5:00 & regular session at 6:00. Both will cover regular agenda items... no budget-specific topics planned.
- **Tuesday, 23 April: Budget Workshop #3, 5:00 – 7:30**  
**Public Works, and City Hall budget presentations to Commission:**
  - o Public Works: 5:00 - 6:20, Director Tate, Deputy Director Johnson
  - o 10 min break
  - o City Hall (Administration, Finance): 6:30 - 7:20, Director Perry
  - o Citizen Comments

Hollie Berry  
Mayor

Stefanie Dalton  
Vice Mayor

Jamie Fairbanks-Harvey  
Commissioner

Pete Phillips  
Commissioner

Hayes Wilkinson  
Commissioner

Martin Granum  
City Manager



- **Tuesday, 30 April: Budget Workshop #4, 5:00 – 7:00**  
**Commission open discussion of budget presentations to date:**
  - o Goal coming out of this open discussion is clarity for staff to prepare the **Proposed Budget** for next meeting.
  - o Citizen Comments
- **7 May at regular Commission Work Session/Meeting...** budget ordinance first reading of the **Proposed Budget**.
- **21 May at regular Commission Work Session/Meeting...** budget ordinance second reading of the **Proposed Budget**. Upon adoption, becomes the **FY25 Adopted Budget**.

For additional information, the TN Comptroller has a very good [website with useful budget info](#). On behalf of the entire Red Bank staff, we are looking forward to this budget cycle and the planning, deliberation, transparency, focus and direction it provides all of us. Thanks for all that you do for Red Bank.

Sincerely,



Martin E. Granum  
City Manager

\* This requirement is established in our Charter at [6-22-122. Budget estimate submitted to commissioners](#).

# FY25 Proposed Budget Red Bank Tennessee

City Manager Martin Granum

4 June 2024



# The FY25 Budget Process

- Preparation began with conversations with department directors beginning in February
- **Budget Dates for FY25** memo published on 19 March 2024
- Four **Budget Workshops** (26 March; 9, 23, 30 April)
  - 4 citizens earned the Budget Academy Certificate and they were presented at 1<sup>st</sup> Reading
- City Charter requires City Manager to present '**Budget Estimate**' to the Commission NLT 15 May of each year
- FY25 Budget Estimate was presented on 7 May 2024
- The budget process also sets the property tax rate; there is **no change in property taxes** in the FY25 Budget Estimate
- In Red Bank, any Ordinance requires **two readings**
- The **1<sup>st</sup> Reading** of the Budget Ordinance was on **21 May**
- The **2<sup>nd</sup> Reading** of the Budget Ordinance is tonight (**4 June**)
- Enactment occurs upon passing at 2<sup>nd</sup> Reading; it becomes the Adopted Budget and **takes effect 1 July 2024** and continues through 30 June 2025

# The FY25 Budget Packet

- What is included in tonight's meeting packet is the actual Budget Ordinance No. 24-1260, formatted in this way to meet criteria established for the budget ordinance
- Each fund is summarized
- Schedule of Debt and Debt Service
- Capital Projects
- Section 8: specifies the property tax levy
- Also available from our 1<sup>st</sup> Reading of the budget is a more comprehensive compilation of several documents from earlier in the FY25 budget process, including:
  - Guide to the Red Bank FY25 Budget... 4 pages
  - The budget itself (spreadsheet) dated 5-16-24... 24 pages
  - Budget memos from city manager and five departments... 16 pages
  - Budget Q & A... 18 pages
  - Supplemental information: jobs by grade; capital loan... 2 pages

## **ORDINANCE NO. 24-1260**

### **AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF RED BANK, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

