



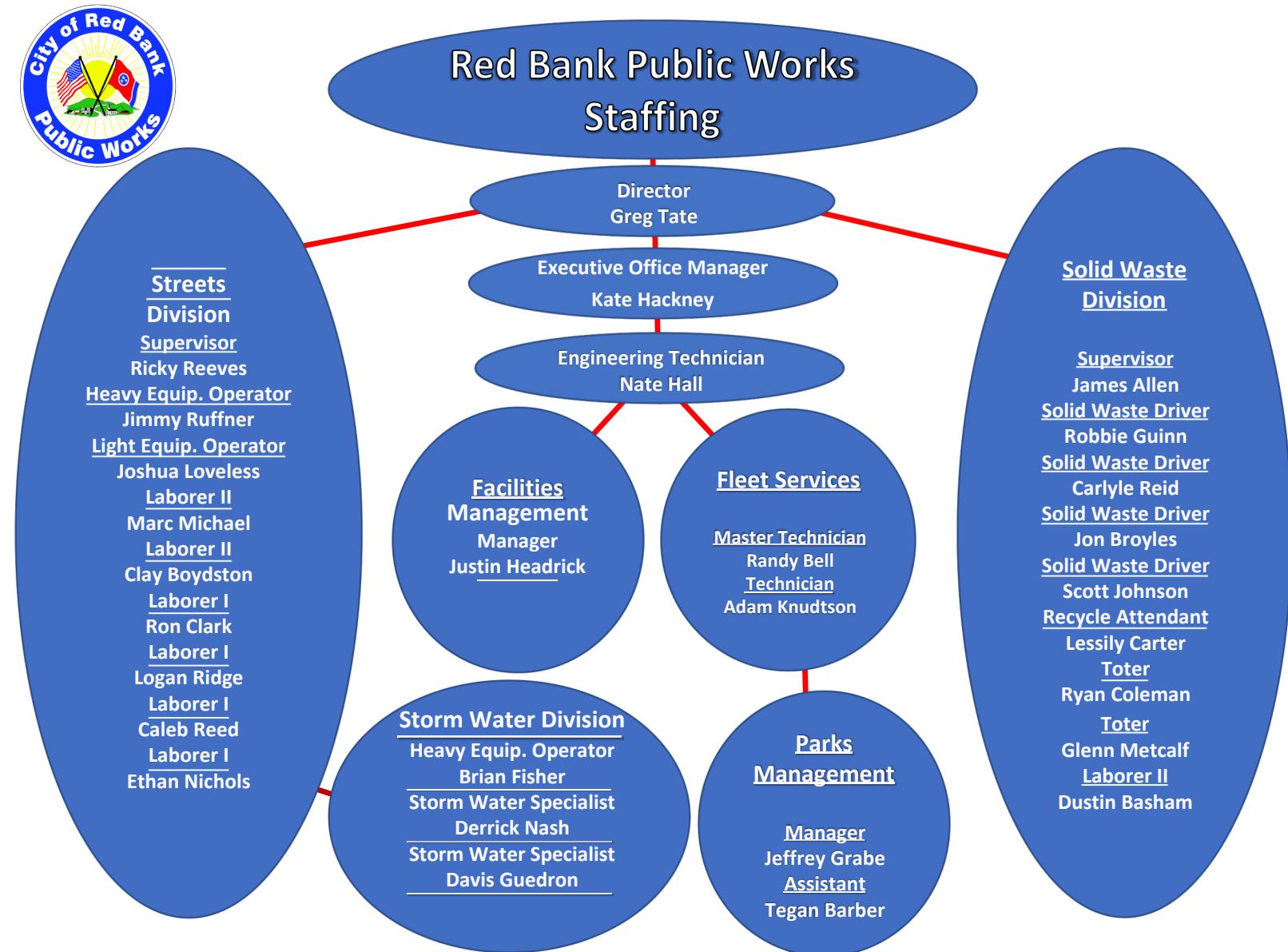
# 2024 ANNUAL Report

The Mission of the Public Works Department is to effectively maintain and develop public infrastructure and facilities, and to provide services to the public to achieve common social, economic, and environmental desires. Public Works takes a proactive approach to preserve and enhance the City for future generations.

# Organizational Chart

Staff 2024

Staff count: 28





The Public Works Department of the City of Red Bank continued to serve the community efficiently and effectively throughout Calendar Year 2024. The department's operations encompass a wide range of essential services, including city-wide transportation improvement projects, alternative transportation projects, street maintenance, fleet management, facilities maintenance, parks maintenance, solid waste collection, stormwater management, and the oversight of the State Street Aid Fund. This report highlights the accomplishments and ongoing efforts of each division within the Public Works Department, reflecting a commitment to maintaining a high quality of life for Red Bank residents.

## **Streets Division**

In 2024, the Streets Division remained focused on maintaining the city's transportation infrastructure. Key accomplishments included road repairs, and signage updates to keep our city streets highly serviceable. The division worked diligently on ensuring pedestrian walkways were well-maintained, contributing to an overall safer environment for pedestrians. In addition, the division assisted with snow removal operations during a winter storm in January of 2024. Other efforts of the Streets Division included parks maintenance, mowing of public spaces and right-of-way, assisting the Facilities Manager with labor for infrastructure repairs of government buildings.



## Fleet Division

The Fleet Division oversaw a diverse fleet of city vehicles, including those used by the Public Works, Fire, and Police Departments.

Throughout 2024, the division carried out requested maintenance and servicing to ensure optimal performance. This included both in-house repairs at the city facility and outsourced services to trusted automotive professionals in the community. The division assisted in maintaining a comprehensive inventory of vehicles, replacing several older models with newer, more efficient ones to reduce operational costs and enhance service delivery.



## Facilities Division

The Facilities Division made notable progress in maintaining the city's public buildings throughout 2024. From regular cleaning and maintenance to major renovation projects, the City of Red Bank Facility Manager ensured that all municipal buildings and parks remained safe, functional, and inviting. Key improvements included resurfacing and fencing at the Red Bank Tennis and Pickleball courts, fencing and site improvements to the Red Bank Cemetery, upgrades to HVAC systems and the installation of energy-efficient lighting across several city facilities. These enhancements are expected to lower energy costs while enhancing comfort for both city employees and visitors.



