



AGENDA

BOARD OF MAYOR AND ALDERMEN WORK SESSION

**Monday, April 6, 2020, 4:30 p.m.
City Hall, 225 W. Center St., Courtroom**

Board of Mayor and Aldermen

Mayor Patrick W. Shull, Presiding
Vice Mayor Colette George
Alderman Jennifer Adler
Alderman Betsy Cooper

Alderman Darrell Duncan
Alderman Tommy Olterman
Alderman James Phillips

Leadership Team

Chris McCartt, City Manager
Ryan McReynolds, Deputy City Manager
J. Michael Billingsley, City Attorney
Sid Cox, City Recorder/Chief Financial Officer
Scott Boyd, Fire Chief
David Quillin, Police Chief
George DeCroes, Human Resources Director
Ken Weems, Planning Manager
Jessica Harmon, Assistant to City Manager

1. Call to Order
2. Roll Call
3. A determination by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety, and welfare of all concerned in light of the COVID-19 virus.
4. Review of Items on April 7, 2020 Business Meeting Agenda
5. Adjourn

Next Work Session April 20

Citizens wishing to comment on agenda items please come to the podium and state your name and address. Please limit your comments to five minutes. Thank you.

City of Kingsport

April 7, 2020

Project Status in Pictures

1 Miracle Field

Prep work has started for the installation of the special surface on the playground and field.

3 New City Hall

Work continues on the future meeting space with adding the new BMA work station.

5 West Kingsport Pump Station

Site work and demolition of current pump station infrastructure is ongoing.

2 KAC Expansion

Work continues on the concrete pool deck and surrounding spaces.

4 Commerce Street Bulb Out

Concrete work is nearly complete on all 8 bulb outs. Landscaping and furniture are next for the project.

6 PETWORKS

The concrete foundation for the building is complete and the steel structure is being assembled.



Status Updates on Active Projects sorted by Cost

Estimated Cost	Project Owner	Project Name	Project Description	Completion Date	CurrentStatus
\$7,500,000.00	Ryan McReynolds	SR 347 (Rock Springs Road) [State & MTPO funded]	TDOT Managed, joint funded reconstruction of the State portion of Rock Springs Road	12/31/2021	Letter requesting a revised scope & contract approved by the MTPO 2/6/2020 and sent to TDOT for consideration.
\$6,000,000.00	Michael Thompson	Main Street Rebuild	The reconstruction of Main Street from Sullivan Street to Clay Street. [City & MTPO Funded]	6/1/2021	TDOT provided Kingsport the Notice to proceed with the Right-of-Way phase on 1-29-2020.
\$5,963,000.00	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	Rehab of West Kingsport SLS (#119) and installation of new forcemain to the WWTP.	12/31/2020	. Installation of 16" FM from Industry to Keller in open field underway. Jack and bore under Industry Drive will be next FM activity.
\$5,963,000.00	Niki Ensor	West Kingsport Forcemain and Pump Station Improvements	Rehab of West Kingsport SLS (#119) and installation of new forcemain to the WWTP.	12/31/2020	Excavation continues around WKPS for meter and valve box structures. By-pass pumping installation next major milestone.
\$3,500,000.00	Michael Thompson	Island Road Improvements from SR-126 to Kingsport City Limits	This project will realign Island Road to the southeast to improve vertical and horizontal roadway geometry for better traffic management and safety. The remaining unused portion of Island Road will be converted into a separated buffered multi-use path co	4/30/2024	Mattern & Craig working in NEPA phase.
\$3,312,698.00	Ryan McReynolds	City Hall Relocation - Phase 1	Renovations of floors 3 thru 6 for the consolidation of City offices to one location at 415 Broad Street.	7/11/2020	Accent wall in BMA room installed.
\$2,888,300.00	Niki Ensor	Water & Wastewater Facilities SCADA/Telemetry Project	Design and installation of SCADA/Telemetry system that will serve both water and sewer plants, sewer lift stations, water pump stations and boosters, along with monitoring in the distribution and collection systems.	8/28/2020	Electrician continue to hange cabinets and land wires at remote sites.
\$2,508,812.00	Niki Ensor	WWTP Electrical Improvements	Design of wastewater treatment plant improvements. Project includes replacement of the Main Switchgear, Switchgear SB-1 and related equipment at the wastewater treatment plant.	12/31/2020	Bids were received 3/11/2020. TEC is apparent low bidder at \$2,508,812. Budget ordinance for BMA approval on 3/24/19. TEC contract for BMA approval on 4/7/2020.
\$2,500,000.00	Michael Thompson	2021 Main Road Paving (MTPO Funded)	Paving of functionally classified roadways: Meadowview Pkwy, Moreland Dr, Cooks Valley, Fall Creek and Netherland Inn Road	12/31/2021	Had kickoff meeting with TDOT on 3/12/20. Still awaiting LGIP account set up.
\$2,341,130.00	Kitty Frazier	Miracle Field Complex	Construction of ball field, playground, and amenities.	5/31/2020	Dugout buildout and prep work for the playground and playing field surface installation underway.
\$2,300,000.00	Ryan McReynolds	Justice Center Renovations	Renovations and expansion of Justice Center that will accommodate court space and county offices currently residing in City Hall.	12/31/2020	With City Hall Phase 2 plans completed, architect will turn focus to completing this design and providing plans.

Estimated Cost	Project Owner	Project Name	Project Description	Completion Date	CurrentStatus
\$2,041,600.00	Chris McCartt	Kingsport Aquatic Center Expansion	New outdoor pool and deck, new construction of administration addition. New shaded pavilion, new walk-in freezer and restroom buildout. Construction of new masonry screen wall.	4/30/2020	Pool deck concrete being placed.
\$1,477,741.00	Chad Austin	Phase 5 Water Improvements	Project includes water line replacements in Fort Robinson area, Sherwood Road, Roller Street area, Gibson Mill area, and Waverly Road.	9/3/2021	Low bid to go to BMA for approval starting at first meeting in April.
\$1,157,898.78	Chad Austin	Border Regions - Sanitary Sewer - Area 2 and Mitchell Road	Sanitary Sewer Extension into annexed areas around Tri Cities Crossing	5/9/2020	Contractor is working behind Pickens Rd and at DHS Trucking on Mitchell Rd.
\$1,044,000.00	Kitty Frazier	Kingsport Greenbelt Extension from Rotherwood Drive to Lewis Lane	This project will build an extension of the Kingsport Greenbelt walking and biking path west from the end of the current Greenbelt at Rotherwood Drive to Lewis Lane on West Stone Drive (State Route 1).	5/31/2024	Barge is working on NEPA documents.
\$1,000,000.00	Michael Thompson	Area 11b Asphalt Paving	Paving of asphalt streets in Upper Sevier Terrace (area between Fairview, W. Stone Drive, Lynn Garden Dr)	8/1/2020	City crews will be performing this work in Spring 2020.
\$997,475.00	Michael Thompson	Stone Drive - Phase 1 (SR 1, US 11W) Sidewalk Improvements	Construction of sidewalk along Stone Drive from Stonebrook Place Pvt. Dr. to American Way where current sidewalk gaps exist. Includes work to make existing driveways ADA accessible. [95% State Funded 5% City]	8/31/2020	Work to finalize right of way phase. TDOT is reviewing bid documents and estimate for approval.
\$937,442.00	Kitty Frazier	Kingsport Greenbelt - Eastern Extension - Phase 1 (2019-C6)	New 1 mile long Greenbelt section from the 0.4 mile marker (bottom of the hill from Exchange Place) to Cleek Road. [Fed. Grant & City funded]	5/29/2020	C.O. Approved by TDOT - project to resume in April 2020
\$873,345.88	Chad Austin	2019 I & I Sewer Rehab/Replacement	Project will include sanitary sewer rehab/replacement in the White Street/Gibson Mill area, Fort Robinson area, Konnarock Road, Brooks Street Alley, and DB Track & Field.	2/12/2021	Contractor to return 3/30 to resume work.
\$699,000.00	Niki Ensor	Hillcrest & Allandale Water Storage Tank Rehabilitation	Will be a partial rehabilitaion Allandale tank and a full rehabilitation of Hillcrest Tank.	9/30/2020	Project approved by BMA on 3/3/2020.
\$661,140.00	Michael Thompson	Stone Drive - Phase 2 (SR 1, US 11W) Sidewalk Improvements	Construction of sidewalk along Stone Drive from Stonebrook Place Pvt. Dr. to Lynn Garden Dr. [95% State Funded 5%]	8/31/2020	Work to finalize right of way phase. TDOT is reviewing bid documents and estimate for approval.
\$481,183.00	Ryan McReynolds	Wilcox Bridge (Wilcox Dr. & E. Sullivan St.)	Bridge re-painting and landscaping	6/10/2020	Planning to begin work April 27th
\$415,000.00	Chad Austin	SR 93- Fall Branch section (TDOT)	TDOT project to improve State Route 93 in the Fall Branch area. Impacted waterlines in this area will be are to be relocated as part of the TDOT project.	7/30/2022	TDOT has moved the letting date to 2021.
\$400,000.00	Michael Thompson	2020 Contracted Paving - E Sullivan Street	Paving of E. Sullivan Street from E. Center Street to Church Circle	10/30/2020	Scope of sewer repairs is undecided at this time. Paving will bid once a path forward is determined.

Estimated Cost	Project Owner	Project Name	Project Description	Completion Date	CurrentStatus
\$376,352.00	Michael Thompson	Area 10-Phase 2 Contracted Concrete	Replacing concrete roadway panels along Hollywood Drive	9/8/2020	Contractor has started taking out and replacing damaged panels on Hollywood Drive.
\$370,120.00		Commerce Street Bulb Outs	Construct sidewalk bulb outs at Commerce Street & New Street as well as Commerce Street & Market Street to facilitate safer pedestrian crossings. ADA compliant ramps along with storm water infrastructure improvements are also part of this project.	5/11/2020	6 of the 8 corners have been demolished and concrete work completed. Still lack landscaping and furniture.
\$352,000.00	Chad Austin	SR 93- Horse Creek/Derby Drive Section (TDOT)	TDOT project to improve State Route 93 in the Horse Creek/Derby Drive area. Project also includes improvements with the intersection with Derby Drive, along with a new bridge crossing Horse Creek. Impacted waterlines in this area will be are to be reloc	8/31/2022	TDOT "B Date" package due date pushed back to 5/28/2021; anticipated letting December 2021

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AGENDA

BOARD OF MAYOR AND ALDERMEN

BUSINESS MEETING

**Tuesday, April 7, 2020, 7:00 p.m.
City Hall, 225 W. Center St., Courtroom**

Board of Mayor and Aldermen

Mayor Patrick W. Shull, Presiding
Vice Mayor Colette George
Alderman Jennifer Adler
Alderman Betsy Cooper

Alderman Darrell Duncan
Alderman Tommy Olterman
Alderman James Phillips

City Administration

Chris McCartt, City Manager
Ryan McReynolds, Deputy City Manager
J. Michael Billingsley, City Attorney
Sid Cox, City Recorder/Chief Financial Officer
David Quillin, Police Chief
Scott Boyd, Fire Chief
George DeCroes, Human Resources Director
Ken Weems, Planning Manager
Jessica Harmon, Assistant to City Manager

I. CALL TO ORDER

II.A. PLEDGE OF ALLEGIANCE TO THE FLAG

II.B. INVOCATION

III.A. ROLL CALL

- III.B.** A determination by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety, and welfare of all concerned in light of the COVID-19 virus.

IV.A. RECOGNITIONS & PRESENTATIONS

None

IV.B. APPOINTMENTS

None

V. APPROVAL OF MINUTES

1. Work Session – March 23, 2020
2. Business Meeting – March 24, 2020
3. Called Business Meeting – March 31, 2020

VI. COMMUNITY INTEREST ITEMS

A. PUBLIC HEARINGS

None

COMMENT

Citizens may speak on agenda items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes. A total of thirty minutes is allocated for public comment during this part of the agenda.

B. BUSINESS MATTERS REQUIRING FIRST READING

None

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION

1. Budget Adjustment Ordinance for the Water and Sewer Project Funds in FY20 (AF: 41-2020) (Chris McCartt)
 - Ordinance – Second Reading & Final Adoption
2. Emergency Ordinance Amending Section 2-594 of the Kingsport City Code Temporarily Changing Award of Bid Procedures (AF: 86-2020) (Chris McCartt)
 - Ordinance – First Reading & Final Adoption

D. OTHER BUSINESS

1. Awarding the Bid for the Purchase of Seven (7) AWD Police Pursuit Package SUV (AF: 82-2020) (David Quillin, Steve Hightower)
 - Resolution
2. Awarding the Bid for the Purchase of Three (3) Unmarked Street Appearance Pursuit SUV AWD (AF: 83-2020) (David Quillin, Steve Hightower)
 - Resolution
3. Award Contract to TEC Industrial for the Wastewater Treatment Plant Switchgear Replacement Project (87-2020) (Ryan McReynolds)
 - Resolution
4. Phase 5 Water System Improvements Award of Bid to Goins Rash Cain, Inc. (AF: 94-2020) (Ryan McReynolds)
 - Resolution

VII. CONSENT AGENDA

1. Renewing the Proposal for Concession Food Service Distributor for the Kingsport Aquatic Center to H.T. Hackney Company and B.K.T., Inc. (AF: 80-2020) (Chris McCartt)
 - Resolution
2. Apply for and Receive a Coronavirus Emergency Supplemental Funding Program Grant in the Amount of \$75,845 from the U.S. Department of Justice for FY 2020 (AF: 89-2020) (David Quillin)
 - Resolution
3. Renewing the Award of the Bid for Unleaded Gasoline & Ultra-Low Sulfur Diesel (AF: 91-2020) (Ryan McReynolds, Steve Hightower)
 - Resolution
 - Resolution
4. Renewing the Award of the Bid for Propane & Propane Conversion Kits (AF: 92-2020) (Ryan McReynolds, Steve Hightower)
 - Resolution
5. Amend the ESS Southeast LLC. Substitute Staffing Services Contract Kingsport City Schools (AF: 93-2020) (David Frye, Jennifer Guthrie)
 - Resolution
6. Accept Addendum to Partnership Grant from Tennessee Arts Commission (AF: 84-2020) (Chris McCartt)
 - Resolution

VIII. COMMUNICATIONS

- A. City Manager
- B. Mayor and Board Members
- C. Visitors

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non-personal in nature, and they should be limited to five minutes.

IX. ADJOURN

Minutes of the Regular Work Session of the
Board of Mayor and Aldermen, City of Kingsport, Tennessee
Monday, March 23, 2020, 4:30 PM
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen

Mayor Patrick W. Shull, Presiding
Vice-Mayor Colette George (via zoom call)
Alderman Jennifer Adler (via zoom call)
Alderman Betsy Cooper (via zoom call)
Alderman Darrell Duncan (via zoom call)
Alderman Tommy Olterman
Alderman James Phillips (via zoom call)

City Administration

Chris McCartt, City Manager
J Michael Billingsley, City Attorney
Lisa Winkle, Deputy City Recorder/Treasurer

1. **CALL TO ORDER:** 4:30 p.m. by Mayor Patrick W. Shull.
2. **ROLL CALL:** By Deputy City Recorder Winkle. Vice Mayor George joined after roll call.

Mayor Shull made a declaration that a determination was made by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety, and welfare of all concerned in light of the COVID-19 virus and Executive Order 16 issued by Governor Lee.