**WHEREAS,** Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

**WHEREAS,** the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

**WHEREAS,** the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

### **NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RED BANK, TENNESSEE AS FOLLOWS:**

**SECTION 1:** That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office, or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2025, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

| GENERAL FUND                                              | Estimated            |                      |                      |
|-----------------------------------------------------------|----------------------|----------------------|----------------------|
|                                                           | Actual<br>FY 2023    | Actual<br>FY 2024    | Budget<br>FY 2025    |
| <b>Revenues</b>                                           |                      |                      |                      |
| Local Taxes                                               | \$ 5,797,954         | \$ 7,667,104         | \$ 7,630,682         |
| Licenses And Permits                                      | 112,685              | 90,962               | 186,400              |
| Intergovernmental                                         | 3,208,653            | 3,524,034            | 3,142,514            |
| Charges For Services                                      | 117,641              | 212,616              | 21,000               |
| Fines And Forfeitures                                     | 60,457               | 96,000               | 100,000              |
| Other                                                     | 1,168,720            | 1,181,653            | 361,161              |
| <b>Other Financing Sources</b>                            |                      |                      |                      |
| Issuance of Debt / Debt Proceeds                          | 818,075              | 655,000              | 373,500              |
| Sale of Capital Assets                                    | 1,525                | -                    | 15,000               |
| Transfers In - from other funds                           | -                    | -                    | -                    |
| Transfers In - from other funds (PILOT)                   | -                    | -                    | -                    |
| <b>Total Revenues and Other Financing Sources</b>         | <b>\$ 11,285,710</b> | <b>\$ 13,427,369</b> | <b>\$ 11,830,257</b> |
| <b>Appropriations</b>                                     |                      |                      |                      |
| <b>Expenditures</b>                                       |                      |                      |                      |
| Judicial                                                  | \$ 171,797           | \$ 185,029           | \$ 189,151           |
| Legislative                                               | 150,792              | 489,754              | 51,110               |
| Finance & Administration                                  | 903,782              | 1,072,210            | 1,173,438            |
| Insurance                                                 | 1,166,896            | 1,376,916            | 1,362,005            |
| Community Development                                     | 73,490               | 77,165               | 657,049              |
| Police Department                                         | 2,349,277            | 2,708,455            | 3,284,642            |
| Fire Department                                           | 2,126,136            | 2,055,058            | 1,790,305            |
| Public Works                                              | 1,429,984            | 2,156,021            | 1,608,449            |
| Parks and Recreation                                      | 245,600              | 683,064              | 283,809              |
| ARPA                                                      | 351,325              | 1,248,963            | 1,116,562            |
| Debt Service - Principal and Interest                     | 290,030              | 632,910              | 738,538              |
| <b>Other Financing Uses</b>                               |                      |                      |                      |
| Transfers Out - to other funds                            | -                    | -                    | -                    |
| <b>Total Appropriations</b>                               | <b>\$ 9,259,109</b>  | <b>\$ 12,685,545</b> | <b>\$ 12,255,058</b> |
| <b>Change in Fund Balance (Revenues - Appropriations)</b> | <b>2,026,601</b>     | <b>741,824</b>       | <b>(424,801)</b>     |
| <b>Beginning Fund Balance July 1</b>                      | <b>8,124,352</b>     | <b>10,150,953</b>    | <b>10,892,777</b>    |
| <b>Ending Fund Balance June 30</b>                        | <b>\$ 10,150,953</b> | <b>\$ 10,892,777</b> | <b>\$ 10,467,976</b> |
| <b>Ending Fund Balance as a % of Total Appropriations</b> | <b>109.6%</b>        | <b>85.9%</b>         | <b>85.4%</b>         |