## Parks Division

The Parks Division experienced a remarkable year in 2024. In addition to commissioning a Parks Needs Assessment, and receiving a Parks Master Plan, the division collaborated with local non-profits and community groups to enhance park programming. The Parks Division welcomed its first Program Assistant, strengthening the delivery and support of the Active Older Adults program. This included events such as Food Truck Fridays, outdoor concerts, and a new programming initiative for Active Older Adults. The division also made strides in park and trail development, including work on the Stringers Ridge Connector Trail and the proposed Godsey Ridge Trail. As part of its ongoing commitment to sustainability, the division expanded community cleanup efforts, removed debris from Stringers Branch, and hosted an Earth Day event in September.





## **Solid Waste Division**

The Solid Waste Division continued to manage the collection and disposal of residential waste throughout the city. In 2024, the division increased its efforts to promote waste diversion programs by including used tire and waste oil disposal. The department also successfully implemented new programs for seasonal issues such as Christmas tree and pumpkin disposal. The Solid Waste Division collaborates with the Hamilton County Recycling Program to operate the Red Bank Recycling Center and to increase public awareness about waste reduction and proper disposal methods.

## Storm Water Division

In line with its mission to protect local waterways and the environment, the Storm Water Division made considerable progress in 2024 on maintenance projects aimed at improving the city's storm water management system. The City of Red Bank contracted with a storm water consultant to produce the city's first ever Storm Water Asset Management Plan. Significant efforts continue to be made to maintain and upgrade drainage systems, addressing areas prone to flooding. The division also collaborated with Hamilton County's Water Quality Division to focus on public education regarding storm water pollution and the importance of proper waste disposal to prevent runoff contamination. The city's storm water infrastructure improvements are critical to safeguarding both the local environment and residents' properties. As the Storm Water Asset Management Plan becomes fully operational, there is a need for this department to grow to meet the operational needs of a storm water utility.



## **State Street Aid Fund**

The State Street Aid Fund, which supports road lighting and maintenance projects, played a pivotal role in enhancing the city's infrastructure in 2024. Funding from this source enabled key street studies to be conducted for traffic calming, potential for right-sizing and installation of crosswalk and pedestrian enhancements. The fund is critical in ensuring that the city's streets remain safe and accessible for both vehicles and pedestrians, providing long-term benefits to the community.

## **Conclusion**

The City of Red Bank Public Works Department achieved significant progress in 2024, underscoring its commitment to providing high-quality services that enhance the quality of life for its residents. With continued investment in infrastructure, sustainability, and community engagement, the department remains well-positioned to meet the needs of the city in the years ahead. We look forward to further strengthening our services and making Red Bank an even better place to live, work, and visit.



**Greg Tate**  
**Public Works Director**

# 2024 Report

Kate Hackney Executive Office Manager  
January 2024-December 2024

Public Works mission is to effectively maintain and develop infrastructure and facilities, and to provide services to the public to achieve common social, economic, and environmental desires. Public Works strives to offer a variety of services to our Red Bank citizens, which they rely on daily.

2024 was a year of growth for our department with iWorq. We are 99% fully operationally with the cloud based service for residents. Having seen every work order request put in by residents, our team is effectively and efficiently closing these, faster than we ever have before. This has reduced phone calls to our department drastically. We proudly have completed 531 Work Orders for the Street Department, 5,506 Work Orders for Solid Waste Department, 264 Work Orders for Storm Water Department, and 549 Work Orders for Fleet requests. Our response time on most work orders is impeccable, with a 24-48 hour turnaround time.

iWorQ has also allowed contractors to apply for permits and submit requests online, Community Center applications were moved to online, and recently I helped get the Business License applications online. I have handled every permit that comes through online, that is over 1,074 permits just for 2024. This allows seamless information relation and communication with contractors/applicants.

Residents may not see everything our department does daily. 2024 alone was very busy repairing and freshening up our small town, while also keeping trash picked up and streets cleaned. To ensure we follow our budget closely, our department must pull Purchase Orders for purchases over \$2,500.00. For 2024 we pulled over 97 purchase orders, to help repair vehicles, conduct studies, purchase new equipment, annual contracts, etc. This requires a lot of planning and researching to ensure the best price for our residents. We processed 1,332 check requests in 2024, this is all centered around our yearly budget as well.

2024 our Public Works team saw a new change in our uniforms. After seeing our employees with mismatched uniforms, I took it to start procuring out uniform companies. After viewing several companies, I found one that was in our OMNIA purchasing cooperative program. I was able to get every employee new uniforms. This new uniform has each employee's name emblem, along with meeting safety standards (Hi-Visibility), and cohesively all look the same, while also letting our employees pick out the uniforms that best suit their job. Residents can now see our employees easier, and they are identifiable to the public.

In 2024, Public Works received requests from citizens regarding Traffic Safety Concerns. Public Works collaborated with the Police Department to pull several employees together to form an internal committee. This committee discusses each request, plans traffic studies if needed, increases signage, among other valuable information for our residents.



**Kate Hackney**  
**Executive Office Manager**



**Justin Headrick winning the Lions  
Award at our Public Works Banquet  
May 21, 2024**

# Solid Waste Division

The Solid Waste Department had a productive and impactful year in 2024. One of the major initiatives was the 2024 Garbage Can Audit, conducted to improve the quality of solid waste services for Red Bank residents. The goals of the audit were to:

- Ensure an adequate inventory of garbage cans is maintained.
- Verify that solid waste fees are accurately assessed to residential customers.

Currently, we service approximately 3,898 garbage cans per week.

## ◆ **Waste Oil & Antifreeze/Used Tire Disposal Program**

In 2024, we launched residential collection for waste oil, antifreeze, and used tires through the iWorQ platform. This service allows residents to schedule pickups, ensuring that hazardous materials are recycled properly and kept out of natural areas like fields and streams.

## ◆ **Equipment & Staffing Updates**

- Ordered a new automated leaf vacuum truck (Truck #745 – delivery pending)
- Received and deployed a new brush truck (Truck #744)
- Launched leaf collection on November 18
- Implemented the Total Resource staffing system
- Glenn Metcalf, attended and graduated a Class B CDL Class

## ◆ **Community Program: Pumpkins for Pigs**

We successfully ran the Pumpkins for Pigs program during the following periods:

- November 1–10
- November 27–December 8

Residents could leave pumpkins curbside or drop them off at the Recycling Center. All collected pumpkins were donated to Gentry Homestead.