3. **REVIEW OF AGENDA ITEMS ON THE MARCH 24, 2020 REGULAR BUSINESS MEETING AGENDA.** City Manager McCartt gave a summary for each item on the proposed agenda. No particular item was discussed at greater length or received specific questions or concerns.

The city manager stated it was a priority to protect the citizens and employees as well as provide services and the city would continue to adapt to this ever changing environment. He noted the recent changes in the customer service department as well the closing of several facilities.

4. **ADJOURN.** Seeing no other matters presented for discussion at this work session, Mayor Shull adjourned the meeting at 5:03 p.m.

ANGELA MARSHALL
Deputy City Recorder

PATRICK W. SHULL
Mayor

Minutes of the Regular Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, March 24, 2020, 7:00 PM
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen
Mayor Patrick W. Shull, Presiding
Vice-Mayor Colette George (via zoom call)
Alderman Jennifer Adler (via zoom call)
Alderman Betsy Cooper (via zoom call)
Alderman Darrell Duncan (via zoom call)
Alderman Tommy Olterman
Alderman James Phillips (via zoom call)

City Administration
Chris McCartt, City Manager
J Michael Billingsley, City Attorney
Lisa Winkle, Deputy City Recorder/Treasurer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor Pat Shull.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Alderman Olterman
- II.B. **INVOCATION:** Mayor Shull
- III. **ROLL CALL:** By Deputy City Recorder Winkle. All Present.

Mayor Shull made a declaration that a determination was made by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety, and welfare of all concerned in light of the COVID-19 virus and Executive Order 16 issued by Governor Lee. All votes will be taken by roll call. Each alderman verbally affirmed this declaration.

IV.A. RECOGNITIONS AND PRESENTATIONS. None.

At this time, Director Gary Mayes and Dr. Stephen May with the Sullivan County Regional Health Department provided an update to the board on the current local situation regarding the COVID-19 virus and also answered questions from each board member. Dr. May encouraged citizens to continue to be vigilant with hand washing and observing social distancing to help stop the spread of the virus and flatten the curve.

IV.B. APPOINTMENTS/REAPPOINTMENTS.

- 1. **Reappointments to the Tree Advisory Board** (AF: 67-2020) (Mayor Shull).

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Motion/Second: Olterman/Duncan, to approve:

REAPPOINTMENTS OF TIM MARTIN, DENISE ISAACS, DAN WERNICK AND DAVE WILLIAMS TO SERVE A SECOND TWO-YEAR TERM ON THE ***TREE ADVISORY BOARD*** EFFECTIVE JULY 31, 2020 AND EXPIRING ON JULY 31, 2022.

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

2. Reappointment to the Kingsport Housing and Redevelopment Authority (AF: 69-2020) (Mayor Shull).

Motion/Second: Adler/Cooper, to approve:

REAPPOINTMENT OF MS. LINDA CALVERT TO SERVE A FIVE-YEAR TERM ON THE ***KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY*** EFFECTIVE IMMEDIATELY AND EXPIRING ON FEBRUARY 28, 2025.

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

V. APPROVAL OF MINUTES.

Motion/Second: George/Phillips, to approve minutes for the following meetings:

- A. March 2, 2020 Regular Work Session
- B. March 3, 2020 Regular Business Meeting
- C. March 10, 2020 Joint Work Session

Approved in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

VI. COMMUNITY INTEREST ITEMS.

A. PUBLIC HEARINGS. None.

PUBLIC COMMENT. NONE

B. BUSINESS MATTERS REQUIRING FIRST READING.

1. Budget Adjustment for Water and Sewer Project Funds in FY20 (AF: 41-2020) (Chris McCartt).

Motion/Second: George/Duncan, to pass:

AN ORDINANCE TO AMEND WATER PROJECT FUND AND THE SEWER PROJECT FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on first reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

C. BUSINESS MATTERS REQUIRING FINAL ADOPTION.

1. Budget Adjustment for Various Project Funds in FY20 (AF: 56-2020) (Chris McCartt).

Motion/Second: Adler/Olterman, to pass:

ORDINANCE NO. 6853, AN ORDINANCE TO AMEND GENERAL PROJECT-SPECIAL REVENUE FUND AND WATER PROJECT FUND BUDGETS FOR THE YEAR ENDING JUNE 30, 2020; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

Passed on second reading in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

D. OTHER BUSINESS.

1. Agreement with CSX Transportation (CSXT) for Main Street Redevelopment Project (AF: 58-2020) (Ryan McReynolds).

Motion/Second: Phillips/George, to pass:

Resolution No. 2020-144, A RESOLUTION APPROVING A PRELIMINARY ENGINEERING AGREEMENT WITH CSX TRANSPORTATION, INC. AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

2. Authorize Utilizing State Contract for Purchasing Mobile Services & Devices from Verizon Wireless (AF: 72-2020) (David Quillin).

Motion/Second: Cooper/Duncan, to pass:

Resolution No. 2020-145, A RESOLUTION TO PURCHASE THE MOBILE SERVICES AND DEVICES FROM VERIZON WIRELESS, UTILIZING THE STATE OF TENNESSEE CONTRACT# 32110-32711 AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

3. Bid Award for Purchase of One (1) Track Excavator 10K (AF: 68-2020) (Ryan McReynolds, Steve Hightower).

Motion/Second: George/Cooper, to pass:

Resolution No. 2020-146, A RESOLUTION AWARDING THE BID FOR PURCHASE OF ONE TRACK EXCAVATOR 10K TO KUBOTA OF KINGSFORT AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

4. Amendment to Permanent Easement Agreement with Kingsport Hotel, LLC (AF: 78-2020) (Chris McCartt).

Motion/Second: Adler/Duncan, to pass:

Resolution No. 2020-147, A RESOLUTION APPROVING AN AMENDMENT TO THE PERMANENT EASEMENT AGREEMENT WITH KINGSFORT HOTEL, LLC AND AUTHORIZING THE MAYOR TO EXECUTE THE SAME AND ALL DOCUMENT NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT TO THE AGREEMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

5. Purchase Additional School Bus from Mid-South Bus Center Based on Bids Previously Awarded by Board of Mayor and Aldermen (AF: 73-2020) (Steve Hightower).

Motion/Second: Olterman/George, to pass:

Resolution No. 2020-148, A RESOLUTION FOR THE PURCHASE OF ONE ADDITIONAL SCHOOL BUS FROM MID-SOUTH BUS CENTER, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

6. Bid Award for Purchase of One (1) Track Equipped Skid Steer Loader (AF: 77-2020) (Ryan McReynolds, Steve Hightower).

Motion/Second: Cooper/Phillips, to pass:

Resolution No. 2020-149, A RESOLUTION AWARDED THE BID FOR THE PURCHASE OF ONE TRACK EQUIPPED SKID STEER LOADER FROM KUBOTA OF KINGSFORT AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

VII. CONSENT AGENDA. *(These items are considered under one motion.)*

Motion/Second: George/Olterman, to adopt:

1. Law Enforcement Agency Highway Safety Grant from Tennessee Highway Safety Office (THSO) (AF: 65-2020) (David Quillin).

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of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Pass:

Resolution No. 2020-150, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A HIGHWAY SAFETY GRANT FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

2. Approve Issuance of Certificate of Compliance for Business to Sell Retail Alcoholic Beverages (AF: 79-2020) (Sid Cox).

Pass:

APPROVE THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE TO DISCOUNT PACKAGE STORE TO SELL RETAIL ALCOHOLIC BEVERAGES

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

3. Tennessee Highway Safety Office (THSO) Coordinator Grant for Participation in their Law Enforcement Liaison (LEL) Program (AF: 71-2020) (David Quillin).

Pass:

Resolution No. 2020-151, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND RECEIVE A LAW ENFORCEMENT LIAISON PROGRAM GRANT FROM THE TENNESSEE HIGHWAY SAFETY OFFICE

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

4. Amended Inter-Local Agreement between KECD and City of Kingsport (AF: 40-2020) (David Quillin).

Pass:

Resolution No. 2020-152, A RESOLUTION APPROVING THE SECOND AMENDED AGREEMENT TO THE INTERLOCAL AGREEMENT WITH THE EMERGENCY COMMUNICATIONS DISTRICT OF THE CITY OF KINGSPORT, TENNESSEE; AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT; AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AMENDMENT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

5. Renew Bid Award for School Crossing Guard Services (AF: 75-2020) (David Quillin).

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of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

Pass:

Resolution No. 2020-153, A RESOLUTION AMENDING THE AGREEMENT FOR SCHOOL CROSSING GUARDS WITH CROSS SAFE AND AUTHORIZING THE MAYOR TO SIGN THE AMENDMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT
Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

6. Contract Amendment with the Tennessee Department of Transportation on Behalf of the Kingsport MTPO for Federal Planning Fund Modifications (AF: 62-2020) (Bill Albright).

Pass:

Resolution No. 2020-154, A RESOLUTION APPROVING AN AMENDMENT TO GRANT CONTRACT Z19MPO007 WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE KINGSFORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE CONTRACT

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

7. Renew Bid Award for Purchase of Copier Paper (AF: 76-2020) (Chris McCartt).

Pass:

Resolution No. 2020-155, A RESOLUTION AUTHORIZING THE RENEWAL OF THE AWARD OF BID FOR THE PURCHASE OF COPIER PAPER FOR USE BY THE CITY AND KINGSFORT CITY SCHOOLS WITH AMERICAN PAPER AND TWINE COMPANY AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

8. Approve Application and Contract with Virginia Department of Rail and Public Transportation for Federal Transit Administration Section 5303 Planning Funds (AF: 63-2020) (Leslie Phillips).

Pass:

Resolution No. 2020-156, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE ELECTRONIC APPLICATION AND CONTRACT BETWEEN THE CITY OF KINGSFORT AND THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO RECEIVE FEDERAL HIGHWAY ADMINISTRATION PLANNING FUNDS FOR USE BY THE KINGSFORT AREA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE FISCAL YEAR 2021; AUTHORIZING THE MAYOR TO

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

EXECUTE THE FTA FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES, AND ANY OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE LETTER OF AUTHORIZATION

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

9. Agreement with Cintas for Uniform Rental Services for School Maintenance Department Utilizing Omnia Partners Cooperative (AF: 74-2020) (David Frye).

Pass:

Resolution No. 2020-157, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR UNIFORM RENTAL SERVICES FOR THE KINGSPORT SCHOOLS MAINTENANCE DEPARTMENT THROUGH THE OMNIA PARTNERS COOPERATIVE

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting "aye."

VIII. COMMUNICATIONS.

- A. CITY MANAGER.** Mr. McCartt stated the safety of the citizens and the employees was the number one priority, noting essential services would still be in place and provided details on what services would be changing. He pointed out there be more information in the paper tomorrow on staying healthy and encouraged everyone to support local business. Lastly he thanked the BMA for their support as well as the city employees, noting the Kingsport spirit has been evident.
- B. MAYOR AND BOARD MEMBERS.** Alderman Duncan thanked the mayor, pointing out the many inconveniences and demonstrating patience. He also expressed his appreciation for staff, the city manager and the leadership team. He recognized first responders as well as their families and encouraged everyone to support local business. Alderman Cooper commented on things often taken for granted that are more meaningful in times like these. Alderman Adler mentioned she was glad the board was able to communicate in this method. She stated the information at the beginning was sobering, commented on local child care services, and thanked Mr. McCartt for his leadership. Alderman Phillips noted this was a fun way to meet and echoed all the previous comments commending city staff, supporting local business and continue social distancing. He mentioned Meals on Wheels is in need of drivers and thanked Mr. McCartt, noting he has had a very notable first year as a city manager. Alderman Olterman promoted the Marsh blood drive and also thanked the city staff. He also commented on a recent broadcast from Steve Smith at Food City. Vice Mayor George mentioned there were older citizens and children in the community that needed to stay in and encouraged people

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 24, 2020**

to check on them and see if they needed anything. She also noted nursing homes and hospitals were not accepting visitors and isolated patients would appreciate receiving cards. Lastly she commended folks who had children at home. Mayor Shull thanked the police officers who did not have the luxury of social distancing. He asked citizens to support local business and noted the Chamber website was a resource. He stated the BMA was always available to citizens by phone and email. The mayor mentioned there would be a press conference tomorrow with the Sullivan County Health Department. In conclusion. Mayor Shull stated Tennessee is resilient and will get through this.

C. VISITORS. None.

IX. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Shull adjourned the meeting at 8:17 p.m.

ANGELA MARSHALL
Deputy City Recorder

PATRICK W. SHULL
Mayor

Minutes of the Called Business Meeting of the
Board of Mayor and Aldermen of the City of Kingsport, Tennessee
Tuesday, March 31, 2020, 7:00 PM
Large Court Room – City Hall

PRESENT: Board of Mayor and Aldermen
Mayor Patrick W. Shull, Presiding
Vice-Mayor Colette George (via zoom call)
Alderman Jennifer Adler (via zoom call)
Alderman Betsy Cooper (via zoom call)
Alderman Darrell Duncan (via zoom call)
Alderman Tommy Olterman
Alderman James Phillips (via zoom call)

City Administration
Chris McCartt, City Manager
J Michael Billingsley, City Attorney
Lisa Winkle, Deputy City Recorder/Treasurer

- I. **CALL TO ORDER:** 7:00 p.m., by Mayor Pat Shull.
- II.A. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Alderman Olterman
- II.B. **INVOCATION:** Mayor Shull
- III. **ROLL CALL:** By Deputy City Recorder Winkle. All Present.
- IV. A determination by the board that meeting electronically and prohibiting the physical presence of the public at the meeting is necessary to protect public health, safety and welfare of all concerned in light of the COVID-19 virus.
Each board member verbally affirmed their agreement with this declaration.
- V. **OTHER BUSINESS.**
 1. **Approve a Proclamation of Emergency Set Forth in Executive Order 20-01, Proclaiming a Local and Civil Emergency within the City of Kingsport, Tennessee Issued by the Mayor and City Manager** (AF: 85-2020) (Chris McCartt).

Motion/Second: Olterman/George, to pass:

Resolution No. 2020-158, A RESOLUTION APPROVING A PROCLAMATION OF EMERGENCY PURSUANT TO THE SAFER AT HOME PUBLIC HEALTH ORDER FOR ALL OF SULLIVAN COUNTY ISSUED BY THE SULLIVAN COUNTY HEALTH OFFICER; AND MAKING THE PROCLAMATION EFFECTIVE PURSUANT TO THE SAFER AT HOME PUBLIC HEALTH ORDER

Passed in a roll call vote: Adler, Cooper, Duncan, George, Olterman, Phillips and Shull voting “aye.”

**Minutes of the Regular Business Meeting of the Board of Mayor and Aldermen
of the City of Kingsport, Tennessee, Tuesday, March 31, 2020**

Director Gary Mayes from the Sullivan County Regional Health Department presented up-to-date statistics and answered questions from each alderman. He stated this action would ramp up the messaging to the public regarding social distancing, public gatherings, discouraging travel and encouraging businesses to close but with less gentle language than issuing a mandatory closure. Mayor Shull stated he was on a conference call earlier with the governor and other mayors from Tennessee and pointed out the “safer at home” was not the same as a “shelter in place.” Director Mayes provided recommendations and offered guidance as he answered questions, but pointed out it was too early to understand or make a prediction on how the COVID-19 virus will peak and decline in this region. Your Kingsport Chamber of Commerce Director Miles Burdine was also present to answer questions and address how business are being affected as well as how citizens can help. City Manager McCartt stated this resolution is basically additional social distancing measures. He encouraged citizens to keep an on the city’s website for information and thanked city employees who continue to work on a daily basis, including transit, police, fire, streets and sanitation and those who are answering the phones.