| STATE STREET AID FUND                                     | Actual<br>FY 2023 | Estimated<br>Actual<br>FY 2024 | Budget<br>FY 2025 |
|-----------------------------------------------------------|-------------------|--------------------------------|-------------------|
| <b>Revenues</b>                                           |                   |                                |                   |
| State Gas and Motor Fuel Taxes                            | \$ 414,786        | \$ 314,062                     | \$ 422,415        |
| Other                                                     | 105,339           | 61,715                         | 60,000            |
| <b>Other Financing Sources</b>                            |                   |                                |                   |
| Issuance of Debt / Debt Proceeds                          | -                 | -                              | -                 |
| Transfers In - from other funds                           | -                 | -                              | -                 |
| <b>Total Revenues and Other Financing Sources</b>         | <b>\$ 520,125</b> | <b>\$ 375,777</b>              | <b>\$ 482,415</b> |
| <b>Appropriations</b>                                     |                   |                                |                   |
| Public Works Department                                   | \$ 406,413        | \$ 573,205                     | \$ 913,600        |
| Debt Service - Principal and Interest                     | 171,871           | 43,502                         | 41,899            |
| <b>Total Appropriations</b>                               | <b>\$ 578,284</b> | <b>\$ 616,707</b>              | <b>\$ 955,499</b> |
| <b>Change in Fund Balance (Revenues - Appropriations)</b> | <b>59,775</b>     | <b>(111,615)</b>               | <b>(473,084)</b>  |
| <b>Beginning Fund Balance July 1</b>                      | <b>750,261</b>    | <b>810,036</b>                 | <b>698,421</b>    |
| <b>Ending Fund Balance June 30</b>                        | <b>\$ 810,036</b> | <b>\$ 698,421</b>              | <b>\$ 225,337</b> |
| <b>Ending Fund Balance as a % of Total Appropriations</b> | <b>140.1%</b>     | <b>113.3%</b>                  | <b>23.6%</b>      |

| SOLID WASTE FUND                                          | Actual<br>FY 2023   | Estimated<br>Actual<br>FY 2024 | Budget<br>FY 2025   |
|-----------------------------------------------------------|---------------------|--------------------------------|---------------------|
| <b>Revenues</b>                                           |                     |                                |                     |
| Solid Waste Disposal Fees                                 | \$ 978,627          | \$ 983,489                     | \$ 985,000          |
| Miscellaneous Other Revenue                               | 40,816              | 42,813                         | 35,000              |
| Transfers In - from other funds                           | -                   | -                              | -                   |
| <b>Other Financing Sources</b>                            |                     |                                |                     |
| Issuance of Debt / Debt Proceeds                          | -                   | -                              | -                   |
| Transfers In - from other funds                           | -                   | -                              | -                   |
| <b>Total Revenues and Other Financing Sources</b>         | <b>\$ 1,019,443</b> | <b>\$ 1,026,302</b>            | <b>\$ 1,020,000</b> |
| <b>Appropriations</b>                                     |                     |                                |                     |
| Public Works Department                                   | \$ 1,068,737        | \$ 1,477,543                   | \$ 1,281,489        |
| Debt Service                                              | -                   | -                              | -                   |
| <b>Total Appropriations</b>                               | <b>\$ 1,068,737</b> | <b>\$ 1,477,543</b>            | <b>\$ 1,281,489</b> |
| <b>Change in Fund Balance (Revenues - Appropriations)</b> | <b>(49,294)</b>     | <b>(451,241)</b>               | <b>(261,489)</b>    |
| <b>Beginning Fund Balance July 1</b>                      | <b>1,061,857</b>    | <b>1,012,563</b>               | <b>561,322</b>      |
| <b>Ending Fund Balance June 30</b>                        | <b>\$ 1,012,563</b> | <b>\$ 561,322</b>              | <b>\$ 299,833</b>   |
| <b>Ending Fund Balance as a % of Total Appropriations</b> | <b>94.7%</b>        | <b>38.0%</b>                   | <b>23.4%</b>        |