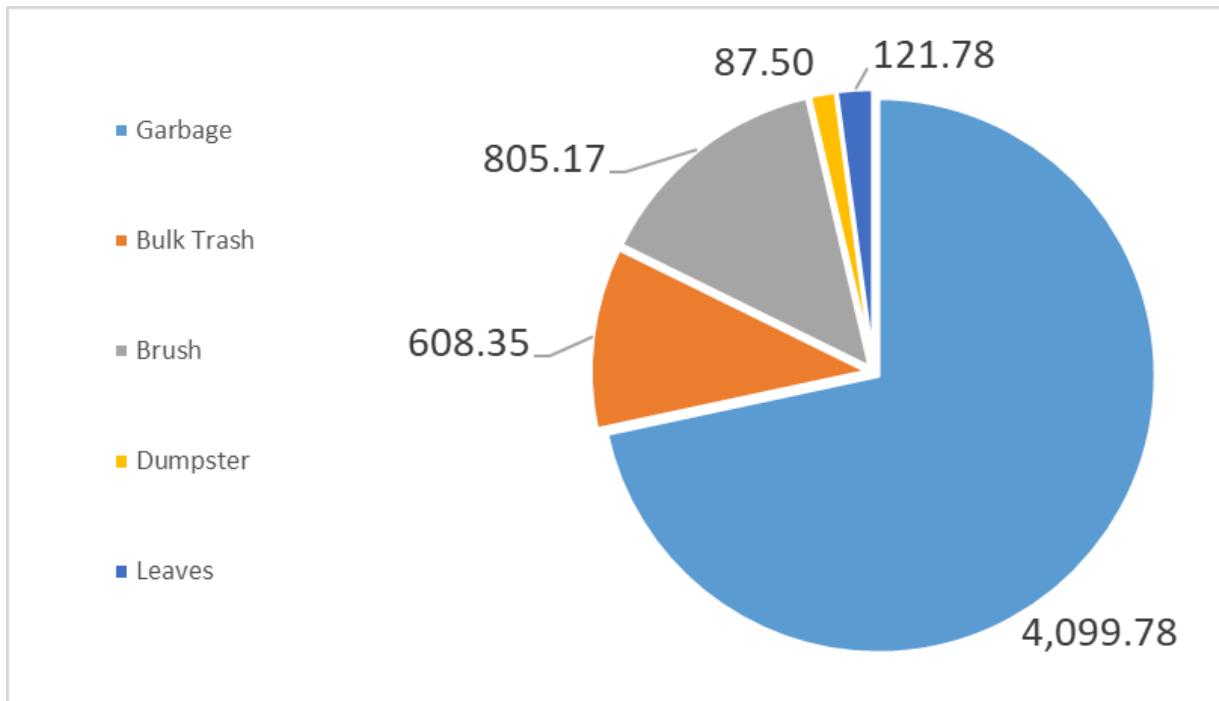


## ◆ **Communications & Equipment Enhancements**

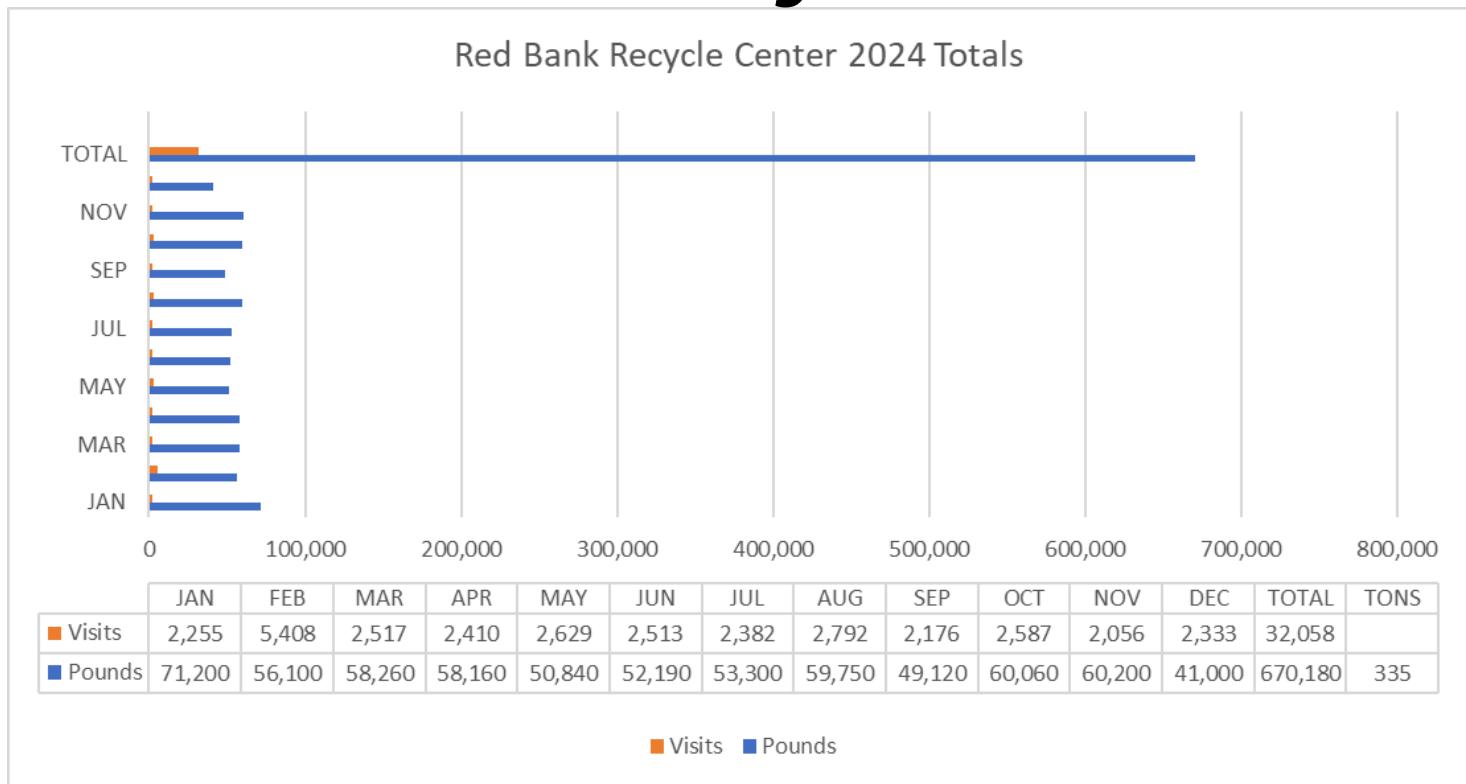
- Installed 4 Motorola in-cab radios
- Added 3 Motorola handheld radios to improve field communication



# Solid Waste Total Tons Collected for 2024



# Red Bank Recycle Center



Pictured L-R:  
Greg Tate - Director  
JB Allen - Supervisor  
Lessily Carter - Attendant  
Ricky Reeves - Supervisor  
John Preston - Hamilton County Recycle