VI. ADJOURN. Seeing no other business for consideration at this meeting, Mayor Shull adjourned the meeting at 8:15 p.m.

ANGELA MARSHALL
Deputy City Recorder

PATRICK W. SHULL
Mayor



AGENDA ACTION FORM

Budget Adjustment Ordinance for the Water and Sewer Project Funds in FY20

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-41-2020
Work Session: March 23, 2020
First Reading: March 24, 2020

Final Adoption: April 7, 2020
Staff Work By: Morris
Presentation By: McCartt

Recommendation:

Approve the Ordinance.

Executive Summary:

That the Water Project Fund be amended by transferring \$148,400 from the Chemical Feed project (WA1900) and \$158,600 from the Water System Improvements PH4 project (WA1909) to the Fire Protection Upgrades project (WA1902) and by transferring \$125,000 from the Chemical Feed project (WA1900) to the WTP High Service Imp project (WA2007).

That the Sewer Project Fund be amended by accepting transferring \$300,000 from the System Improvements SLS project (SW2005) and \$387,000 from the Sherwood Dr. Prop Purchase project (SW2001) to the WWT MMC Replacements project (SW1800).

Attachments:

1. Ordinance

Funding source appropriate and funds are available: *[Signature]*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *[Signature]*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—



AGENDA ACTION FORM

Budget Adjustment Ordinance for the Water and Sewer Project Funds in FY20

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-41-2020
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Final Adoption: April 7, 2020
 Staff Work By: Morris
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Recommendation:

Approve the Ordinance.

Executive Summary:

That the Water Project Fund be amended by transferring \$148,400 from the Chemical Feed project (WA1900) and \$158,600 from the Water System Improvements PH4 project (WA1909) to the Fire Protection Upgrades project (WA1902) and by transferring \$125,000 from the Chemical Feed project (WA1900) to the WTP High Service Imp project (WA2007).

That the Sewer Project Fund be amended by accepting transferring \$300,000 from the System Improvements SLS project (SW2005) and \$387,000 from the Sherwood Dr. Prop Purchase project (SW2001) to the WWT MMC Replacements project (SW1800).

Attachments:

1. Ordinance

Funding source appropriate and funds are available: *gm*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *aw*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

ORDINANCE NO.

AN ORDINANCE TO AMEND WATER PROJECT FUND
AND THE SEWER PROJECT FUND BUDGETS FOR THE
YEAR ENDING JUNE 30, 2020; AND, TO FIX THE
EFFECTIVE DATE OF THIS ORDINANCE

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That the Water Project Fund be amended by transferring \$148,400 from the Chemical Feed project (WA1900) and \$158,600 from the Water System Improvements PH4 project (WA1909) to the Fire Protection Upgrades project (WA1902) and by transferring \$125,000 from the Chemical Feed project (WA1900) to the WTP High Service Imp project (WA2007).

SECTION II. That the Sewer Project Fund be amended by accepting transferring \$300,000 from the System Improvements SLS project (SW2005) and \$387,000 from the Sherwood Dr. Prop Purchase project (SW2001) to the WWT MMC Replacements project (SW1800).

<u>Account Number/Description:</u>	<u>Budget</u>	<u>Incr/<Decr></u>	<u>New Budget</u>
<u>Fund 451: Water Project Fund</u>			
<u>WTP Chemical Feed (WA1900)</u>			
<u>Revenues:</u>	\$	\$	\$
451-0000-391.05-48 GO Bonds Series 2018 B	1,600,000	(273,400)	1,326,600
<i>Totals:</i>	1,600,000	(273,400)	1,326,600
<u>Expenditures:</u>	\$	\$	\$
451-0000-605.20-22 Construction Contracts	5,000,000	(273,400)	4,726,600
<i>Totals:</i>	5,000,000	(273,400)	4,726,600
<u>Water System Improvements PH4 (WA1909)</u>			
<u>Revenues:</u>	\$	\$	\$
451-0000-391.05-47 Series 2017 B GO Bonds	745,000	(158,600)	586,400
<i>Totals:</i>	745,000	(158,600)	586,400
<u>Expenditures:</u>	\$	\$	\$
451-0000-605.90-03 Improvements	1,132,501	(158,600)	973,901
<i>Totals:</i>	1,132,501	(158,600)	973,901

Fire Protection Upgrades (WA1902)**Revenues:**

451-0000-391.05-47 Series 2017 B GO Bonds	\$ 58,502	\$ 158,600	\$ 217,102
451-0000-391.05-48 GO Bonds Series 2018 B	1,442,000	148,400	1,590,400
Totals:	1,500,502	307,000	1,807,502

Expenditures:

451-0000-605.20-23 Arch/Eng/Landscaping Serv	\$ 190,000	\$ 158,600	\$ 348,600
451-0000-605.90-03 Improvements	1,305,502	148,400	1,453,902
Totals:	1,495,502	307,000	1,802,502

WTP High Service Imp (WA2009)**Revenues:**

451-0000-391.05-48 GO Bonds Series 2018 B	\$ 0	\$ 125,000	\$ 125,000
Totals:	0	125,000	125,000

Expenditures:

451-0000-605.90-03 Improvements	\$ 0	\$ 125,000	\$ 125,000
Totals:	0	125,000	125,000

Fund 452: Sewer Project Fund
Sherwood Dr. Property Purchase (SW2001)**Revenues:**

452-0000-391.05-56 Series 2019 GO Improvmnt	\$ 387,000	\$ (387,000)	\$ 0
Totals:	387,000	(387,000)	0

Expenditures:

452-0000-606.90-01 Land	\$ 387,000	\$ (387,000)	\$ 0
Totals:	387,000	(387,000)	0

System Improvements SLS (SW2005)**Revenues:**

452-0000-391.05-56 Series 2019 GO Improvmnt	\$ 300,000	\$ (300,000)	\$ 0
Totals:	300,000	(300,000)	0

Expenditures:

452-0000-606.20-23 Arch/Eng/Landscaping Serv	\$ 40,000	\$ (40,000)	\$ 0
452-0000-606.90-03 Improvements	260,000	(260,000)	0
Totals:	300,000	(300,000)	0

WWTP MMC Replacements (SW1800)

Revenues:

	\$	\$	\$
452-0000-391.05-47 Series 2017 B GO Bonds	2,340,000	687,000	3,027,0000
<i>Totals:</i>	<u>2,340,000</u>	<u>687,000</u>	<u>30,270,000</u>

Expenditures:

	\$	\$	\$
452-0000-606.20-23 Arch/Eng/Landscaping Serv	328,136	687,000	1,015,136
<i>Totals:</i>	<u>328,136</u>	<u>687,000</u>	<u>1,015,136</u>

SECTION V. That this Ordinance shall take effect from and after its date of passage, as the law directs, the welfare of the City of Kingsport, Tennessee requiring it.

PATRICK W. SHULL, Mayor

ATTEST:

SIDNEY H. COX, City Recorder

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, City Attorney

PASSED ON 1ST READING:
PASSED ON 2ND READING:



AGENDA ACTION FORM

Emergency Ordinance Amending Section 2-594 of the Kingsport City Code Temporarily Changing Award of Bid Procedures

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-86-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Brent Morelock
 Presentation By: Chris McCartt

Recommendation:

Approve the Emergency Ordinance.

Executive Summary:

The Tennessee Comptroller of the Treasury, through its Division of Local Government Audit, has indicated that local governments may establish alternative procurement procedures due to the unprecedented COVID-19 virus event. These alternative procedures may prohibit in person bid openings, allow for attendance electronically, or post results online in lieu of attendance at bid openings.

The emergency ordinance attached amends section 2-594 of the Kingsport City Code, a copy of which is attached, temporarily suspending the requirement of in person bid openings, allows for electronic attendance at bid openings, and authorizes posting the result of bid openings online rather than by attendance at the bid opening. These changes are to protect the health, safety, and welfare of the public and city staff, due to the COVID-19 virus.

The amendment will sunset when the city receives further countervailing instructions from the Comptroller's office or once the declaration of emergency issued by the Governor is withdrawn or expires, whichever occurs first.

The city charter provides, "An emergency ordinance may be enacted upon the date of its introduction; however, it shall contain the statement that an emergency exists and specify with particularity the facts and reasons constituting such emergency. The unanimous vote of all members of the board present, and not less than five (5) members, shall be required to pass an emergency ordinance."

Attachments:

1. Emergency Ordinance
2. Section 2-594 of the Kingsport City Code

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

ORDINANCE NO. _____

AN ORDINANCE TEMPORARILY AMENDING THE CODE OF ORDINANCES, CITY OF KINGSPORT, TENNESSEE SECTION 2-594 PERTAINING TO SUBMISSION OF BIDS; AND, TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE

WHEREAS, the COVID-19 virus is spreading in the State of Tennessee; and

WHEREAS, on March 12, 2020, Governor Bill Lee issued Executive Order No. 14 declaring a state of emergency in Tennessee to facilitate the treatment and containment of COVID-19; and

WHEREAS, on March 13, 2020, President Donald J. Trump issued a Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak; and

WHEREAS, Governor Bill Lee has issued subsequent Executive Orders consistent with Executive Order No. 14 and intended to limit the spread of COVID-19 within the State of Tennessee, such being Executive Orders No. 15, 16, 17, 18, 19, and 20; and

WHEREAS, on March 30, 2020, the Sullivan County Regional Health Department issued a Sullivan County Safer at Home Public Health Order; and

WHEREAS, extraordinary measures must be taken at the federal, state, and local level to contain COVID-19 and prevent its spread in the City of Kingsport and its surrounding areas; and

WHEREAS, these measures may include isolation and potential quarantine of individuals, groups of individuals and property, and may include compelling individuals, groups of individuals and property to undergo additional health measures that prevent or control the spread of the disease; and

WHEREAS, COVID-19 presents a danger to the health, welfare, and economic well-being of the citizens of the city and may result in an interruption of municipal services affecting the public peace, property, health, and safety of the citizens; and

WHEREAS, by electronic mail dated March 24, 2020, Mr. Jim Arnette, Director, Comptroller of the Treasury, Division of Local Government Audit, stated that alternative procurement procedures may be established during this unprecedented time, including procedures to prohibit in person bid openings, allowing for attendance electronically, or posting results online in lieu of attendance by the public.

BE IT ORDAINED BY THE CITY OF KINGSPORT, as follows:

SECTION I. That Section 2-594 of the Code of Ordinances, City of Kingsport, Tennessee, is hereby amended by adding the following at the end of the section:

Alternatively, due to the spread of the COVID-19 virus the bids may be opened in the presence of one or more witnesses without allowing in person attendance, but instead allowing for attendance electronically. Additionally, once all the bids are opened the amount of each bid and such other relevant information as may be

specified by regulation, together with the name of each bidder, shall be read aloud and recorded, and the result shall be posted online in lieu of allowing attendance to the opening by the public.

SECTION II. Due to the unprecedented nature of this event, this amendment to Section 2-594 of the Code of Ordinances, City of Kingsport, Tennessee shall sunset when the city receives further countervailing instructions from the Comptroller's office or once the declaration of emergency issued by the Governor is withdrawn or expires, whichever occurs first.

SECTION III. That an emergency exists, the facts and reasons constituting said emergency being as stated in the recitals hereinabove and that the alternative procedures are to inhibit the spread of the COVID-19 virus and to protect the health, safety, and welfare of the public, and the ordinance must be passed immediately and the board finds that the actions authorized by this emergency ordinance are to protect the health, safety, and welfare of the public.

SECTION IV. Pursuant to Article IV, Section 2, of the Charter of the City of Kingsport, this Ordinance shall take effect from and after its date of passage as the law directs, the welfare of the City of Kingsport, Tennessee, requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

SECTION 2-594 PRIOR TO PROPOSED AMENDMENT

Sec. 2-594. - Submission of bid.

Formal sealed bids shall be submitted to the city manager or designee, as specified in the invitation to bid on or before the specified time when such bidding is to be closed, and shall be publicly opened in the presence of one or more witnesses at the time and place designated in the invitation to bid. The amount of each bid and such other relevant information as may be specified by regulation, together with the name of each bidder, shall be read aloud and recorded, and the record shall at that time be open to public inspection.

SECTION 2-594 PRIOR TO AFTER ENACTMENT OF AMENDMENT

Sec. 2-594. - Submission of bid.

Formal sealed bids shall be submitted to the city manager or designee, as specified in the invitation to bid on or before the specified time when such bidding is to be closed, and shall be publicly opened in the presence of one or more witnesses at the time and place designated in the invitation to bid. The amount of each bid and such other relevant information as may be specified by regulation, together with the name of each bidder, shall be read aloud and recorded, and the record shall at that time be open to public inspection. Alternatively, due to the spread of the COVID-19 virus the bids may be opened in the presence of one or more witnesses without allowing in person attendance, but instead allowing for attendance electronically. Additionally, once all the bids are opened the amount of each bid and such other relevant information as may be specified by regulation, together with the name of each bidder, shall be read aloud and recorded, and the result shall be posted online in lieu of allowing attendance to the opening by the public.



AGENDA ACTION FORM

Awarding the Bid for the Purchase of Seven (7) AWD Police Pursuit Package SUV

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-82-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Committee
 Presentation By: D. Quillin, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on March 13, 2020 for the purchase of Seven (7) AWD Police Pursuit Package SUV for use by the Police Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on February 26, 2020 and placed on our website for 16 calendar days. It is the recommendation of the committee to accept the apparent low, responsible compliant bid from Friendship CJDR for Seven (7) Dodge Durango as follows:

<u>\$29,986.00</u>	Unit Cost
\$209,902.00	Total Purchase Price

Funding is identified in Project/Account # 51150085019010.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Vendor List
4. Recommendation Memo w. Photo

Funding source appropriate and funds are available: *JM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *aw*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF
SEVEN AWD POLICE PURSUIT PACKAGE SUV VEHICLES TO
FRIENDSHIP CJDR AND AUTHORIZING THE CITY MANAGER
TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened March 13, 2020, for the purchase of seven (7) AWD police pursuit package SUV vehicles for use by the Kingsport Police Department; and

WHEREAS, upon review of the bids, the board finds Friendship CJDR is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase seven (7) 2020 Dodge Durango AWD police pursuit package SUV vehicles from Friendship CJDR at a total purchase cost of \$209,902.00; and

WHEREAS, funding is identified in account number 51150085019010.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of seven (7) 2020 Dodge Durango AWD police pursuit package SUV vehicles, at a total purchase cost of \$209,902.00, is awarded to Friendship CJDR, and the city manager is authorized to execute a purchase order for the same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
March 13, 2020
4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

RE-BID - AWD POLICE PURSUIT PACKAGE SUV				
Vendor:	Qty.:	Unit Cost:	Delivery Time:	Make/Model:
Chantz Scott CDJR	7	\$30,793.21	180 Days	2020 Dodge Durango Pursuit
Auto World of Big Stone Gap	7	\$30,593.21	180 Days	2020 Dodge Durango Pursuit
Friendship CJDR	7	\$29,986.00	150 Days	Dodge Durango
Freeland Automotive	7	\$31,941.00	100 Days	2020 Dodge Durango AWD PPV

The submitted bids will be evaluated and a recommendation made at a later date.