| <b>STORMWATER FUND</b>                                    | <b>Actual<br/>FY 2023</b> | <b>Estimated<br/>Actual<br/>FY 2024</b> | <b>Budget<br/>FY 2025</b> |
|-----------------------------------------------------------|---------------------------|-----------------------------------------|---------------------------|
| <b>Operating Revenues</b>                                 |                           |                                         |                           |
| Fees                                                      | \$ 282,820                | \$ 500,713                              | \$ 519,713                |
| <b>Non-Operating Revenues &amp; Transfers In</b>          |                           |                                         |                           |
| Investment Income                                         | 11,000                    | 12,335                                  | 9,500                     |
| Other Income                                              | -                         | -                                       | -                         |
| Transfers In - from other funds                           | -                         | -                                       | -                         |
| <b>Total Revenues</b>                                     | <b>\$ 293,820</b>         | <b>\$ 513,048</b>                       | <b>\$ 529,213</b>         |
| <b>Appropriations</b>                                     |                           |                                         |                           |
| <b>Operating Expenses</b>                                 |                           |                                         |                           |
| Administrative                                            | \$ 179,574                | \$ 202,005                              | \$ 369,227                |
| General Operations                                        | 88,617                    | 93,593                                  | 110,500                   |
| Capital Machinery                                         | -                         | 200,000                                 | 18,000                    |
| Depreciation                                              | 10,873                    | 10,873                                  | 10,873                    |
| <b>Non-Operating Expenses and Transfers Out</b>           |                           |                                         |                           |
| Debt Service - Interest                                   | -                         | -                                       | -                         |
| Transfers Out - to other funds                            | -                         | -                                       | -                         |
| <b>Total Appropriations</b>                               | <b>\$ 279,064</b>         | <b>\$ 506,471</b>                       | <b>\$ 508,600</b>         |
| <b>Change in Net Position (Revenues - Appropriations)</b> | <b>14,756</b>             | <b>6,577</b>                            | <b>20,613</b>             |
| <b>Beginning Net Position July 1</b>                      | <b>399,445</b>            | <b>414,201</b>                          | <b>420,778</b>            |
| <b>Ending Net Position June 30</b>                        | <b>\$ 414,201</b>         | <b>\$ 420,778</b>                       | <b>\$ 441,391</b>         |

| <b>DRUG FUND</b>                                          | <b>Actual<br/>FY 2023</b> | <b>Estimated<br/>Actual<br/>FY 2024</b> | <b>Budget<br/>FY 2025</b> |
|-----------------------------------------------------------|---------------------------|-----------------------------------------|---------------------------|
| <b>Revenues</b>                                           |                           |                                         |                           |
| Fines And Forfeitures                                     | \$ 6,258                  | \$ 5,139                                | \$ 6,000                  |
| Other                                                     | 21,364                    | 5,924                                   | 28,200                    |
| <b>Other Financing Sources</b>                            |                           |                                         |                           |
| Issuance of Debt / Debt Proceeds                          | -                         | -                                       | -                         |
| Transfers In - from other funds                           | -                         | -                                       | -                         |
| <b>Total Revenues and Other Financing Sources</b>         | <b>\$ 27,622</b>          | <b>\$ 11,063</b>                        | <b>\$ 34,200</b>          |
| <b>Appropriations</b>                                     |                           |                                         |                           |
| Drug Enforcement                                          | \$ 4,843                  | \$ 68,100                               | \$ 34,200                 |
| Debt Service                                              | -                         | -                                       | -                         |
| <b>Total Appropriations</b>                               | <b>\$ 4,843</b>           | <b>\$ 68,100</b>                        | <b>\$ 34,200</b>          |
| <b>Change in Fund Balance (Revenues - Appropriations)</b> | <b>22,779</b>             | <b>(57,037)</b>                         | <b>-</b>                  |
| <b>Beginning Fund Balance July 1</b>                      | <b>57,671</b>             | <b>80,450</b>                           | <b>23,413</b>             |
| <b>Ending Fund Balance June 30</b>                        | <b>\$ 80,450</b>          | <b>\$ 23,413</b>                        | <b>\$ 23,413</b>          |
| <b>Ending Fund Balance as a % of Appropriations</b>       | <b>1661.2%</b>            | <b>34.4%</b>                            | <b>68.5%</b>              |