James Allen “JB”  
Solid Waste Supervisor

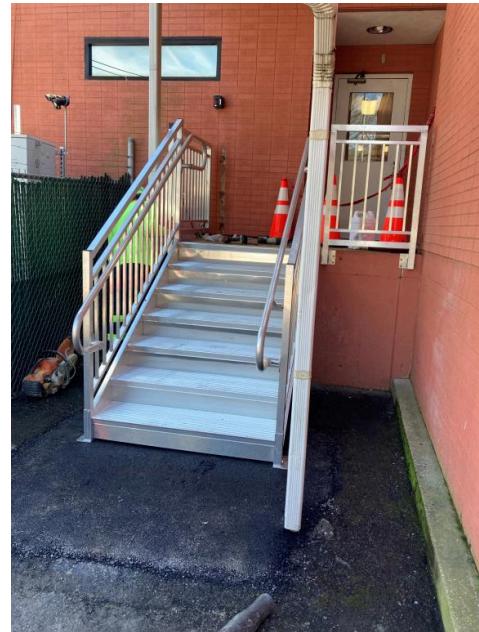
# Facilities Management Division Upgrades and Improvements for 2024



Justin Headrick - Facilities Manager

The following pages is a BRIEF overview of some of the improvements we have made to the facilities.

Replaced the back steps going into the Police with a new set of slip resistant steps with handrails



Installed an on-demand back-up generator at the Police Department with a 6ft, vinyl privacy fence with bollards



Installed a dual head Charge Point EV Charger and 4 parking lot lights in the Police Department parking lot

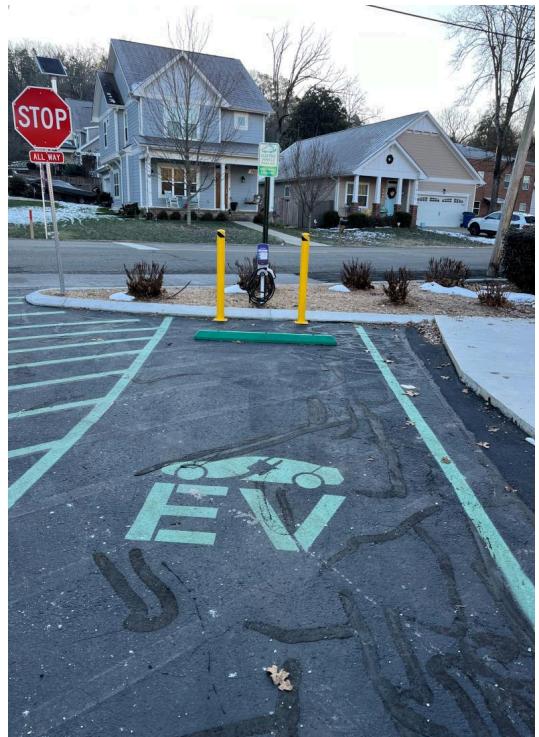


EV Charging Ribbon cutting with Dr. Chen from TN Tech university



Pictured L-R:  
Commissioner Jamie Fairbanks-Harvey  
City Manager Martin Granum  
Mayor Stefanie Dalton  
Vice-Mayor Hollie Berry  
Dr. Pingen Chen  
Director Greg Tate

Installed 2 Juicebox EV Chargers at Kids Corner

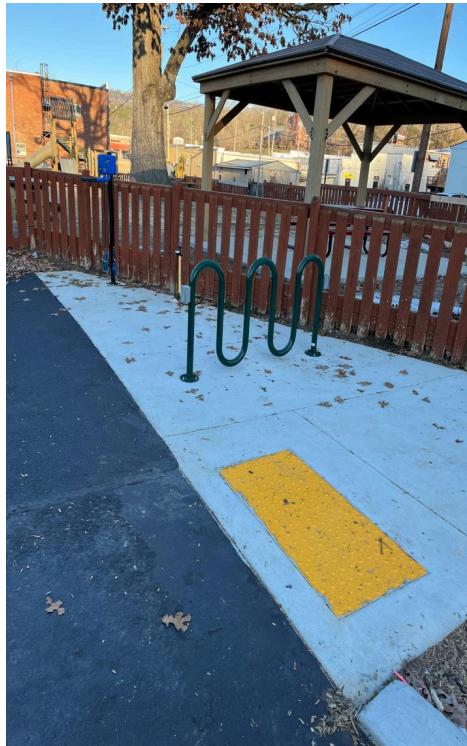


Replaced the old galvanized fence at the city courts with new black vinyl fence with wind screens

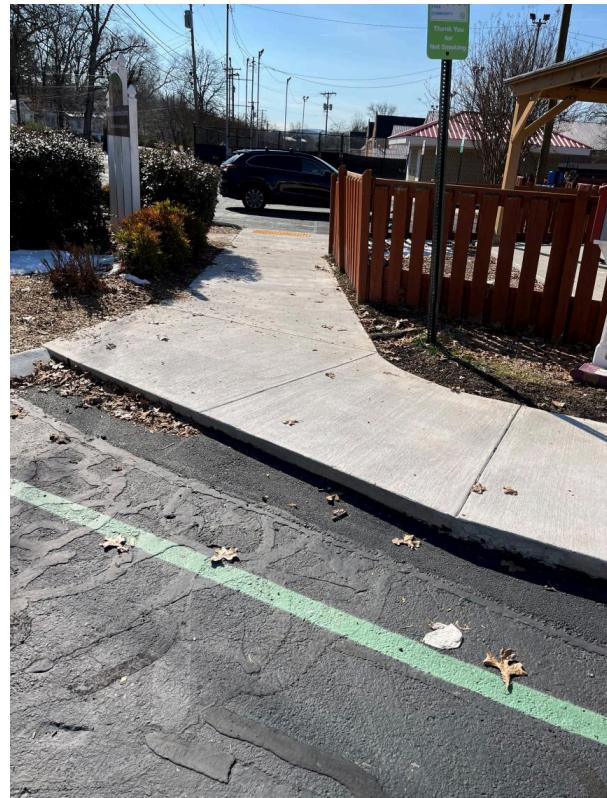


Resurfaced the three Tennis Courts and installed new post and nets





Installed a bike rack  
with 2 120-volt outlets  
for Electric Bike  
charging at Kids Corner



Replaced a 40ft section of  
sidewalk added curbing  
around the flowerbed at  
Kids Corner



Installed drinking/bottle filling stations at Kids  
Corner and White Oak restroom Buildings.