Vehicle Vendors

Email Address	Business
brian@autoworldbsg.com	Auto World of Big Stone Gap
carlarcher@billgatton.com	Bill Gatton
chite@courtesykingsport.com	Courtesy Chevrolet
crabtreebgmc@gmail.com	Crabtree Buick GMC
kp_porter@hotmail.com	Empire Ford
jason.empireford@gmail.com	Empire Ford II
alandrinnon@fairwaykingsport.com	Fairway Ford
drewjohnson32@yahoo.com	Freedom Ford/Chevrolet
herb.odom@freelandauto.com	Freeland Auto
wpickard@goldencircle.com	Golden Circle Ford
ctuckerold@lcford.com	Lance Cunningham Ford
lcag.fleet@gmail.com	Lonnie Cobb Ford
Donna.Newell@Ford1.biz	Neighborhood Ford
piper.kirk@tricitiedodge.com	Tri Cities Dodge
dmeador@heavymachinesinc.com	Heavy Machines
sales@goodpasturemotor.com	Goodpasture Motor Co
dave@g-sproducts.com	GSP Marketing
jrogers@thepetestore.com	The Pete Store
chris.jessee@mhc.com	MHC Kenworth
robert@mtjoyrv.com	Mid State Equipment
mequip@iglou.com	Municipal Equipment
nick.jennings@tricitiedodge.com	Tri-cities dodge
scott.pekar@thetruckpeople.com	Worldwide Equipment
rob@ciequipment.com	Carolina Industrial Equipment
cbaton@cdjrcolumbia.com	Columbia Chrysler Dodge Jeep Ram
cmiequip@bellsouth.net	CMI Equip
cory@pweasi.com	Public Works Equipment
richmondmachinery@msn.com	Richmond Machinery
roddersandjetsco@aol.com	Rodders & Jets
dhigdon@stowerscat.com	Stowers
craig@stringfellow.bz	Stringfellow
bjanutolo@triadfreightlinern.com	Triad Freightliner
tlove@friendshipauto.com	Friendship Automotive



FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Mike Burnette, Sergeant, Quartermaster
Date: March 24, 2020
Re: Marked Police Pursuit Utility Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Award to Vendor</u>	<u>Fuel Economy</u>
1	7	2020 Dodge Pursuit Utility	Friendship CJDR	19/26 MPG

Low Compliant Bidder

The bidder was the low compliant bidder in all major aspects of the minimum specification requirements for the Marked Police Pursuit Utility Wagon specified.

These units will be Fleet Replacements.

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary a \$50 dollar a day penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is 150 days after Receipt of Award with 15 days to correct inspection deficiencies.

The bid offerings were reviewed with the Police Department's, Mike Burnette, Sergeant, Quartermaster who is agreement with this recommendation. A confirming email of agreement is attached.

Fuel Economy Improvement

00%

No fuel economy improvements would be realized since the replacement units are similar to the current units being operated.

1. Trade in(s):
 - a. Not Applicable to this purchase
2. New Unit Origin of Manufacture:
 - i. Unit – Detroit, Michigan
 - ii. 58% Domestic/ 26% Foreign Materials/16% Other
3. New Unit Purchase Dealer:
 - a. Unit – Friendship CDJR – Bristol, TN.

Should you have any questions on this recommendation, please do not hesitate to contact us.

Thank You.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.

From: Burnette, Mike
Sent: Friday, March 20, 2020 9:16 AM
To: Hightower, Steve <SteveHightower@KingsportTN.gov>
Subject: Police Vehicle Bids

Steve Hightower,

I agree with the recommendation to award Friendship CJDR.

Sgt Mike Burnette
Quartermaster
Kingsport Police Dept
200 Shelby St
Kingsport, TN 37660
Office 423-229-9370
Cell 423-429-5871



AGENDA ACTION FORM

Awarding the Bid for the Purchase of Three (3) Unmarked Street Appearance Pursuit SUV AWD

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-83-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Committee
 Presentation By: D. Quillin, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on March 13, 2020 for the purchase of Three (3) Unmarked Street Appearance Pursuit SUV AWD for use by the Police Department. The advertisement for the Invitation to Bid was published in the Kingsport Times News on February 26, 2020 and placed on our website for 16 calendar days. It is the recommendation of the committee to accept the apparent low, responsible compliant bid from Friendship CJDR for Three (3) Dodge Durango as follows:

<u>\$28,996.00</u>	Unit Cost
\$86,988.00	Total Purchase Price

Funding is identified in Project/Account # 51150085019010.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Vendor List
4. Recommendation Memo w/ Photo

Funding source appropriate and funds are available: *CM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *CM*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE BID FOR THE PURCHASE OF THREE UNMARKED STREET APPEARANCE PURSUIT SUV AWD VEHICLES TO FRIENDSHIP CJDR AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER FOR THE SAME

WHEREAS, bids were opened March 13, 2020, for the purchase of three (3) unmarked street appearance pursuit SUV AWD vehicles for the use at the Kingsport Police Department; and

WHEREAS, upon review of the bids, the board finds Friendship CJDR is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to purchase three (3) 2020 Dodge Durangos unmarked street appearance pursuit SUV AWD vehicles from Friendship CJDR at a total purchase cost of \$86,988.00; and

WHEREAS, funding is identified in account number 51150085019010.
Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the purchase of three (3) 2020 Dodge Durangos unmarked street appearance pursuit SUV AWD vehicles, at a total purchase cost of \$86,988.00, is awarded to Friendship CJDR, and the city manager is authorized to execute a purchase order for the same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
March 13, 2020
4:00 P.M.

Present: Brent Morelock, Procurement Manager; and Nikisha Eichmann, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

RE-BID - UNMARKED STREET APPEARANCE PURSUIT SUV AWD				
Vendor:	Qty.:	Unit Cost:	Delivery Time:	Make/Model:
Chantz Scott CDJR	3	\$29,843.21	180 Days	2020 Dodge Durango Pursuit
Auto World of Big Stone Gap	3	\$29,643.21	180 Days	2020 Dodge Durango Pursuit
Friendship CJDR	3	\$28,996.00	150 Days	Dodge Durango
Freeland Automotive	3	\$31,000.00	100 Days	2020 Dodge Durango PPV

The submitted bids will be evaluated and a recommendation made at a later date.

Vehicle Vendors

Email Address	Business
brian@autoworldbsg.com	Auto World of Big Stone Gap
carlarcher@billgatton.com	Bill Gatton
chite@courtesykingsport.com	Courtesy Chevrolet
crabtreebgmc@gmail.com	Crabtree Buick GMC
kp_porter@hotmail.com	Empire Ford
jason.empireford@gmail.com	Empire Ford II
alandrinnon@fairwaykingsport.com	Fairway Ford
drewjohnson32@yahoo.com	Freedom Ford/Chevrolet
herb.odom@freelandauto.com	Freeland Auto
wpickard@goldencircle.com	Golden Circle Ford
ctuckerold@lcford.com	Lance Cunningham Ford
lcag.fleet@gmail.com	Lonnie Cobb Ford
Donna.Newell@Ford1.biz	Neighborhood Ford
piper.kirk@tricitiedodge.com	Tri Cities Dodge
dmeador@heavymachinesinc.com	Heavy Machines
sales@goodpasturemotor.com	Goodpasture Motor Co
dave@g-sproducts.com	GSP Marketing
jrogers@thepetestore.com	The Pete Store
chris.jessee@mhc.com	MHC Kenworth
robert@mtjoyrv.com	Mid State Equipment
mequip@iglou.com	Municipal Equipment
nick.jennings@tricitiedodge.com	Tri-cities dodge
scott.pekar@thetruckpeople.com	Worldwide Equipment
rob@ciequipment.com	Carolina Industrial Equipment
cbaton@cdjrcolumbia.com	Columbia Chrysler Dodge Jeep Ram
cmiequip@bellsouth.net	CMI Equip
cory@pweasi.com	Public Works Equipment
richmondmachinery@msn.com	Richmond Machinery
roddersandjetsco@aol.com	Rodders & Jets
dhigdon@stowerscat.com	Stowers
craig@stringfellow.bz	Stringfellow
bjanutolo@triadfreightlinern.com	Triad Freightliner
tlove@friendshipauto.com	Friendship Automotive



FLEET MAINTENANCE DIVISION

City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Mike Burnette, Sergeant, Quartermaster
Date: March 24, 2020
Re: Unmarked Police Pursuit Utility Purchase Recommendation

This will confirm our review and recommendation to purchase the compliant bid of the following vendor.

Item	Quantity	Description	Award to Vendor	Fuel Economy
1	3	2020 Dodge Pursuit Utility	Friendship CJDR	19/26 MPG

Low Compliant Bidder

The bidder was the low compliant bidder in all major aspects of the minimum specification requirements for the Unmarked Police Pursuit Utility Wagon specified.

These units will be Fleet Replacements.

Delivery and Compliance to Specifications expectations have been added to insure prompt delivery of any vehicle or piece of equipment purchased by the City of Kingsport. Failure of the awarded vendor to deliver on time or correct pre acceptance inspection deficiencies within the allotted time results in a monetary a \$50 dollar a day penalty assessed on a daily basis. This process will insure the departments receive their replacement units in a timely manner. Specified time allotted for delivery is 150 days after Receipt of Award with 15 days to correct inspection deficiencies.

The bid offerings were reviewed with the Police Department's, Mike Burnette, Sergeant, Quartermaster who is agreement with this recommendation. A confirming email of agreement is attached.

Fuel Economy Improvement

00%

No fuel economy improvements would be realized since the replacement units are similar to the current units being operated.

1. Trade in(s):
 - a. Not Applicable to this purchase
2. New Unit Origin of Manufacture:
 - i. Unit – Detroit, Michigan
 - ii. 58% Domestic/ 26% Foreign Materials/16% Other
3. New Unit Purchase Dealer:
 - a. Unit – Friendship CDJR – Bristol, TN.

Should you have any questions on this recommendation, please do not hesitate to contact us.

Thank You.



Picture is for demonstration purposes only and does not reflect the actual unit(s) being purchased.

From: Burnette, Mike
Sent: Friday, March 20, 2020 9:16 AM
To: Hightower, Steve <SteveHightower@KingsportTN.gov>
Subject: Police Vehicle Bids

Steve Hightower,

I agree with the recommendation to award Friendship CJDR.

Sgt Mike Burnette
Quartermaster
Kingsport Police Dept
200 Shelby St
Kingsport, TN 37660
Office 423-229-9370
Cell 423-429-5871



AGENDA ACTION FORM

Award Contract to TEC Industrial for the Wastewater Treatment Plant Switchgear Replacement Project

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-87-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Niki Ensor
 Presentation By: Ryan McReynolds

Recommendation:

Approve the Resolution.

Executive Summary:

A condition assessment of the wastewater treatment plant's (WWTP) electrical system was performed in 2016. The equipment was evaluated based on age, condition and serviceability. The assessment prioritizes capital improvement projects based on the condition and risk to plant operations and compliance.

The main switchgear (1980) provides power to the WWTP. A failure in this equipment will result in complete shutdown of the plant. The intermediate switchgear, RAM switch and transformers (1960 & 1980) feed the intermediate pumps, UV system and RAS/WAS pumps. These electrical components have reached the end of their useful life. The equipment is obsolete and replacement parts are no longer available. The electrical equipment also does not meet Arc Flash safety standards.

Bids were received and opened on March 11, 2020. CDM Smith and city staff reviewed the bids and recommends awarding the contract to the low bidder, TEC Industrial, in the amount of \$2,508,812. This project is necessary to maintain compliance, ensure reliability and improve operations and maintenance capabilities of the wastewater treatment plant electrical distribution equipment. Funding is available in SW1800.

Attachments:

1. Resolution
2. Equipment Pictures
3. Bid Tabulation
4. Recommendation Letter

Funding source appropriate and funds are available: *CM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *CM*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDING THE BID FOR THE WASTEWATER TREATMENT PLANT SWITCHGEAR REPLACEMENT PROJECT TO TEC INDUSTRIAL AND AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE AGREEMENT

WHEREAS, bids were opened March 11, 2020, for the Wastewater Treatment Plant Switchgear Replacement project; and

WHEREAS, upon review of the bids, the board finds TEC Industrial is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work, or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to enter into a contract that will maintain compliance, ensure reliability, and improve operations and maintenance capabilities of the wastewater treatment plant electrical distribution equipment from TEC Industrial at an estimated construction cost of \$2,508,812.00; and

WHEREAS, funding is identified in project number SW1800.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the Wastewater Treatment Plant Switchgear Replacement project that will maintain compliance, ensure reliability and improve operations and maintenance capabilities of the wastewater treatment plant electrical distribution equipment at an estimated cost of \$2,508,812.00 is awarded to TEC Industrial, and the mayor is authorized to execute an agreement for same and all documents necessary and proper to effectuate the purpose of the agreement.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



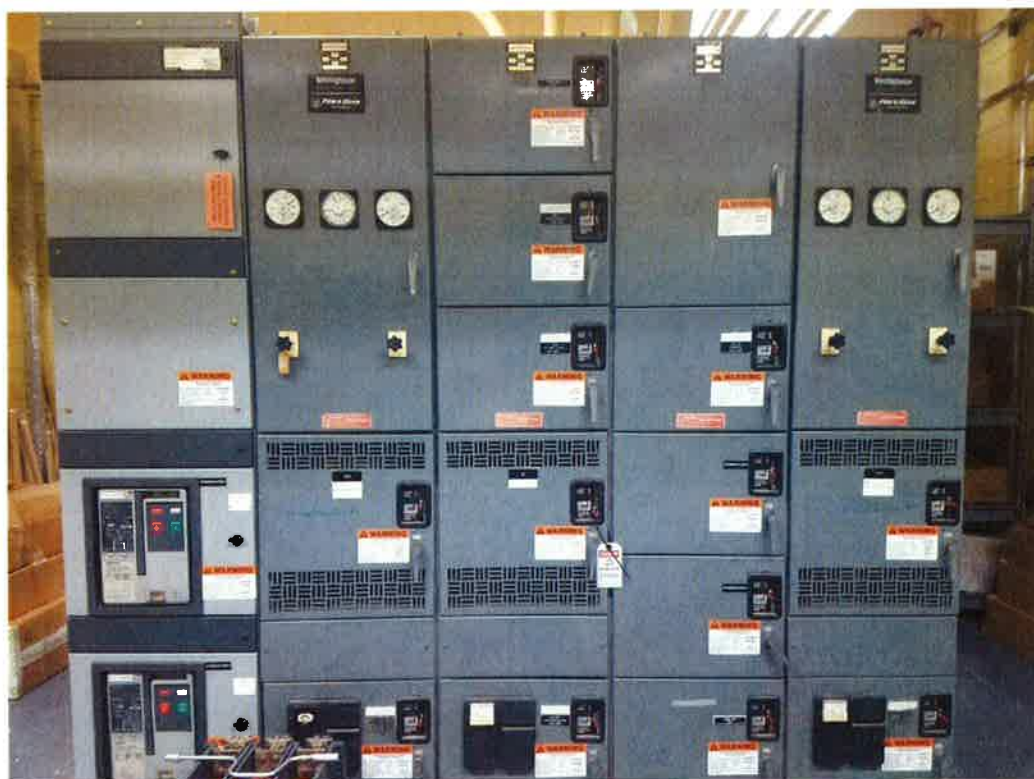
WWTP Main Switchgear Enclosure



Inside Main Switchgear.