| IMPOUND FUND                                              |  | Actual<br>FY 2023 | Estimated<br>Actual<br>FY 2024 | Budget<br>FY 2025 |
|-----------------------------------------------------------|--|-------------------|--------------------------------|-------------------|
| <b>Revenues</b>                                           |  |                   |                                |                   |
| Fines And Forfeitures                                     |  | \$ 85             |                                | \$ 150            |
| Sale of Equipment                                         |  | -                 | -                              | 4,500             |
| <b>Other Financing Sources</b>                            |  |                   |                                |                   |
| Issuance of Debt / Debt Proceeds                          |  | -                 | -                              | -                 |
| Transfers In - from other funds                           |  | -                 | -                              | -                 |
| <b>Total Revenues and Other Financing Sources</b>         |  | \$ 85             | \$ -                           | \$ 4,650          |
| <b>Appropriations</b>                                     |  |                   |                                |                   |
| Impound Expenditures                                      |  | \$ 656            | \$ 735                         | \$ 4,650          |
| Debt Service                                              |  | -                 | -                              | -                 |
| <b>Total Appropriations</b>                               |  | \$ 656            | \$ 735                         | \$ 4,650          |
| <b>Change in Fund Balance (Revenues - Appropriations)</b> |  | (571)             | (735)                          | -                 |
| <b>Beginning Fund Balance July 1</b>                      |  | 4,679             | 4,108                          | 3,373             |
| <b>Ending Fund Balance June 30</b>                        |  | \$ 4,108          | \$ 3,373                       | \$ 3,373          |
| <b>Ending Fund Balance as a % of Appropriations</b>       |  | 626.2%            | 458.9%                         | 72.5%             |

SECTION 2: At the end of the fiscal year 2025, the governing body estimates fund balances or deficits as follows:

| <b>Fund</b>           | <b>Estimated Fund Balance/Net<br/>Position at June 30, 2024</b> |
|-----------------------|-----------------------------------------------------------------|
| General Fund          | \$ 10,892,777                                                   |
| State Street Aid Fund | 698,421                                                         |
| Solid Waste Fund      | 452,769                                                         |
| Drug Fund             | 23,413                                                          |
| Impound Fund          | 3,373                                                           |
| Stormwater Fund       | 420,778                                                         |

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

**City of Red Bank, Tennessee**  
**Schedule of Outstanding Debt and Budgeted Debt Service**  
**Fiscal Year 2025**

| Fund             | Type of Debt | Loan Name and Description       | Original<br>Issuance<br>Amount | Authorized &<br>Unissued | Total<br>Principal<br>Outstanding<br>at June 30 2024 | Budgeted Annual<br>Debt Service 2025 |            |            | Detailed<br>Budget<br>Page<br>Number |
|------------------|--------------|---------------------------------|--------------------------------|--------------------------|------------------------------------------------------|--------------------------------------|------------|------------|--------------------------------------|
|                  |              |                                 |                                |                          | Principal                                            | Interest                             | Total      |            |                                      |
| General          | Bonds        | Tennessee Municipal Bond - 2021 | \$ 1,527,000                   | \$ -                     | \$ 899,000                                           | \$ 218,000                           | \$ 23,507  | \$ 241,507 | 12,13                                |
|                  |              | Tennessee Municipal Bond - 2022 | 137,603                        | -                        | 46,500                                               | 46,500                               | 921        | 47,421     | 10,11                                |
|                  |              | Tennessee Municipal Bond - 2022 | 190,070                        | -                        | 130,000                                              | 64,000                               | 4,067      | 68,067     | 10,11                                |
|                  |              | Tennessee Municipal Bond - 2023 | 495,900                        | -                        | 443,000                                              | 55,000                               | 22,593     | 77,593     | 10                                   |
|                  |              | Tennessee Municipal Bond - 2024 | -                              | 655,000                  | 655,000                                              | 141,274                              | 65,566     | 206,840    | 10,11,12                             |
|                  |              | Tennessee Municipal Bond - 2025 | -                              | 373,500                  | 373,500                                              | 93,375                               | 3,735      | 97,110     | 11                                   |
|                  |              | Total                           | \$ 2,350,573                   | \$ 1,028,500             | \$ 2,547,000                                         | \$ 618,149                           | \$ 120,389 | \$ 738,538 |                                      |
| State Street Aid | Bonds        | Tennessee Municipal Bond - 2012 | 500,000                        | \$ -                     | \$ 41,300                                            | \$ 41,300                            | \$ 599     | \$ 41,899  | 19                                   |
|                  |              | Total                           | \$ 500,000                     | \$ -                     | \$ 41,300                                            | \$ 41,300                            | \$ 599     | \$ 41,899  |                                      |
|                  |              | Total Outstanding Debt          | \$ 2,850,573                   | \$ 1,028,500             | \$ 2,588,300                                         | \$659,449                            | \$120,988  | \$780,437  |                                      |