Installed bottle  
filler/drinking fountains in the  
Police Department and City Hall



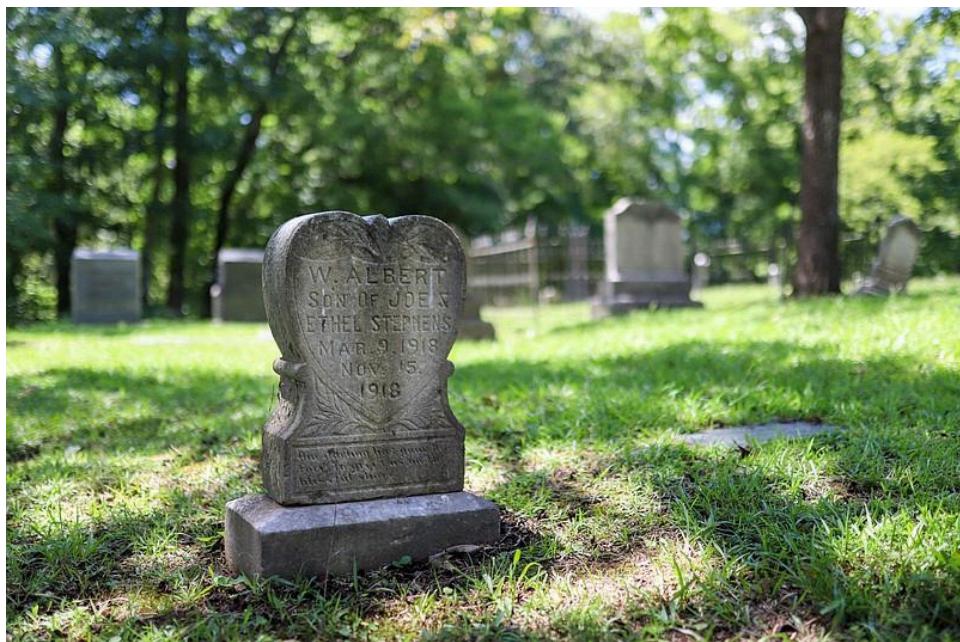
Installed automatic door  
openers  
in the Police Department and  
City Hall to continue our efforts  
to become more ADA  
compliant



Installed fencing around the Red Bank Cemetery on the recommendation of the Cemetery Advisory Board



At the Red Bank Cemetery, we hired a professional company to do headstone restoration that included leveling the settled headstones



Replaced the two unserviceable, electric heat systems with modern energy efficient heat pump units at the Boxing Building, and an unserviceable rear exit door for fire code safety



Replaced the 50-gallon hot water heaters in both concession buildings at the Red Bank Ballfields, and Replaced a 25-year-old Ptak unit with newer/energy efficient units at the bunkrooms at Fire Station #1



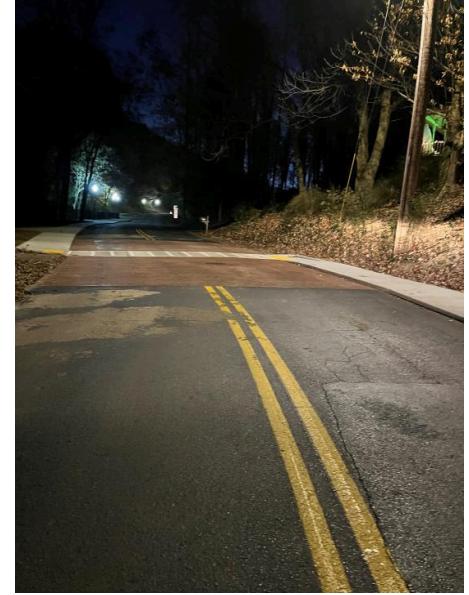


Installed access control and smoke detection in the Community Center

Removed an unused underground fuel storage tank and pump system at the Public Works Facility **TDEC**



Extended the sidewalk from White Oak Park to the Stringers Ridge Connector Trail and added a stamped concrete crosswalk.



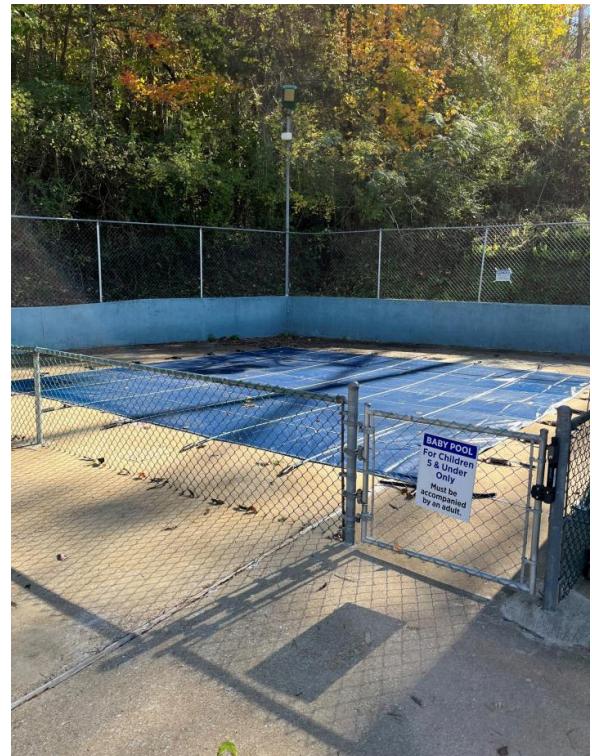
Replaced old cast-iron sewer line with PVC at the Community Center in partnership with Hamilton County



Started construction on the new Community Center Restroom Building and is expected to be completed in March of 2025.



Replaced the old swimming pool covers



We made a lot of progress in 2024 in the Facilities Division with the help of the entire city staff and residents. We will continue to work to improve our facilities with more ADA improvements, and more energy efficient facilities.