Ram #6 Switchgear



WWTP Intermediate Switchgear

MINUTES
BID OPENING
March 11, 2020
4:00 P.M.

Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager; Dawn Melton, Project Manager; Niki Ensor, Water/Wastewater Manager; and Clinton Roberts, Cain Rash West Architects

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

KINGSPORT WWTP SWITCHGEAR REPLACEMENT PROJECT		
Vendor:	Total Cost:	Comments:
Frizzell Construction Co., Inc.	\$3,592,700.00	Mark-overs present. Includes allowance.
TEC Industrial	\$2,508,812.00	N/A
Edison Electric, LLC	\$2,967,252.00	N/A

The submitted bids will be evaluated and a recommendation made at a later date.



1100 Marlon Street, Suite 300
Knoxville, Tennessee 37921
tel: 865 963-4300

March 17, 2020

Niki Ensor
Water and Wastewater Facilities Manager
620 West Industry Drive
Kingsport, Tennessee 37660

Subject: City of Kingsport, Tennessee
WWTP Switchgear Replacement
Recommendation for Award

Dear Ms. Ensor:

CDM Smith has reviewed the bids received on March 11, 2020 for the subject project. We have prepared a certified bid tab (attached), and a summary of the received bids is below.

Bidder	Base Bid	Allowance	Total with Allowance
TEC Industrial	\$2,458,812	\$50,000	\$2,508,812
Edison Electric LLC	\$2,917,252	\$50,000	\$2,967,252
Frizzell Construction	\$3,542,700	\$50,000	\$3,592,700

TEC Industrial was the low bidder. Based on our review of the bid documents and the bid amount, we would recommend award of the bid to TEC Industrial in the amount of \$2,508,812, provided that the amount is within the project budget. TEC is fully licensed with an unlimited amount of the type of work included in this project.

Please do not hesitate to contact us if you have any questions or need any additional information.

Sincerely,

Eric Goodman, P.E.
Senior Project Manager
CDM Smith Inc.





AGENDA ACTION FORM

Phase 5 Water System Improvements Award of Bid to Goins Rash Cain, Inc.

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-94-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: H. Clabaugh/P. Gilmer
 Presentation By: Ryan McReynolds

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened March 4, 2020 for Phase 5 Water System Improvements. This project consists of construction of approximately 12,098 LF of waterline, and all appurtenances to serve the Lower Fort Robinson, Gibson Mill Road, Roller Street, Sherwood Road, and Waverly Road areas. The project shall be completed in 365 calendar days.

City staff reviewed the bids and recommends awarding the contract to the apparent low bidder, Goins Rash Cain, Inc. in the amount of \$1,477,741.00.

Base Bid	\$1,477,741.00
Contingency 6%	88,664.46
Engineering Inspection & Admin 14%	<u>219,296.76</u>
Total Project Cost	\$1,785,702.22

Funding for this project is available and identified from Bond proceeds in WA1902.

Attachments:

1. Resolution
2. Bid Minutes
3. Location Map

Funding source appropriate and funds are available: *JM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *DW*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AWARDDING THE BID FOR THE PHASE 5
WATER SYSTEMS IMPROVEMENTS PROJECT TO GOINS
RASH CAIN, INC. AND AUTHORIZING THE MAYOR TO SIGN
AN AGREEMENT FOR THE SAME AND ALL DOCUMENTS
NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE
OF THE AGREEMENT

WHEREAS, bids were opened March 4, 2020, for the Phase 5 Water System Improvements project; and

WHEREAS, upon review of the bids, the board finds Goins Rash Cain, Inc. is the lowest responsible compliant bidder meeting specifications for the particular grade or class of material, work or service desired and is in the best interest and advantage to the city, and the City of Kingsport desires to enter into a contract for the improvements to the existing roadways, including construction of approximately 12,098 linear feet of waterline, and all appurtenances to serve the Lower Fort Robinson, Gibson Mill Road, Roller Street, Sherwood Road, and Waverly Road areas, with Goins Rash Cain, Inc. at an estimated construction cost of \$1,477,741.00; and

WHEREAS, funding is identified in project number WA1902.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the bid for the Phase 5 Water System Improvements Project, consisting of improvements to the existing roadways, including construction of approximately 12,098 linear feet of waterline, and all appurtenances to serve the Lower Fort Robinson, Gibson Mill Road, Roller Street, Sherwood Road, and Waverly Road areas, at an estimated cost of \$1,477,741.00 is awarded to Goins Rash Cain, Inc., and the mayor is authorized to execute an agreement for the same and all documents necessary and proper to effectuate the purpose of the agreement.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
March 4, 2020
4:00 P.M.

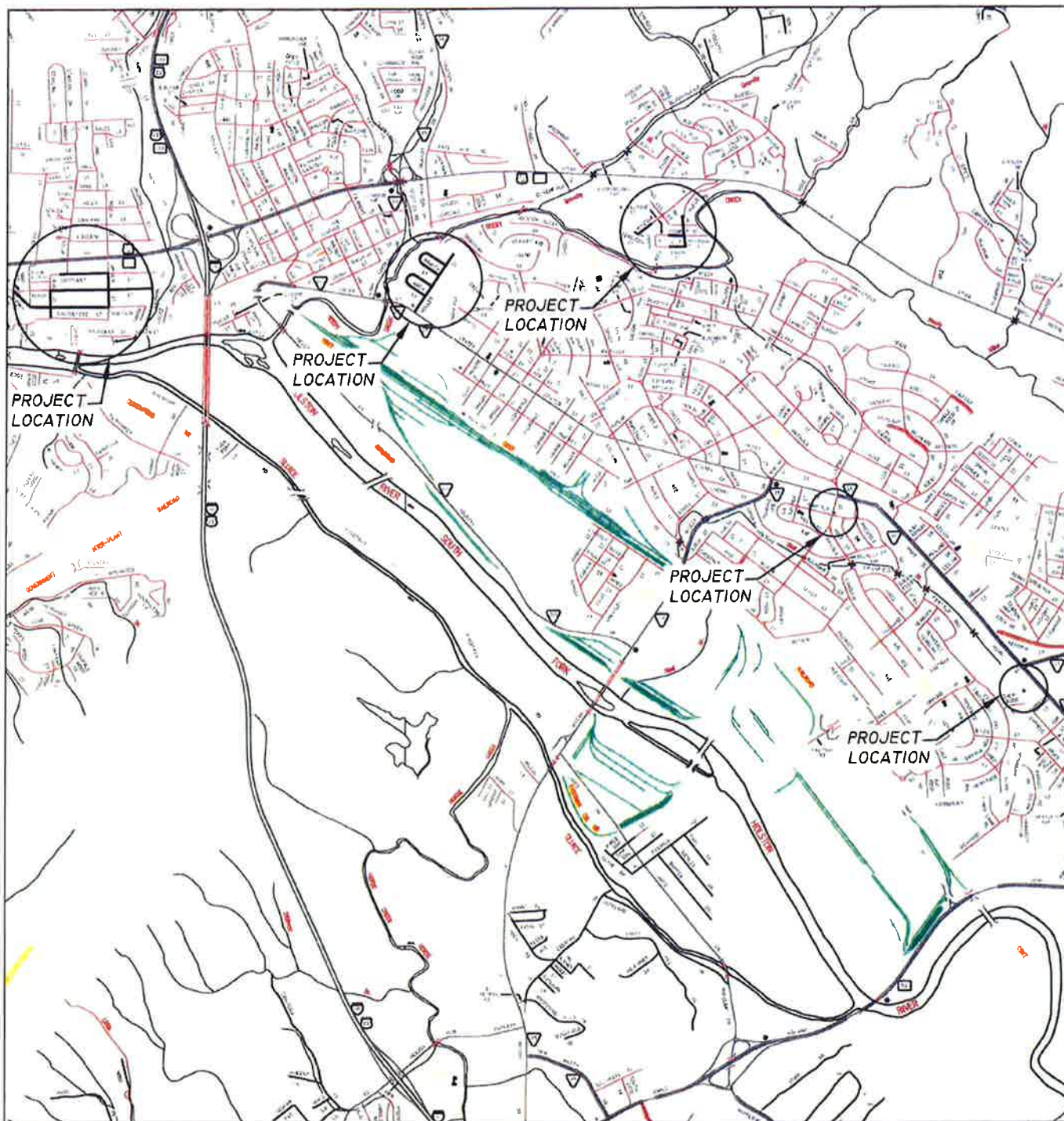
Present: Brent Morelock, Procurement Manager; Nikisha Eichmann, Assistant Procurement Manager; and Pamela Gilmer, Engineering Dept.

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

PHASE 5 WATER SYSTEM IMPROVEMENTS	
Vendor:	Total Cost:
King General Contractors, Inc.	\$1,906,455.72
Thomas Construction Co., Inc.	\$1,992,155.00
Glass Machinery & Excavation	\$2,099,980.11
Goins Rash Cain, Inc.	\$1,477,741.00
Merkle Bros. Construction	\$2,010,763.00

The submitted bids will be evaluated and a recommendation made at a later date.



PHASE 5 WATER SYSTEM IMPROVEMENTS PROJECT LOCATION MAP

2019-C15



AGENDA ACTION FORM

Renewing the Proposal for Concession Food Service Distributor for the Kingsport Aquatic Center to H.T. Hackney Company and B.K.T., Inc.

To: Board of Mayor and Aldermen
From: Chris McCart, City Manager *CM*

Action Form No.: AF-80-2020
Work Session: April 6, 2020
First Reading: N/A

Final Adoption: April 7, 2020
Staff Work By: Committee
Presentation By: Chris McCart

Recommendation:

Approve the Resolution

Executive Summary:

Proposals were opened on April 26, 2017 for a Concession Food Service Distributor at the Kingsport Aquatic Center. Proposals were solicited by publicly advertising in the Kingsport Times News on April 12, 2017 and by posting the solicitation on our website for 15 calendar days. Initial proposal terms awarded the contract for (1) year with a renewal option of (1) year increments.

Staff is proposing to the City to renew concession vendors, H.T. Hackney Company and B.K.T., Inc. for a period of one (1) year for the concession stand at the Kingsport Aquatic Center. Both of the vendors have provided service to the City within the terms of their contract over the past period, and it is staff's recommendation to renew the contract for another one (1) year period for various concessions items & equipment at the Kingsport Aquatic Center.

Concession items will be ordered on an as needed basis by the City. The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in (1) one year increments providing all terms, conditions, and costs are acceptable to both parties. The City reserves the right to re-bid at the end of any contract period.

Funding is identified in account # 41950225073190

It is staff's recommendation that the City accept the food service vendors as proposed.

Attachments:

1. Resolution

Funding source appropriate and funds are available: *JM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *JM*

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE RENEWAL OF THE
KINGSPORT AQUATIC CENTER CONCESSION FOOD
SERVICE DISTRIBUTOR CONTRACTS WITH H.T. HACKNEY
COMPANY AND B.K.T., INC.

WHEREAS, on May 15, 2017, the board approved contracts with H.T. Hackney Company and B.K.T., Inc. as the Concession Food Service Distributors at the Kingsport Aquatic Center; and

WHEREAS, the contracts with H.T. Hackney Company and B.K.T., Inc. for concession food service distribution at the Kingsport Aquatic Center were for a period of one (1) year, with a renewal option on an annual basis in (1) one year increments up to three (3) additional years; and

WHEREAS, staff recommends renewing the agreement for the period of one year; and

WHEREAS, concession items will be ordered on an as needed basis, and funding is identified in account # 41950225073190.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the renewal of the contracts with H.T. Hackney Company and B.K.T., Inc. as the Kingsport Aquatic Center concession food service distributors for a period of one year, is approved, and the city manager is authorized to execute purchase orders for the same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the citizens of the city.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY



AGENDA ACTION FORM

Apply for and Receive a Coronavirus Emergency Supplemental Funding Program Grant in the amount of \$75,845 from the U.S. Department of Justice for FY 2020

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *cm*

Action Form No.: AF-89-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Capt. Gore
 Presentation By: Chief Quillin

Recommendation:

Approve the Resolution.

Executive Summary:

The Kingsport Police Department has been notified that we are eligible to apply for a Coronavirus Emergency Supplemental Funding Program grant for FY 2020. The funding, in the amount of \$75,845 will be utilized to prevent, prepare for, and respond to the coronavirus.

There are no matching fund requirements.

Attachments:

1. Resolution
2. FY 2020 Coronavirus Emergency Supplemental Funding Program Solicitation

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL
DOCUMENTS NECESSARY AND PROPER TO APPLY FOR AND
RECEIVE A CORONAVIRUS EMERGENCY SUPPLEMENTAL
FUNDING PROGRAM GRANT FROM THE UNITED STATES
DEPARTMENT OF JUSTICE

WHEREAS, the city, through the Kingsport Police Department, would like to apply for a Coronavirus Emergency Supplemental Funding Program grant for FY 2020 through the United States Department of Justice, which will be utilized to prevent, prepare for, and respond to the coronavirus; and

WHEREAS, the maximum amount of the grant award is \$75,845.00 and requires no match.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, all documents necessary and proper to apply for and receive Coronavirus Emergency Supplemental Funding Program grant for FY 2020 through the United States Department of Justice in the amount of \$75,845.00 for the Kingsport Police Department, and does not require a match.

SECTION II. That the mayor is authorized to execute any and all documents including those necessary and proper to demonstrate the city's compliance with the grant requirements or its provisions necessary to effectuate the purpose of the grant or this resolution.

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the public.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation

CFDA #16.034

Solicitation Release Date: March 30, 2020

Application Deadline: 11:59 p.m. eastern time on May 29, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Coronavirus Emergency Supplemental Funding Program.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Eligibility

The following entities are eligible to apply:

- States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the Coronavirus Emergency Supplemental Funding (CESF) Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

The eligible allocations for the FY 2020 CESF Program can be found at:
<https://bj.a.ojp.gov/program/fy20-cesf-allocations>.

For the purposes of the CESF Program, please note the following:

- The term "states" includes the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa. (Throughout this solicitation, each reference to a "state" or "states" includes all 56 jurisdictions.)

- The term “units of local government” includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state, or a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.
- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact information

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including federal holidays

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the NCJRS Response Center contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen GMS Technical Issues” in the **How to Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirement of this solicitation, applicants may contact the NCJRS Response Center by telephone at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); by email at grants@ncjrs.gov; by fax to 301-240-5830; or by web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline details

Applicants must register in GMS at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time May 29, 2020.

For additional information, see the “How to Apply (GMS)” section in the [OJP Grant Application Resource Guide](#).

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Coronavirus Emergency Supplemental Funding Program Solicitation CFDA #16.034

A. Program Description

Overview

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

Statutory Authority: The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

Permissible uses of Funds

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Expenditures which require prior approval – There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide; however, the following items should be identified during application and appropriately justified as noted:

- **Individual items costing \$500,000 or more** – if the recipient intends to purchase an individual item that costs \$500,000 or more, those item(s) should be identified and thoroughly justified by the grantee and receive written prior approval from BJA post-award through the submission and approval of a Grant Adjustment Notice (GAN). Costs must be reasonable to receive approval.
- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)** – if the recipient requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained as outlined here: https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=22615. Documentation related to these purchases should be included with the application or the applicant must receive written prior approval from BJA post-award through the submission and approval of a GAN.