SECTION 4: During the coming fiscal year (2025) the governing body has pending and planned capital projects with proposed funding as follows:

| Pending Capital Projects       | Pending Capital<br>Projects - Total Expense | Pending Capital Projects Expense<br>Financed by Estimated Revenues<br>and/or Reserves | Pending Capital Projects<br>Expense Financed by Debt<br>Proceeds |
|--------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Bridge Replacement             | \$ 442,548                                  | \$ 442,548                                                                            | \$ -                                                             |
| Signalization project          | \$ 230,018                                  | \$ 230,018                                                                            | \$ -                                                             |
| Facilities Management Upgrades | \$ 534,000                                  | \$ -                                                                                  | \$ 534,000                                                       |
| Public Works Pickup Truck      | \$ 55,000                                   | \$ -                                                                                  | \$ 55,000                                                        |
| Drainage Improvements - ARPA   | \$ 545,013                                  | \$ 545,013                                                                            | \$ -                                                             |
| Facilities Improvements - ARPA | \$ 212,721                                  | \$ 212,721                                                                            | \$ -                                                             |
| Technology Upgrades - ARPA     | \$ 141,990                                  | \$ 141,990                                                                            | \$ -                                                             |
| Ashmore Avenue Project - ARPA  | \$ 66,738                                   | \$ 66,738                                                                             | \$ -                                                             |

| Proposed Future Capital Projects    | Proposed Future Capital<br>Projects - Total Expense | Proposed Future Capital Projects<br>Expense Financed by Estimated<br>Revenues and/or Reserves | Proposed Future Capital<br>Projects Expense Financed<br>by Debt Proceeds |
|-------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Fire Training Equipment             | \$ 62,000                                           | \$ 62,000                                                                                     | \$ -                                                                     |
| Six Police Vehicles                 | \$ 373,500                                          | \$ -                                                                                          | \$ 373,500                                                               |
| Dog Park Upgrades                   | \$ 20,000                                           | \$ 20,000                                                                                     | \$ -                                                                     |
| Resurfacing Secondary Streets - SSA | \$ 250,000                                          | \$ 250,000                                                                                    | \$ -                                                                     |
| Drainage Improvements - SSA         | \$ 100,000                                          | \$ 100,000                                                                                    | \$ -                                                                     |
| Guardrail Replacement - SSA         | \$ 170,000                                          | \$ 170,000                                                                                    | \$ -                                                                     |

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or

lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund in an amount of up to \$10,000 by the Mayor, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: There is hereby levied a property tax of \$1.67 per \$100 of assessed value on all real and personal property.

SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller’s Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller’s Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller’s Designee.

SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 12: This ordinance shall take effect July 1, 2024, the public welfare requiring it.

\_\_\_\_\_  
Mayor Hollie Berry (date)

\_\_\_\_\_  
City Recorder Tracey Perry (date)

\_\_\_\_\_  
May 21, 2024  
PASSED ON FIRST READING

\_\_\_\_\_  
June 4, 2024  
PASSED ON SECOND AND FINAL READING

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Arnold Stulce, Jr.