## Functions of Facility Management

Regal Pavilion - RP Facilities Limited  
[www.rpfacilities.com](http://www.rpfacilities.com)

# Street Division - 2024

The Street Division had a productive year, completing a wide range of maintenance and improvement projects across the city. Below is a summary of key accomplishments in 2024:

## Staff Development

- Two Street Division employees obtained their Commercial Driver's Licenses (CDLs)

## Storm Cleanup & Vegetation Management

- Trimmed trees and bushes that were damaged or fell during storms throughout the city

## Interdepartmental Support

- Assisted the Facilities Division on multiple infrastructure and maintenance projects
- Supported the Solid Waste Division with the seasonal leaf collection program from November 2024 to February 2025

## Winter Weather Response

- Applied salt and sand across city roads during the 2024 snow events to improve safety and drivability

## **Equipment & Infrastructure Improvements**

- Deployed a new CV dump truck into active service
- Installed new flashing stop signs and speed limit signs to enhance intersection visibility and traffic safety

## **Playground & Public Space Enhancements**

- Assisted Parks Division with parks maintenance needs through the year

## **Road & Sidewalk Maintenance**

- Replaced damaged sidewalks at various locations within the city
- Rebuilt curbs and safety fencing at the Kildare Street Bridge
- Refreshed stop bars throughout the city
- Repaired roads at various locations



Maintenance work  
at Kids Corner

# Retirements in our Department in 2024



**Johnny Ledford**- Started at Red Bank in 1992, and held a career here for over 30 years. He won the TNAPWA Murphy Snoderly Award in 2023 for his unwavering dedication and his never quite attitude. He was a great asset to our team, we were sad to see him retire.

**Gene Watts** - Started at Red Bank in 1991, and held a career here for over 32 years. He had many jobs with the Public Works Department, from Laborer then moved to the Sewer Division, then finally Storm Water Division. Gene could always make you laugh.

**David Sneed** - Started at Red Bank in 2000, he started his career with the Street Division, then as a Toter for most of his career. Gentle soul and hard worker.





Josh Loveless installing Christmas lights



Celebrated Jeffrey Grabe our Parks and Recreation Manager on Parks Day

Pictured L-R:

Ricky Reeves, Justin Headrick, Jeffrey Grabe, James Allen, Kate Hackney, Greg Tate

# **Storm Water Division - 2024**

The Storm Water Division continued its commitment to maintaining and improving storm water infrastructure, ensuring public safety, environmental compliance, and operational efficiency. Key accomplishments for the reporting year include the following:

## **Infrastructure Enhancements**

- Replaced forty-seven storm grates along Dayton Boulevard with bicycle-safe grates to enhance pedestrian and cyclist safety

## **Fleet Improvements**

- Procured and placed into service a new jetter truck, improving the division's capacity to respond to blockages and perform routine maintenance.
- Acquired and deployed a new street sweeper to maintain cleaner streets and reduce pollutants entering the storm water system
- Purchased a 2024 Ram pickup truck to support field operations and increase fleet reliability

## **Workforce Development**

- One Storm Water Division employee successfully obtained a Commercial Driver's License (CDL), supporting greater flexibility and operational capacity within the team

## **Preventative Maintenance**

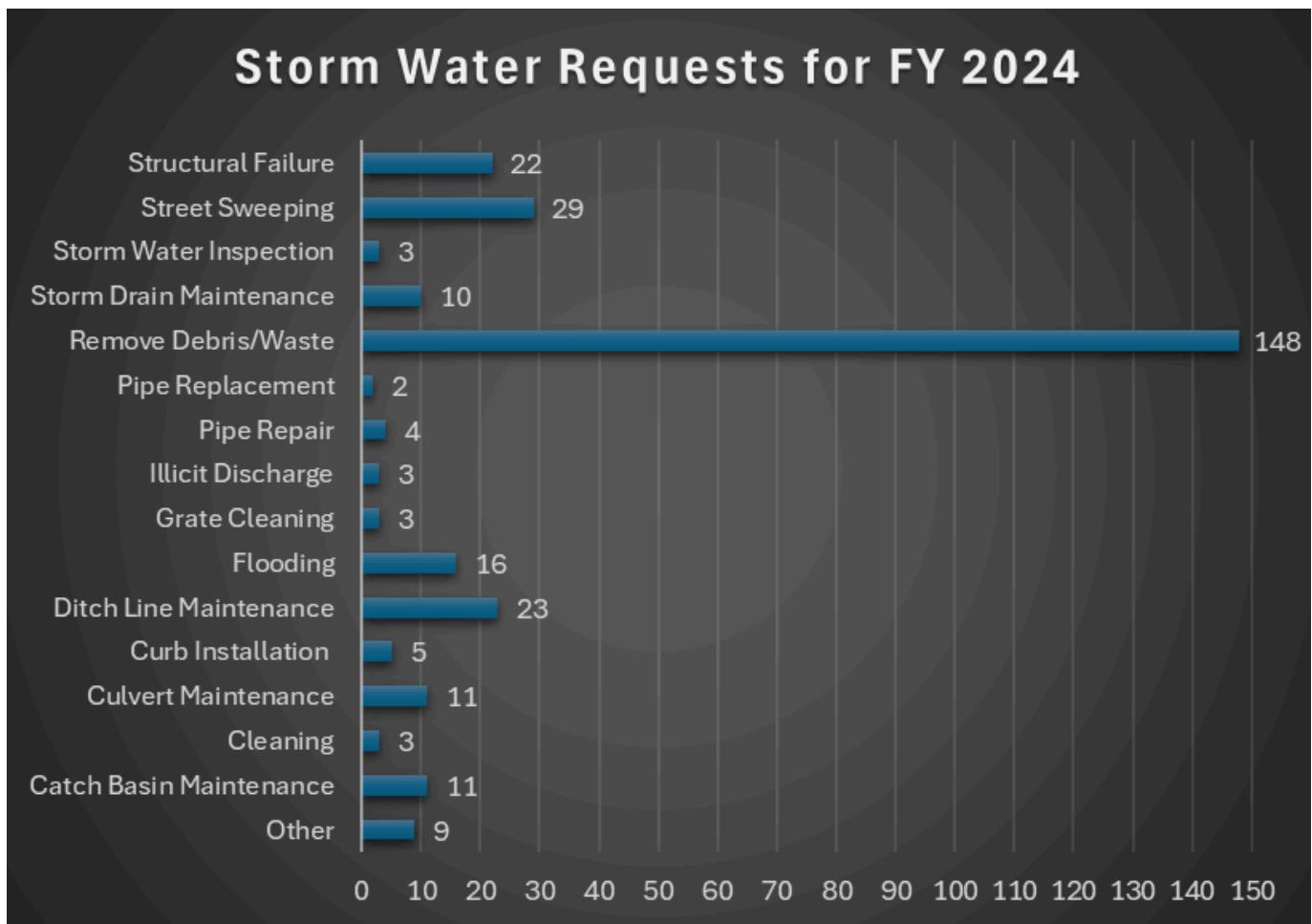
- Conducted targeted catch basin cleaning prior to rain events, mitigating potential flooding and improving drainage system performance

## **Planning and Asset Management**

- Entered into an agreement with Barge Consultants to develop a comprehensive Storm Water Asset Management Plan, establishing a long-term strategy for infrastructure sustainability
- Implemented the iWorQ Storm Water Management Software to enhance asset tracking, work order management, and regulatory reporting