Draw-down – Consistent with the CESF Program's purposes, which involve assistance in responding to the present national emergency in connection with the coronavirus, OJP has determined that eligible states (or State Administering Agencies) or units of local government may draw down funds either in advance or on a reimbursable basis. To draw down in advance, funds must be placed in an interest-bearing account, unless one of the exceptions

in 2 C.F.R. § 200.305(b)(8) apply. This interest-bearing account must be dedicated specifically for the CESF Program award, and funds other awards or sources may not be commingled with the funds in the account established for the CESF Program award. It is not necessary that the interest-bearing account be a “trust fund.” For additional information, see [2 C.F.R. § 200.305](#).

Prohibition of supplanting – Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Limitation on direct administrative costs – Funds may not be used for direct administrative costs that exceed 10 percent of the total award amount.

B. Federal Award Information

Maximum number of awards BJA expects to make	1,873
Period of performance start date	January 20, 2020
Period of performance duration	2 years

Recipients have the option to request a one-time, up to 12-month extension. The extension must be requested via GMS no fewer than 30 days prior to the end of the performance period.

The expected eligible allocations for the FY 2020 CESF Program can be found at: <https://bja.ojp.gov/program/fy20-cesf-allocations>.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

Type of Award¹

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provision in the “Financial Information” section of the OJP Grant Application Resource Guide.

¹ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to carry out part of the funded award or program.

² The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Cost Sharing or Match Requirement

The CESF Program does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements. (This solicitation expressly modifies the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide by **not** incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not "[proceeding] to peer review"). The solicitation further expressly modifies the "Application Attachments" section of the OJP Grant Application Resource Guide by **not** incorporating the "Applicant Disclosure of Pending Applications," "Applicant Disclosure and Justification – DOJ High Risk Grantees," and "Research and Evaluation Independence and Integrity" provisions.)

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC-01-2018-OFFM.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.")

2. Program Narrative

Describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding and include a summary of the types of projects or items that will be funded over the 2-year grant period.

3. Budget Information and Associated Documentation

Please note that the budget narrative should include a full description of all costs, including administrative costs or indirect costs (if applicable).

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Information on proposed subawards” provision in the “Budget Preparation and Submission Information” section of the OJP Grant Application Resource Guide. Specifically, OJP is suspending the requirements for CESF grant recipients to receive prior approval (either at the time of award or through a Grant Adjustment Notice) before making subawards.

For additional information regarding subawards and authorizations, please refer to the subaward section in the [OJP Grant Application Resource Guide](#).

Please see the OJP Grant Application Resource Guide for information on the following:

4. Indirect Cost Rate Agreement (if applicable)

See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for information.

5. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

6. Disclosure of Lobbying Activities

How to Apply

An applicant must submit its application through [GMS](#), which provides support for the application, award, and management of awards at OJP. Find information, registration, and submission steps on how to apply in [GMS](#) in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the

integrity and performance system accessible through the System for Award Management (SAM) (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

[Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

In addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

[Information Technology \(IT\) Security Clauses](#)

General Information about [Post-Federal Award Reporting Requirements](#)

Any recipient of an award under this solicitation will be required to submit the following reports and data:

Required reports. Recipients typically must submit quarterly financial status reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements.

OJP may restrict access to award funds if a recipient of an OJP award fails to report in a timely manner.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2 of this solicitation.

For contact information for GMS, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

Appendix A: Application Checklist

Coronavirus Emergency Supplemental Funding Program: FY 2020 Solicitation

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- ☐ Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with GMS:

- ☐ For new users, acquire a GMS username and password* (see [OJP Grant Application Resource Guide](#))
- ☐ For existing users, check GMS username and password* to ensure account access (see [OJP Grant Application Resource Guide](#))
- ☐ Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- ☐ Search for and select correct funding opportunity in GMS (see [OJP Grant Application Resource Guide](#))
- ☐ Register by selecting the “Apply Online” button associated with the funding opportunity title (see [OJP Grant Application Resource Guide](#))
- ☐ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

If experiencing technical difficulties in GMS, contact the NCJRS Response Center (see page 2)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

- ☐ Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

The eligible allocations for the FY 2020 CESF Program can be found at:
<https://bja.ojp.gov/program/fy20-cesf-allocations>.

Eligibility Requirement:

States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the FY 2019 State and Local JAG Program will be eligible to apply under the CESF Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- ☐ Intergovernmental Review (see page 6)
- ☐ Program Narrative (see page 7)
- ☐ Budget Detail Worksheet (see page 7)
- ☐ Budget Narrative (see page 7)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 7)
- ☐ Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- ☐ Disclosure of Lobbying Activities ([SF-LLL](#)) (see [OJP Grant Application Resource Guide](#))



AGENDA ACTION FORM

Renewing the Award of the Bid for Unleaded Gasoline & Ultra-Low Sulfur Diesel

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-91-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Committee
 Presentation By: R. McReynolds, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on May 16, 2018 for the purchase of Unleaded Gasoline and Ultra-Low Sulfur Diesel for use by the City. The City's Invitation to Bid included a renewal option clause which allows the City to renew the award for an additional 12 month period if costs are acceptable to both parties with BMA approval. It is the recommendation of the Fleet Maintenance Manager and the Procurement Manager to extend the following fuel purchases for an additional 12 month period with no increase as follows:

Unleaded Gasoline – Mansfield Oil with a markup margin of .0562 above the daily average rack price per Petro-Scan, Knoxville, TN the day of delivery

Ultra-Low Sulfur Diesel – Petroleum Traders Corporation with a markup margin of .0541 above the daily average rack price per Petro-Scan, Knoxville, TN the day of delivery

The time frame for these renewals is July 1, 2020 through June 30, 2021.

Please see the attached documents for more information.

Funding is identified in various City and Schools accounts.

Attachments:

1. Resolutions
2. Bid Opening Minutes
3. Recommendation Memo & Renewal Letters

Funding source appropriate and funds are available: *JM*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *aw*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION RENEWING THE AWARD OF BID FOR PURCHASE OF UNLEADED GASOLINE FOR USE IN CITY EQUIPMENT AND VEHICLES TO MANSFIELD OIL COMPANY OF GAINESVILLE AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, bids were opened May 16, 2018, for the purchase of unleaded gasoline for use in city equipment and vehicles; and

WHEREAS, the specifications contained in the invitation to bid included a renewal option clause which enables the city to award the purchase on an annual basis in one year increments up to three years provided all terms, conditions, and costs are acceptable to both parties; and

WHEREAS, the city would like to renew the award of bid for the period of July 1, 2020, through June 30, 2021.

WHEREAS, funding is identified in various city and school accounts; and

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the renewal of the bid for purchase of unleaded gasoline for use in city equipment and vehicles, at cost plus \$.0562 per gallon mark-up margin above the daily average rack price per Petro Scan, Knoxville, Tennessee the day of delivery, by Mansfield Oil Company of Gainesville, is approved and the city manager is authorized to execute purchase orders for the same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION RENEWING THE AWARD OF BID FOR PURCHASE OF ULTRA LOW SULFUR DIESEL FUEL FOR USE IN CITY EQUIPMENT AND VEHICLES TO PETROLEUM TRADERS CORPORATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, bids were opened May 16, 2018, for the purchase of ultra-low sulfur diesel fuel for use in city equipment and vehicles; and

WHEREAS, the specifications contained in the invitation to bid included a renewal option clause which enables the city to award the purchase on an annual basis in one year increments up to three years provided all terms, conditions, and costs are acceptable to both parties; and

WHEREAS, the city would like to renew the award of bid for the period of July 1, 2020 through June 30, 2021.

WHEREAS, funding is identified in various city and school accounts; and

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the renewal of the bid for purchase of ultra-low sulfur diesel fuel for use in city equipment and vehicles, at cost plus \$.0541 per gallon mark-up margin above the daily average rack price per Petro Scan, Knoxville, Tennessee the day of delivery, by Petroleum Traders Corporation, is approved and the city manager is authorized to execute purchase orders for the same.

SECTION II. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the public.

SECTION III. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES
BID OPENING
May 16, 2018
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

UNLEADED GASOLINE			
Item:	Mansfield Oil Co.	RKA Petroleum Co.	Petroleum Traders Corp.
File Federal Tax Refund	Yes	Yes	Yes
Source of Fuel Supply	Knoxville, TN	Valero	Knoxville, TN
Anti-Knock Index	87 Octane	87	87
Mark-Up	\$0.0408	\$2.0784*	.0432

*Transport only, no Tank Wagon pricing available.

The submitted bids will be evaluated and a recommendation made at a later date.

MINUTES
BID OPENING
May 16, 2018
4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager

The Bid Opening was held in the Council Room, City Hall.

The Procurement Manager opened with the following bids:

ULTRA LOW SULFUR DIESEL FUEL		
Vendor:	Unit Cost Mark-Up:	Source of Fuel Supply:
Mansfield Oil Co.	\$0.0671	Knoxville, TN
RKA Petroleum Co.	\$2.2406*	Valero
Petroleum Traders Corp.	\$.0541	Knoxville, TN

*Transport only – no Tank Wagon pricing available.

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Date: March 31, 2020
Re: Ultra Low Sulfur Diesel and Gas Purchase Recommendation

This will confirm my review and recommendation to award the purchase contract for diesel and gasoline supply and delivery to the following company's since both companies have agreed to hold their pricing structure for the next fiscal year without an increase.

Mansfield Oil Company is recommended for the gasoline supply. Mansfield's service and fuel delivery times have met our expectations in the past and are expected to in the future.

Petroleum Traders is recommended for the diesel supply. Petroleum Traders service and fuel delivery times have met our expectations in the past and are expected to in the future.

Should you have any questions on this recommendation, please do not hesitate to contact me.

Thank you.



**PETROLEUM TRADERS
CORPORATION**

7120 Pointe Inverness Way
PO Box 2357
Fort Wayne, IN 46801-2357
(888) 637-7661

March 17, 2020

City of Kingsport
225 W Center St
Kingsport, TN 37660

Attention: Nikisha Eichmann

RE: Contract Renewal for Diesel Fuel

Dear Ms. Eichmann,

Petroleum Traders Corporation is in agreement to renew the contract with the city of Kingsport, TN for another year starting 7/1/2020- 6/30/2021. This contract is for ultra-low sulfur diesel to be priced \$+0.0541 over the A Knoxville, TN OPIS posting for the day of delivery.

Respectfully,

Gayle Newton
Contract Sales Manager



March 30, 2019

City of Kingsport
225 W. Center Street
Kingsport, TN 37660

Ms. Eichmann:

Mansfield Oil Company of Gainesville, Inc. would like to extend the current contract for another term to supply and delivery fuel to the City of Kingsport, TN.

According to the bid documents the current quoted pricing structure will remain the same for the extended contract period of 07/01/20 – 06/3021.

If you have any questions please do not hesitate to contact me.

Best Regards,

A handwritten signature in black ink, appearing to read 'Chris Carter', written over a horizontal line.

Chris Carter
Sr Manager,
Bids and Sales Analytics
mocbids@mansfieldoil.com



AGENDA ACTION FORM

Renewing the Award of the Bid for Propane & Propane Conversion Kits

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-92-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Committee
 Presentation By: R. McReynolds, S. Hightower

Recommendation:

Approve the Resolution.

Executive Summary:

Bids were opened on May 23, 2018 for the purchase of Propane which includes propane conversion kits for use by the City. The City's Invitation to Bid included a renewal option clause which allows the City to renew the award for an additional 12 month period if costs are acceptable to both parties with BMA approval. It is the recommendation of the Fleet Maintenance Manager and the Procurement Manager to extend the propane & propane conversion kits with Blossman Gas at \$.28 per gallon mark-up margin above the daily average rack price for Martin, TN per Lexington, SC the day of delivery.

The time frame for this renewal is July 1, 2020 through June 30, 2021.

Please see the attached documents for more information.

Funding is identified in various City and Schools accounts.

Attachments:

1. Resolution
2. Bid Opening Minutes
3. Recommendation Memo & Renewal Letters

Funding source appropriate and funds are available: *pm*

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: *pm*

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION RENEWING THE AWARD OF BID FOR PURCHASE OF PROPANE AUTO GAS AND PROPANE CONVERSION KITS FOR USE IN CITY EQUIPMENT FOR FISCAL YEAR 2020 TO BLOSSMAN GAS AND AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR THE SAME

WHEREAS, on May 23, 2018, bids were opened for propane auto gas and propane conversion kits on an as needed basis for use by all city departments and schools; and

WHEREAS, the bid for propane was awarded at a cost of \$0.28 per gallon mark-up margin above the daily average price, Martin, Tennessee, per Lexington, South Carolina; and

WHEREAS, the specifications contained in the invitation to bid included a renewal option clause which enables the city to award the purchase on for one year provided all terms, conditions, and costs are acceptable to both parties; and

WHEREAS, the city would like to renew the award of bid for the period of July 1, 2020, through June 30, 2021, and funding will be provided from various city and schools accounts; and

WHEREAS, the city would like to renew the bid for propane conversion kits from Blossman Gas on an as needed basis for the period of July 1, 2020, through June 30, 2021, for use by Fleet Maintenance; and

WHEREAS, funding will be provided from various city and schools accounts.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That the renewal of the bid for purchase of propane auto gas on an as needed basis for use by all city departments and schools to Blossman Gas is approved, and the city manager is authorized to execute purchase orders for the same.

SECTION II. That the renewal of the bid for purchase of propane conversion kits for the period of July 1, 2020, through June 30, 2021, for use by Fleet Maintenance and funding will be provided from various city and schools accounts to Blossman Gas is approved, and the city manager is authorized to execute purchase orders for the same

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort and prosperity of the public.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

MINUTES BID OPENING
May 23, 2018 - 4:00 P.M.