# City of Red Bank Tennessee

## How to calculate your residential property tax

City Manager Martin Granum

26 March 2024

# How to calculate your residential property taxes in Red Bank TN

## ✓ Find your Assessed Value

✓ Hamilton County GIS

[https://gismaps.hamiltontn.gov/Html5Viewer/index.html?viewer=GISMO5.GIS\\_HTML51](https://gismaps.hamiltontn.gov/Html5Viewer/index.html?viewer=GISMO5.GIS_HTML51)

✓ Or you can also go to the Hamilton County Trustee website <https://tpti.hamiltontn.gov/>

## ✓ Divide the figure by 100

## ✓ Multiply by the property tax rate

✓ The tax rate is \$1.67 for Red Bank

## ✓ Example for a house at 4724 Hunter Trail

✓ Total Value: \$236,100

✓ Assessed value: \$59,025

✓ Divide by 100 = \$590.25

✓ Multiply by the Levy (currently \$1.67) \$985.72

✓ With a levy of \$1.67 the property taxes are \$985.72

# Property Assessments: Information by County

Visit the Comptroller's excellent website for more info...

<https://comptroller.tn.gov/office-functions/pa/tax-resources/assessment-information-for-each-county/information-by-county.html>



# Discussion



# FY25 BUDGET WORKSHOP CERTIFICATE

PRESENTED TO

*Davis Guedron*

The City of Red Bank is pleased to present the FY25 Budget Workshop Certificate to Mr. Guedron in recognition of his attendance at all four budget workshops held on March 26; April 2, 16 and 30. This certificate recognizes a commitment of over eight hours of time to learn about all aspects of our municipal service delivery, hear directly from each department director, and understand the resources and budget necessary to fund our City. This level of interest in the budget process is highly laudable and profoundly appreciated.

Presented this 21st day of May 2024

*Hollie Berry*  
Mayor Hollie Berry

*Martin E. Granum*  
City Manager Martin Granum



# FY25 BUDGET WORKSHOP CERTIFICATE

PRESENTED TO

*Clifford McCabe*

The City of Red Bank is pleased to present the FY25 Budget Workshop Certificate to Mr. McCabe in recognition of his attendance at all four budget workshops held on March 26, April 2, 16 and 30. This certificate recognizes a commitment of over eight hours of time to learn about all aspects of our municipal service delivery, hear directly from each department director, and understand the resources and budget necessary to fund our City. This level of interest in the budget process is highly laudable and profoundly appreciated.

Presented this 21st day of May 2024

*Hollie Berry*  
Mayor Hollie Berry

*Martin E. Granum*  
City Manager Martin Granum



# FY25 BUDGET WORKSHOP CERTIFICATE

PRESENTED TO

*Kaye Hagadorn*

The City of Red Bank is pleased to present the FY25 Budget Workshop Certificate to Ms. Hagadorn in recognition of her attendance at all four budget workshops held on March 26, April 2, 16 and 30. This certificate recognizes a commitment of over eight hours of time to learn about all aspects of our municipal service delivery, hear directly from each department director, and understand the resources and budget necessary to fund our City. This level of interest in the budget process is highly laudable and profoundly appreciated.

Presented this 21st day of May 2024

*Hollie Berry*  
Mayor Hollie Berry

*Martin E. Granum*  
City Manager Martin Granum





# FY25 BUDGET WORKSHOP CERTIFICATE

PRESENTED TO

*Michael McCain*

The City of Red Bank is pleased to present the FY25 Budget Workshop Certificate to Mr. McCain in recognition of his attendance at all four budget workshops held on March 26; April 2, 16 and 30. This certificate recognizes a commitment of over eight hours of time to learn about all aspects of our municipal service delivery, hear directly from each department director, and understand the resources and budget necessary to fund our City. This level of interest in the budget process is highly laudable and profoundly appreciated.

Presented this 21st day of May 2024

*Hollie Berry*  
Mayor Hollie Berry

*Martin P. Granum*

City Manager Martin Granum