# Drainage System Modifications

- Removed a cross drain at the intersection of East Euclid Avenue and Tacoma Avenue to address drainage inefficiencies and improve flow capacity



## New Street Sweeper



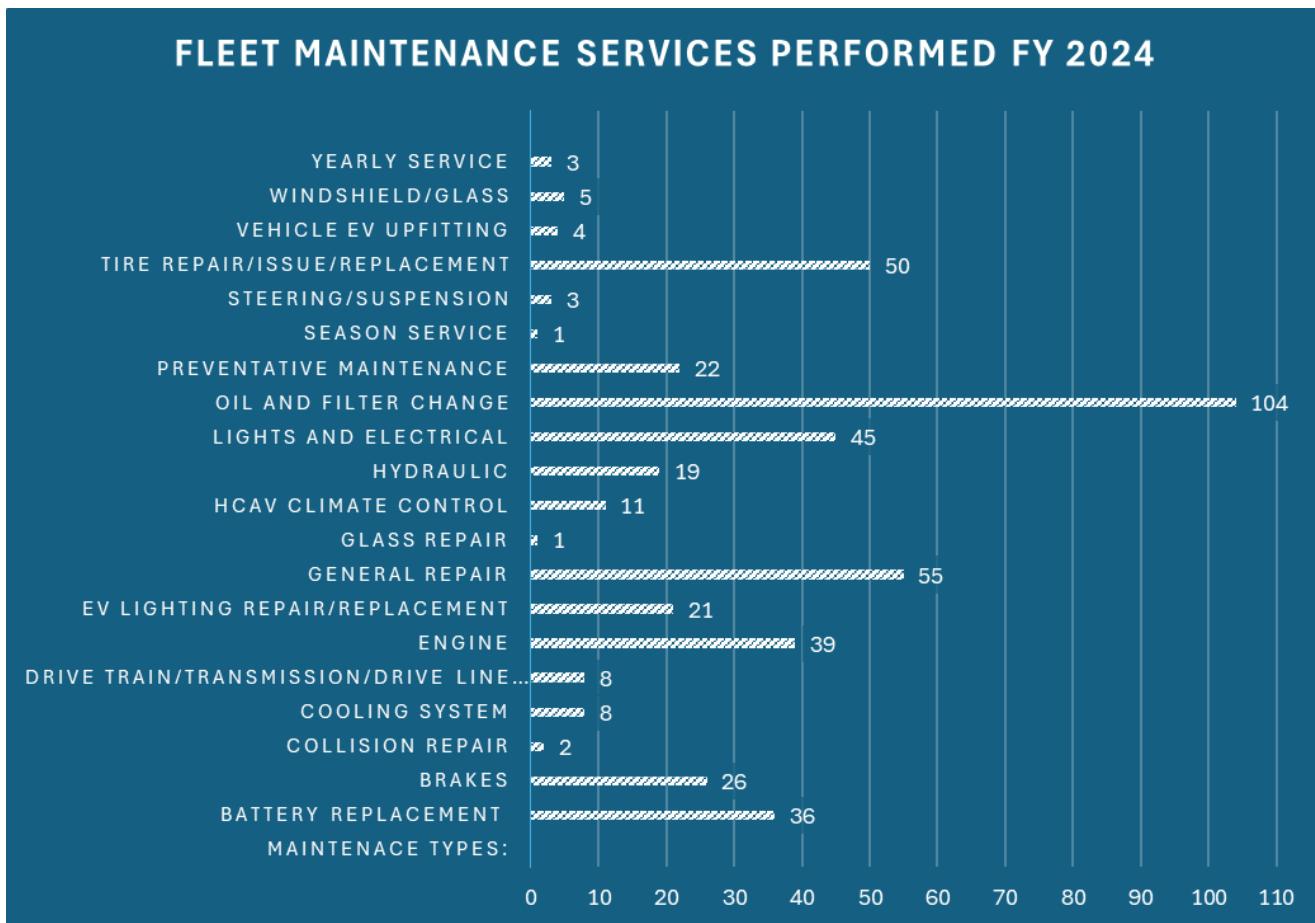
## Street Sweeper Spoils



## New Jetter Truck



# Fleet Management Report



Maintenance types performed on  
City Vehicles in 2024



# Parks and Recreation

## 2024 Report

### Parks Master Plan

- Adopted by Commission 8/6/2024
- Master Plan Goals Sheet created to break down short, mid, and long-term goals
- Items completed since adoption in 2024:
  - Onboarded new Recreation software with RecDesk with implementation in 2025
  - **City of Red Bank Park:** replaced gazebo, added water fountain/bottle filler, added bike parking and maintenance stations, tennis courts resurfaced, court fences replaced
  - **White Oak Park:** added a water fountain/bottle filler, removed gates to WOP, added dog waste station to Connector Trail, wayfinding and signage designed and installed on Connector Trail, added sidewalks and cross walk between WOP and Connector Trail
  - **Red Bank Pool:** hired a consultant to do a pool condition audit
  - **Community Center:** new bathroom being built next to playground (still in progress)

### Boards

- **Parks and Recreation Advisory Board**
  - Helped edit Parks Master Plan during the draft process
  - Updated fee schedule
  - Planned 2025 event calendar
- **Festival Advisory Committee**
  - Planned and executed the Jubilee
    - Six (6) sponsorships \$12,750
    - Revenue from permits \$1,155
  - Planned and executed the Christmas Parade and Festival
    - Eight (8) sponsorships \$4,500
    - Revenue from permits \$1,100

# Contracts

- PAC
- Red Bank Youth Assoc.
- Boxing Club
- WOBC donation of bike maintenance stations
- TPL
  - Created scope of services MOU
  - Neighbors Need Community: Series of Workshops at White Oak Park
    - 6/1/24, 6/8/24, 6/15/24
  - Godsey Ridge Trail Design
  - Signs, wayfinding, and trail markers installed on White Oak Connector Trail

# Grants

- TN American Water 2024 Environmental Grant
- Community Cultural Connections Grant from Arts Build
- Arts Project Support from the TN Arts Commission

# Events put on by Parks & Recreation

- Food Truck Friday's (10)
  - 4/5/24, 4/19/24, 5/17/24, 6/7/24, 6/21/24, 9/6/24, 9/20/24, 10/4/24, 10/18/24, 11/1/24
- Mini Farmers Markets (6)
  - 6/1/24, 6/29/24, 7/13/24, 7/27/24, 8/3/24, 8/31/24
- Community Wide Clean ups (3)
  - MLK Day of Service Cleanup
  - Earth Day Cleanup
  - National Cleanup Day
- Community Movie Nights (5)
  - Moana 5/24/24
  - Finding Nemo 7/19/24
  - The Super Mario Bro's Movie 8/16/24
  - Hocus Pocus 9/25/24
  - Elf 11/22/24

- Food Drive in partnership with Red Bank UMC Food Pantry & Chattanooga Area Food Bank
- Toy Drive in partnership with North Side Neighborhood House
- Christmas Parade & Festival 12/14/24
- Red Bank Jubilee 5/4/24

## Special Event Park Use Permits

- Cub Scout Pack 3030 Blue & Gold Banquet 3/17/24
- Moon Pie Move 5k 5/4/24
- Calvary Baptist Church “night of worship” 5/8/24
- Marathon & Half Marathon put on by Wildtrails 5/11/24
- Snapdragon Olympics 8/10/24
- Assemble Dance Festival by The Batterie 9/29/24
- Oktoberfest (Clever Ale House, Meeting House, Be Caffeinated) 9/28/24

## Playgrounds

- Red Bank's first inclusive playground with pour in place (PIP) surfacing at WOP Playground, completed in early March
- Broken playground equipment replaced at Kids Corner Park
  - Swings & Monkey Bars
- Had audits done on all 3 playgrounds & implemented plans for high and low frequency inspections
- Started using Playground Guardian software to track the recommendation from the playground audits and inspections
- Purchased rubber mats for playgrounds with engineered wood fiber (EWF) to keep EWF in place under swings and at the exit of slides

# Programs

- Hired our first “Program Assistant” Tegan Barber 9/16/24
- Grew the “Red Bank Active Older Adults” Program
  - Partnered with UTC Extension to provide free Tai Chi Classes
  - Partnered with the Chattery to provide art classes
  - In-house arts & crafts
  - Speakers once a month
  - Halloween costume contest
  - Thanksgiving Luncheon
  - Christmas Luncheon and party
- Created waivers & release forms for participants and volunteers

# Other

- Moved Community Center reservations all online via iWorQ
- Got an access control system for the Community Center
- Resolution creating a vision and commitment to the “Field”



Jeffrey Grabe  
Parks & Rec Manager



Tegan Barber  
Program Assistant



Mini Farmers Market held at City Park

New PIP Playground at WOP



Red Bank Jubilee



New Signs at White Oak Connector Trail



# Red Bank Capital Projects & Future Plans



## Currently Funded Projects



### TDOT Funded Capital Projects

Project	Current Status
PIN 130155 - Resurfacing Browntown to Gadd	✅ On schedule with FHWA funding. <b>Anticipated completion: Fall 2025</b>
PIN 130774 - ADA Upgrades Memorial South	🟡 Awaiting Notice to Proceed (NTP) for Design Phase <b>Anticipated completion: Fall 2026</b>
PIN 130563 - Lullwater Road Bridge Replacement	🟡 Awaiting NTP from TDOT for Right-of-Way (ROW) design. <b>Anticipated completion: Spring 2027</b>
PIN 135374 - Red Bank Bike Boulevard	🚲 Pending consultant contract negotiations
NO PIN-Paving State Route 8 (Stringers Ridge Tunnel to Signal Mountain Road)	🏁 Expected construction start: <b>Summer 2025</b> TDOT-funded project to <b>resurface and restripe Dayton Blvd</b> to enhance traffic safety and bicycle connectivity



### City of Red Bank Funded Capital Projects

Project	Current Status
�建 Public Works Needs Assessment for a New Facility	Ongoing assessment with updates expected <b>Spring 2025</b>
🚶 Sidewalk from White Oak Park to Stringers Ridge Connector Trail	In Progress: Expected completion <b>January 2025</b>
🚶 Sidewalk on Memorial Drive across Ashmore Ave (with flashing pedestrian signs)	In Progress: Expected completion <b>April 2025</b>



## Future Plans & Initiatives



### Alternative Transportation Projects Submitted to MPO for Funding

Project	Current Status
Sidewalk from Greenleaf St to W. Newberry St	Submitted for MPO TAP Grant (2026-2029 TIP Cycle). Award notification: May 2025
Sidewalk & Traffic Control Improvements at Morrison Springs Rd (Red Bank High School)	Submitted for MPO TAP/TSMP Grant (2026-2029 TIP Cycle). Award notification: May 2025
Browntown Rd to Gadd Rd Sidewalk Connection	Submitted for MPO TAP Grant (2026-2029 TIP Cycle). Award notification: May 2025
Sidewalks on E. Newberry St to Easton Ave	Submitted for MPO TAP Grant (2026-2029 TIP Cycle). Award notification: May 2025
Sidewalk on Easton Ave to City Limits	Submitted for MPO TAP Grant (2026-2029 TIP Cycle). Award notification: May 2025



## Street Paving Plan

City staff are analyzing the Pavement Conditioning Index (PCI) (conducted March 2024) to create a sustainable, bi-annual city-wide pavement plan as part of the Capital Improvements Program.



## Parks, Trails & Recreation Plans

Parks Needs Assessment adopted August 6, 2024

Conversion Compliance efforts for the 2011 land swap with HCDE to maintain federally funded parkland

Godsey Ridge Trail – New trail across from the Community Center

Traffic Garden (partnership with WOBC) adjacent to Fire Station #2

White Oak Connector Trail (Phase 3) – Extending trails from E. Midvale Ave to James Ave (Trust for Public Land partnership)

Active Older Adults Program – Thriving senior program

Trail Management Plan – Covering existing & future trails (Stringers Ridge, Godsey Ridge, etc.)

Recreational License Holders – Updating facilities & growing community programs



Capital Improvements Program – Evaluating all recreational facilities for upgrades



Parks Master Plan Implementation – Prioritizing short, mid, and long-term goals



Grant Applications & Management – Securing funding for large-scale projects

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## Storm Water Management Plans



Storm Water Asset & Management Plan (Funded by TDEC ARPA)



Comprehensive inventory of storm water assets (drains, inlets, basins, ditch lines, etc.)



Public storm water mapping system for Red Bank



Storm water credits available for private property solutions



Increased water quality awareness throughout the city



Improved flood mitigation with better storm water management



Standard Operating Procedures (SOPs) for storm water utility operations

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Moving Forward Together! The City of Red Bank is committed to sustainable growth, improved infrastructure, and enhanced community spaces. Stay tuned for more updates as we continue to build a brighter future!