Present: Sandy Crawford, Procurement Manager; and Brent Morelock, Assistant Procurement Manager. The Bid Opening was held in the Council Room, City Hall. The Procurement Manager opened with the following bids:

PROPANE			
Items:	Marsh LP Gas	Blossman Gas	Heritage Propane
SOURCE OF FUEL SUPPLY	Lex. S.C.	Martin, TN per Lexington, SC	Apex North Carolina
MARK UP MARGIN FOR PROPANE	\$.25 per gallon	\$.28 per gallon	\$.495
AWARDED VENDOR MUST HAVE THE ABILITY TO SUPPLY EPA CERTIFIED PROPANE CONVERSION KITS FOR AUTOMOTIVE AND SMALL EQUIPMENT APPLICATIONS	Yes	Yes	No
IS THE PROPANE SUPPLIER WILLING TO ASSIST IN THE EXPANSION OF THE CITY OF KINGSFORT'S AUTO-GAS USAGE BY CONTRIBUTING \$_____ PER ADDITIONAL VEHICLE CONVERTED OR PURCHASED FOR AUTO GAS USE(LIMITED TO PREFERRED SUPPLIERS WHICH ARE PRINZ & ICOM):	\$0.00	Attachment "A" Blossman Gas and Alliance Autogas are strategic partners working together to provide a complete solution for your business needs. Alliance Autogas will provide an \$800.00 discount on the conversion system pricing listed above from July 1, 2018 – June 30, 2019 if you choose Blossman Gas as your sole propane provider during this timeframe. Note: If you were to purchase 25 systems during this fiscal year, then the \$800.00 savings per conversion kit would equate to a total savings of \$20,000.00 for the City of Kingsport. Yes	\$1,000.00 Yes
IS THE PROPANE SUPPLIER WILLING TO PROVIDE PREVENTIVE AND REACTIVE MAINTENANCE TO AUTO-GAS DISPENSING INFRASTRUCTURE?	No	Yes	Yes
IF SO, THERE WOULD BE A MINIMUM OF TWO (2) INSPECTIONS PER YEAR. PRICE PER INSPECTION FOR INFRASTRUCTURE SAFETY & PERFORMANCE INSPECTION		Free	\$0.00
HOURLY LABOR CHARGE FOR ADDITIONAL REPAIRS PER HOUR		Free	\$90.00
MARKUP % FOR NEEDED PARTS AND SUPPLIES FOR INFRASTRUCURE REPAIRS		10%	\$20.00

Items:	Marsh LP Gas	Blossman Gas	Heritage Propane
IS THE PROPANE SUPPLIER ABLE TO SUPPLY & PROVIDE PRICING FOR THE FOLLOWING EPA CERTIFIED CONVERSION SYSTEMS TO BE USED IN THE CITY OF KINGSFORT'S AUTO GAS PROGRAM?	Yes	Yes *See Attachment "A" above.	No We can assist with our contacts to get the best prices possible but would have to mark up if we are the middleman.
CONVERSION SYSTEM PRICING TO INCLUDE TANK:	Cost + Freight	Pricing below is with you all completing the installations.	
COST PER SYSTEM FOR HARD WIRED SYSTEMS (V-8 CHARGER) \$ _____ BRAND _____	Cost _____	\$4,900.00 Prins _____	
COST PER SYSTEM FOR PLUG AND PLAY V6/V8 (F-150, F-250, EXPLORER, ETC) \$ _____ BRAND _____	Cost _____	\$5,800.00 Prins _____	
COST PER SYSTEM FOR PLUG AND PLAY V10 (E-450/F4-750) \$ _____ BRAND _____	Cost _____	\$7,000.00 Prins _____	

The submitted bids will be evaluated and a recommendation made at a later date.



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Hightower, Fleet Manager
Date: March 31, 2020
Re: Propane Autogas and Conversion Kit Purchase Recommendation

This memo will confirm my review of the Blossman Gas offering to maintain current propane fuel and propane conversion kit pricing for the upcoming FY20-21 year. I am recommending that Kingsport extend the purchase contract for propane auto gas fuel supply and delivery and propane conversion kits to Blossman Gas.

Blossman Gas service, fuel delivery times and infrastructure support have met our expectations in the past and are expected to in the future.

Should you have any questions on this recommendation, please do not hesitate to contact me.

Thank you.



March 24, 2020

City of Kingsport

Procurement Department

225 W. Center Street

Kingsport, TN

Re: Propane AutoGas Contract

We appreciate being a service provider for the City of Kingsport and your AutoGas Program. We would like to accept the opportunity to renew the current Propane AutoGas Contract with the City of Kingsport.

With the dates of: July 1, 2020 – June 30, 2021

Thank you for this opportunity and please contact us if you have any questions.

Best regards,

Rodney Markham

Blossman Gas



AGENDA ACTION FORM

Amend the ESS Southeast LLC. Substitute Staffing Services Contract Kingsport City Schools

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager

Action Form No.: AF-93-2020
Work Session: April 6, 2020
First Reading: N/A

Final Adoption: April 7, 2020
Staff Work By: Committee
Presentation By: David Frye, Jennifer Guthrie

Recommendation:

Approve the Resolution.

Executive Summary:

The City of Kingsport Board of Mayor and Aldermen approved the resolution to enter into an agreement the ESS Southeast, LLC for Substitute Staffing Services on January 21, 2020. Kingsport City Schools Human Resource Department has been working with ESS Southeast, LLC to provide staffing services for the school district. ESS Southeast, LLC specializes in providing qualified staff for positions such as substitute Teachers, and other school support staff for daily, long-term and permanent assignments.

Kingsport City Schools recently had a need for substitute staffing services from two (2) new staffing classifications, the Paraprofessional and Secretarial that were not included in Exhibit A of the executed ESS Southeast LLC. Substitute Staffing Services agreement.

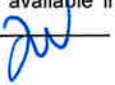
Kingsport City Schools Human Resources Department is now requesting the Board of Mayor and Aldermen approve the resolution and execute Amendment 1, to include the two (2) new classifications Paraprofessional and Secretarial to Exhibit A in the service agreement with ESS Southeast, LLC.

The cost of these services will come from school budget funds in account #141-7150-711.03-99 Contracted Services.

Attachments:

1. Resolution
2. Amendment 1 ESS Southeast, LLC

Funding source appropriate and funds are available: 

The money required for such contract, agreement, obligation or expenditure is in the treasury or safely assured to be forthcoming and available in time to comply with or meet such contract, agreement, obligation or expenditure: 

	Y	N	O
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AMENDMENT NUMBER 1 TO THE
SUBSTITUTE STAFFING SERVICES AGREEMENT WITH ESS
SOUTHEAST, LLC FOR KINGSPORT CITY SCHOOLS;
AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT
AND ALL OTHER DOCUMENTS NECESSARY AND PROPER TO
EFFECTUATE THE PURPOSE OF THE AMENDMENT

WHEREAS, on January 21, 2020, the board approved a resolution authorizing the mayor to sign a staffing services agreement with ESS Southeast, LLC for Substitute Staffing Services for the School System; and

WHEREAS, the contract has since changed which requires the ESS Southeast LLC agreement to be revised to include two (2) additional classification rates, Paraprofessional and Secretarial to Exhibit A of the agreement; and

WHEREAS, the annual cost estimate for the contract will remain \$170,000.00 and will be paid by school budget funds in account# 141-7150-711.03-99 Contracted Services.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That Amendment Number 1 to the agreement with ESS Southeast, LLC is approved.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized to execute, in a form approved by the city attorney, and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, an Amendment Number 1 to the agreement with ESS Southeast, LLC and all other documents necessary and proper to effectuate the purpose of the agreement or this resolution, said amendment being generally as follows:

AMENDMENT NUMBER 1

Amendment Number 1 to the Services Agreement effective January 21, 2020 between ESS Southeast, LLC and the City of Kingsport for its Kingsport City Schools for Substitute Staffing Services.

Exhibit A

Two (2) additional Substitute Classification positions are added in Exhibit A;

- Paraprofessional, Pay Rate \$8.00 per hour, Bill Rate \$10.32 per hour, Lunch Rules: No Deduction; and
- Secretarial, Pay Rate \$15.79 per hour, Bill Rate \$20.37 per hour;

All other provisions of the Agreement shall remain in full force and effect during the term of the agreement effective January 21, 2020.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION II. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the amendment set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION III. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the citizens of the city.

SECTION IV. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

ADDENDUM NUMBER 1

This is an Addendum to the Agreement between the **City of Kingsport for its Kingsport City Schools** (hereinafter referred to as "LEA" for Local Education Agency) and **ESS Southeast, LLC** (the "Company") for the services of Substitute Teachers and Staff:

The parties hereby agree to modify the Agreement as follows:

1. Effective February 17, 2020 the following positions and rates are added in Exhibit A:

Substitute Classifications	Pay Rate	Bill Rate	Rules
Paraprofessional	\$8.00 per hour	\$10.32 per hour	Lunch Rules: No deduction
Secretarial	\$15.79 per hour	\$20.37 per hour	

2. All other provisions of the Agreement shall remain in full force and effect during the term of the Agreement Effective January 21, 2020.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

**City of Kingsport for its
Kingsport City Schools**

ESS Southeast, LLC.

By _____
Signature

By _____

Name and Title

W. Andrew Hall, Executive V.P.

Date _____

Date _____



AGENDA ACTION FORM

Accept Addendum to Partnership Grant from Tennessee Arts Commission

To: Board of Mayor and Aldermen
 From: Chris McCartt, City Manager *CM*

Action Form No.: AF-84-2020
 Work Session: April 6, 2020
 First Reading: N/A

Final Adoption: April 7, 2020
 Staff Work By: Hannah Powell
 Presentation By: Chris McCartt

Recommendation:

Approve the Resolution.

Executive Summary:

An addendum to the Partnership Grant awarded To the Office of Cultural Arts by the Tennessee Arts Commission for 2019-2020. This is TN Arts One-Time COVID-19 Non-Matching Supplement Notice for Fiscal Year 2020 Application# 31625-08158, Partnership Support (PS). No matching funds are required for this additional \$5000 operating funds support from the State.

Attachments:

1. Resolution
2. Original Grant Application
3. Addendum

	<u>Y</u>	<u>N</u>	<u>O</u>
Adler	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—

RESOLUTION NO. _____

A RESOLUTION APPROVING AMENDMENT ONE TO GRANT
CONTRACT 31625-08158 WITH THE TENNESSEE ARTS
COMMISSION AND AUTHORIZING THE MAYOR TO EXECUTE
THE AGREEMENT AND ALL OTHER DOCUMENTS
NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE
OF THE AGREEMENT

WHEREAS, in January, 2019, the board approved the application and receipt of a partnership grant through the Cultural Arts Division from the Tennessee Arts Commission; and

WHEREAS, the grant was awarded in the amount of \$9,000.00 to assist in promoting cultural activities including public art and community engagement; and

WHEREAS, in support of public health efforts to contain the COVID-19 virus, Tennessee's arts and culture nonprofits are restricting programming with resulting significant revenue reductions; and

WHEREAS, the Tennessee Arts Commission has allocated one-time additional funds in the amount of \$5,000.00 for partnership support.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That Amendment One to Grant Contract 31625-08158 with the Tennessee Arts Commission allocating one-time additional \$5,000.00 funds with no match required.

SECTION II. That the mayor, or in his absence, incapacity, or failure to act, the vice-mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Section 10 of the Charter of the City of Kingsport, Amendment One to Grant Contract 31625-08158 with the Tennessee Arts Commission and all other documents necessary and proper, and to take such acts as necessary, to effectuate the purpose of the agreement or this resolution, said agreement being as follows:

AMENDMENT ONE
OF GRANT CONTRACT 31625-08158

WHEREAS, on March 12, 2020, Governor Bill Lee issued Executive Order No. 14 to facilitate treatment and containment of COVID-19 and specified that "vulnerable populations should stay home where possible and avoid large gatherings or locations where they are more likely to contract the virus," and

WHEREAS, in support of public health efforts to contain the virus, Tennessee's arts and culture nonprofits are restricting programming with resulting significant revenue reductions, and

WHEREAS, ninety-two (92) nonprofit organizations identified as the backbone of Tennessee's arts and culture infrastructure receive operating support in adjudicated grant categories from the Tennessee Arts Commission; and

WHEREAS, the Tennessee Arts Commission is authorized by the Central Procurement Office under Delegated Grant Authority 61600 to determine grant award funding for adjudicated grant categories based on staff recommendations reflecting merit rankings of Advisory Panels and the anticipated available funds for grant purposes; and

WHEREAS, the Tennessee Arts Commission voted on March 10, 2020 and March 21, 2020 to reallocate unobligated grant funds, resulting from grant cancellations and other factors, as a one-time supplement for these 92 key arts and culture nonprofits; and

WHEREAS, the source of the unobligated grant funds is from one-time *non-recurring* funds and this highly unusual one-time supplement is unlikely to be repeated in future years;

NOW THEREFORE, this Grant Contract Amendment is made and entered by and between the State of Tennessee, Tennessee Arts Commission, hereinafter referred to as the "State" and City of Kingsport Office of Cultural Arts, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract section C.1 is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Fourteen Thousand Dollars (\$14,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated hereto as Attachment A, shall constitute the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

2. Grant Contract Attachment A is deleted in its entirety and replaced with the new attachment A attached hereto.

3. Grant Contract section A.3. is deleted in its entirety and replaced with the following:

A.3. Encouraged (not required) use of Tennessee Arts Commission logo and guidance on Specialty License Plate Program promotions. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee are encouraged to include the Tennessee Arts Commission logo image supplied by the State at <http://tnartscommission.org/about-us/tennessee-arts-commission-brand/logos/>. Guidelines for proper usage of the Commission logo can be found at <http://tnartscommission.org/about-us/tennessee-arts-commission-brand/brand-guidelines/>

In addition, the Grantee is strongly encouraged to incorporate elements from the Specialty License Plate Communications toolkit in agency communications including print advertising, websites, e-letters, social media, press releases, talking points and/or other mechanisms as may be determined effective by the Grantee. The toolkit can be found at <http://tnspecialtyplates.org/partners/arts-plates/>. If needed, the login password is tnspecialtyplates.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective once all required approvals are obtained. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

[Acknowledgements Deleted for Inclusion in this Resolution]

SECTION III. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the agreement set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION IV. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the citizens of the city.

SECTION V. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 7th day of April, 2020.

PATRICK W. SHULL, MAYOR

ATTEST:

SIDNEY H. COX, CITY RECORDER

APPROVED AS TO FORM:

J. MICHAEL BILLINGSLEY, CITY ATTORNEY

Annual Grant
Partnership Support FY 2020

City of Kingsport Office of Cultural Arts
G-1901-08158 | \$14,000.00

Annual Partnership Support

Status: Active Grant

If you receive a generic compliance warning and cannot identify missing information, check for **REQUIRED DOCUMENTS** near the bottom of your application.

▼ APPLICANT PROFILE

When you are editing the form, remember to click the Save button before navigating away—the form will not auto-save.

Fields marked with an asterisk* are required.

*Fiscal Year:	2020
*Grant Category:	Partnership Support
*Is this your first time applying for Commission Funds?	No
*Are you applying as:	Entity of Government
Organization Name:	City of Kingsport Office of Cultural Arts
Primary Contact:	Beth Estep
Primary Signatory:	Pat Shull

▼ SAVE APPLICATION

After filling out the "Applicant Profile" section, make note of your application number (example: A-1610-01021, A-1611-01101, etc.) and save the application. You may then select the EDIT button at the top of the screen and continue filling out the application.

Save your work frequently! If you leave this page, this application may be found in your grantee portal under the "Draft Applications" link on the navigation menu to your left. You may select your application, click the EDIT button, and continue filling it out.

When you are editing the form, remember to click the "Save" button before navigating away. The form will not auto-save. **Fields marked with an asterisk* are required.**

▼ PROJECT/PROGRAM DESCRIPTION

***Project Title:** Annual Partnership Support

***Funding Description:**

General Operating Support for the Kingsport Office of Cultural Arts which manages cultural spaces, public art and provides creative programming for the City of Kingsport, Tennessee.

Date(s) of Project Activity (must be between July 1, 2019 and June 15, 2020)

***Project Start Date:** 7/1/2019

***Project End Date:** 6/15/2020

***Number of days the project activity will occur:** 365

***Estimated Number of Adults Engaged:** 130339

***Estimated Number of Youth Engaged:** 86892

***Estimated Number of Total Individuals Engaged:** 217231

Media organization or media based project? No

***Estimated Number of Artists Participating:** 75

% who are children (under 18): 40%

% who are people of color: 15%

% who are living in rural communities or isolated settings: 30%

% who are people with disabilities: 20%

% who are senior citizens (65 and over): 55%

Proposed Project Accessibility Statement

The Commission is committed to providing access to the arts for traditionally underserved artists and constituents, including people of color, people with disabilities, children, people living in rural communities or isolated settings, and senior citizens. In the space provided, indicate efforts made by your organization to include underserved artists and audiences in your proposed project/programming.

:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Kingsport will not discriminate against qualified individuals with disabilities on the basis of disability in the city's services, programs, or activities.

See full statement here: <https://www.kingsporttn.gov/city-of-kingsport-accessibility-statement/>

The Office of Cultural Arts takes care when programming to address our underserved constituents. The City of Kingsport has programmed to support diversity through the presentation of specific exhibits and through work with minority and international organizations. Past programming has included artist residencies in the school environment. All programs can be accommodated for deaf or hard of hearing and those with mobility challenges.

▼ Project Discipline Item Details

***Project Discipline:** 14 Multidisciplinary

***Type of Activity:** Institution/organization support - 11

*Strategic Outcome:	Livability: American Communities are Strengthened Through the Arts.
*Arts Education:	50% or more of this project's activities are arts education directed to: adult learners (including teachers and artists)

▼ NARRATIVE INFORMATION

*ACTIVITIES

Explain all activities for the fiscal year for which funding is requested. Include information about planning procedures and accessibility. What goals do you wish to accomplish? You will be asked to report outcomes if awarded funding.

Activities Narrative:

The Office of Cultural Arts manages **Cultural Spaces**, the city's **Public Art Program**, and provides **Community Engagement and Economic Development** through the arts.

Cultural Spaces – The Office of Cultural Arts manages the **Renaissance Center**, the **Farmers Market**, and the **Kingsport Carousel**. The use of these spaces by the public includes passive and programmed activities.

Renaissance Center is a three story, multi-use community center that is home to the Kingsport Senior Center as well as the Kingsport Art Guild, Kingsport Theatre Guild, Suzuki Talent Education Association, and Symphony of the Mountains. The Renaissance Center also has a gallery, and theater. The Renaissance Center also has several meeting rooms available to the public at a low cost for business or birthday rentals. The Renaissance Theatre is home to the Kingsport Theatre Guild who provide 8 community productions each year. The theatre features 245 seats with theatrical lighting/fly space and two ample green rooms with bathrooms.

Annually, OCA also presents programs for the public such as the Tri-Cities Civil War Round Table presentations during Fun Fest, Air Force Band, Various Recitals including groups represented by the Tennessee Presenters Corporation of which Kingsport Office of Cultural Arts is a member. Since 1980 the Kingsport Office of Cultural Arts also presents 'Christmas Connection', a holiday arts and crafts show featuring 65 local and regional artists and providing them an audience of over 3,000 individuals over a 3 day show.

The **Farmers Market** is a 9,500 sq ft clerestory building of the former Kingsport Press that is actively used by local and regional farmers May- October on Wednesday and Saturdays. The City of Kingsport programs music and cooking demonstrations on Saturdays in June. The Farmers Market is also available for rental to the public and is home to city-wide festivals such as Racks by the Tracks and the Halloween Bash. The Farmers Market is co-located with the Kingsport Carousel and Park.

The **Kingsport Carousel** is a 1956 vintage Herschel Carousel that was opened to the public in 2015 after 300 volunteers (and 700 sponsors) came together to hand-carve and hand paint 32 carousel animals and 2 chariots as well as many other details to create a one-of-a-kind amusement ride. Over 250,000 riders from all over the world have enjoyed the carousel to date. Birthdays and Special Events can be scheduled at the Carousel. The Office of Cultural Arts also produces programming at the Carousel and the adjacent Carousel Studio including art classes, carving classes and annually hosts a festival for the Carousel's Birthday in July each year.

In 2006, the Board of Mayor and Aldermen of the City of Kingsport approved an ordinance for establishing a Public Art Program including a percent for art (.75% of a capital improvement project up to a maximum of \$75,000 per project) and establishing an appointed Committee – the Public Art Committee that advises the Board of Mayor and Aldermen on public art and advocates for art in the Kingsport community.

The first project of the Public Art Committee was to host an 11 month exhibition of sculpture in 2007. The **Sculpture Walk** was very successful. Tours were held periodically throughout the year. The private sector also responded to the Sculpture Walk and in the first year over \$50,000 was gifted to the City of Kingsport to purchase 4 pieces from the Sculpture Walk. This began the City of Kingsport's permanent public art collection. The Sculpture Walk has continued annually through 2017 hosting a total of over 90 different artists from all over the US. The tradition of purchasing art found in an exhibit has continued and to date the City of Kingsport has over 16 pieces of sculpture that were purchased through the Sculpture Walk Exhibition.

In 2018, it was time to add a new twist to the Sculpture Walk. Artists this year have been asked to have an expanded interaction with the community by providing a public lecture/talk as well as a hands-on workshop in addition to

installing two pieces in our community – one piece in the downtown area and one piece in a neighborhood setting or park.

Art in Public Places – Since 2007, OCA has regularly scheduled artists in public places. City Hall Lobby is a key area for reaching all kinds of people – many of whom will not frequent an art gallery. Art is hung for a minimum of two weeks and is selected through application process with OCA. Likewise, the Renaissance Center Hallways City Hall, Renaissance Center Atrium Gallery are regularly programmed with art from the community. Artists are selected from an open call, juried by the staff of the Office of Cultural Arts and presented without fee. Artwork can be purchased without commission from any public gallery.

More recently, OCA has claimed additional non-traditional spaces for art. Outdoor large format vinyl murals make a significant statement. In 2017, OCA partnered with the Downtown Kingsport Association as well as Eastman Foundation to present Angelica Dass' *Humanae*. The 20x55 foot banner was placed on the side of the State Theater and featured portraits of 100 people demonstrating the beauty and diversity of human skin tone. International and TED-talk artist Angelica Dass came to Kingsport to see the installation after a series of videos produced in Kingsport touched her heart.

In early 2019, OCA will install *Silent Skies* in partnership with Artists for Conservation. *Silent Skies* is a mural that depicts 678 endangered birds by 160 artists from 15 different countries. The original mural was debuted in August 2018 in Vancouver. Local Kingsport artist Suzanne Barrett Justis has contributed 3 portraits. Kingsport is a bird sanctuary and 'Birdwatchers' is part of the City's permanent public art collection.

In the Fall of 2017, the Office of Cultural Arts commissioned artist Charlie Brouwer to activate the community and to collaborate in building a structure made of borrowed ladders. The ladders leaned on each other as they rose into the sky on the lawn of the Renaissance Center – a beautiful illustration that the community can come together and support each other's hopes and dreams and rise together.

Percent for Art – Since 2007 the City of Kingsport has had a 'Percent for Art' ordinance which designates .75% of a Capital Improvement Project or up to \$75,000 per project be set aside for Public Art. Since the initial approval of Percent for Art, public art has been added to The Center for Higher Education, the Municipal Parking Garage, VO Dobbins, St. Community Center, The Aquatic Center, The Kingsport Public Library, Meadowview Conference Center. The next opportunity for art in a capital project will be the City's new Transit Center providing a central location for bus transportation for the community.

Community Engagement and Economic Development through the Arts –

The Carousel Studio (located upstairs at the Carousel) continues the hand-made tradition of the Carousel by offering classes in basket making, wood carving, and painting. In 2019, OCA plans to encourage resident artists program co-located with the Carousel and in the studio – a more intentional effort to have art-making on site – especially with so many annual visitors -- and available as an additional benefit to visiting the Carousel.

Office of Cultural Arts has also nurtured several start-up businesses. In 2014, as an effort to promote the final stages of effort associated with the Kingsport Carousel, OCA opened the Flying Pig Gallery as a pop-up store. Volunteers loved the idea so much they kept the gallery going for three years as Art in the Heart Gallery and then last year transitioned to an artist co-op called "Impressions Fine Art Gallery" which will enter its second year of operations in January 2019.

In March 2019, the Board of Mayor and Aldermen asked Engage Kingsport and the Office of Cultural Arts to nurture a new effort to establish a Maker space. With grant funding from the City of Kingsport over \$190,000 have been invested in the renovation of a city building and \$80,000 worth of tools for a wood working shop/metal shop and 3-d printer/computer lab. The makerspace called 'The Inventor Center' will open to the public in January 2019 with a grand opening in March 2019. All artists, artisans, entrepreneurs and craftsmen will be encouraged to participate as members of this unique space. OCA with Engage Kingsport will nurture this new venture until 2021 when a new non-profit organization called Model City Makers takes the helm and begins operation of the sustainable venture. The Inventor Center will address 6 main groups including craftsmen and artists. OCA will hire instructors in a variety of media to offer classes through the Inventor Center. All artists participating in the Sculpture Walk will be asked to prepare a hands-on workshop that can be offered to the public.

***PARTNERSHIPS**

Describe how your organization utilizes public and private partnerships and the value of these partnerships to the community.

Partnerships Narrative:

Resident arts groups of the Renaissance Center include Symphony of the Mountains, Kingsport Art Guild, Kingsport Theatre Guild and Suzuki Talent Education of Appalachia. All of these organizations produce their own programs and

collaborate with the Office of Cultural Arts for use of the building. The staff of the Office of Cultural Arts serves to connect the community at large with these arts organizations and other creative activities of the city, including other arts organizations such as Kingsport Ballet and non-arts organizations such as the Kingsport Chamber of Commerce.

East Tennessee Foundation has awarded a two year grant to the Kingsport Office of Cultural Arts to support the artist workshops and lectures associated with the Sculpture Walk.

OCA staff works in tandem with Engage Kingsport, a private non-profit organization, to reach out into the community and activate participation in the arts. Engage Kingsport is governed by an active board of directors and serves to facilitate the efforts of OCA and provide advocacy for the arts in the Kingsport Community.

In 2018, in partnership with the City's Storm Water Department, five local artists were selected to paint storm drains in the Downtown Kingsport. These whimsical installations encourage the understanding of keeping debris out of storm water drains which flow directly to rivers and can have a profound impact on the environment.

The Office of Cultural Arts works closely with Downtown Kingsport Association to provide public art programming in the central business area. This includes the 12th annual Sculpture Walk scheduled for FY20. A minimum of 6 outdoor contemporary sculptures will be selected through an open call by a contracted juror to be exhibited in Downtown Kingsport.

OCA works across municipal boundaries as opportunities present and has partnered with the Mary B. Martin School of Arts (Johnson City) and Birthplace of Country Music (Bristol) to access and present programming in our region.

OCA works with the Community and Public Relations Department of Eastman Chemical Company to understand the needs of this Fortune 300 company - one of Tennessee's largest employers. Through this partnership OCA has been able to present such exhibits as *Humanae: The Beauty of Human Skin* tone and to host its artist Angelica Dass. OCA has also programmed in the 1600 seat Eastman Auditorium for TN Presenter Block Booking such as the Blind Boys of Alabama.

***COMMUNITY SERVED**

Describe the community that your organization serves.

Community Served Narrative:

Kingsport serves a rural population that includes people that live in Hawkins and Hancock counties, and also nearby Virginia counties such as Scott, Lee, Wise and Russell. There is a long-standing tradition of these southwest Virginia populations coming to Kingsport for retail and entertainment. Kingsport has a population of just over 50,000 and was founded as a modern industrial community. Industry continues to dominate the landscape but there is a new understanding of the creative and educational resources of the employees of this industry and a desire to harness those resources to develop new products or businesses through entrepreneurial pathways.

The county and region lacks diversity with almost 90% population self-identified as white. Median household income is less than the state average and 5 of 6 elementary schools and 1 of 2 middle schools qualify for federal funding under the Title I definition for disadvantaged students.

The Office of Cultural Arts responds to the community by providing cultural experiences that enrich the lives of citizens. Many of the programs are specifically designed to provide access to diversity in thought and experience that might not otherwise be available.

***EVALUATION**

Explain how you will evaluate the success of the project or program(s) for which you are requesting funds and the value it adds to the community being served. Be Specific. You will be asked to report on the outcomes if awarded funding.

Evaluation Narrative:

Any program of the Office of Cultural Arts begins with Citizen Input. This input can come informally through a direct request from the public or through a survey initiated by the Office of Cultural Arts. All programs are reviewed periodically or after an event. Attendance and Financial information are key indicators of success. Participant enrichment or experience is also key. A questionnaire is prepared before the event and administered at or after the event to assess participant experience. Engage Kingsport and the Public Art Committee – both organizations who assist the Office of Cultural Arts review programming of other cities and communities and provide input on initiating new programs.

▼ FINANCIAL INFORMATION

▼ THREE-YEAR CASH OPERATING BUDGET HISTORY

Year 1: Fiscal Year 2018

(Most Recently Completed Fiscal Year)

Cash Only

Revenues: \$220,949.00**Expenses:** \$220,949.00**Year 2: Fiscal Year 2019**

(Current Fiscal Year)

Cash Only

Expenses: \$218,189.00**Revenues:** \$218,189.00**Year 3: Fiscal Year 2020**

(Projected Fiscal Year)

Cash Only

Expenses: \$235,369.88**Revenues:** \$235,369.88**Variation Explanation**

Explain any variation of 10% or more between the current fiscal year and your most recently completed fiscal year.

:

Bonnie Macdonald, director of the Office of Cultural Arts will retire in January 2019 after 14 years of service to the City of Kingsport. The job will be filled and the salary is likely to be at the bottom of the range.

Deficit Explanation

If last fiscal year expenses are greater than income, provide an explanation of: (a) How the shortfall was covered?

(b) What caused the shortfall and your organization's efforts to prevent its recurrence?

:

▼ PROJECTED PROJECT EXPENSES

***Amount of Your Grant Request:** \$26,513.88

	Applicant Cash Participation	Commission Funds Requested
I.A. Permanent Staff - Administrative	\$151,814.00	

	Applicant Cash Participation	Commission Funds Requested
1.B. Permanent Staff - Artistic		
1.C. Permanent Staff - Technical/Production		
2.A. Contracted Fees and Services - Administrative		
2.B. Contracted Fees and Services - Artistic	\$59,987.88	
2.C. Contracted Fees and Services - Technical/Production		
2.D. Contracted Fees and Services - Other		
3. Accessibility		
4. Space Rental		
5. Travel		
6. Marketing		
7. Remaining Operating Expenses	\$23,568.00	
8. Capital Expenditure/Equipment Acquisitions (if allowed by category)		
9. Other		
10. Total Cash Expenses	\$235,369.88	\$0.00

In the text box below, enter an explanation for any expenses you listed on a line item either in the "Applicant Cash Participation" or "Commission Funds Requested" columns above. See Expense and Income Definitions in the Document Library for reference.

Explanation(s):

OCA Staffing, Building Management, Landlord to Arts tenants, Marketing for OCA and area art organizations, Producing programming including Public Art. Presenting of visual artists as well as program artists. Support of instructors for new maker space called 'Inventor Center'.

***Verify the total Project Cash Expenses:** \$235,369.88

Enter the amount of your total project cash expenses. This number should equal the sum of the total "Applicant Cash Participation" and the total "Commission Funds Requested" amounts from line 10 in the table above.

▼ PROJECTED PROJECT INCOME

	Amount
11. Earned Income - Admissions	\$92,000.00
12. Earned Income - Contract Services	
13. Earned Income - Other	
14. Contributions - Corporate	
15. Contributions - Foundation	
16. Contributions - Individual/Other Private	
17. Government Support - Federal	
18. Government Support - State/Regional (Exclude this request)	
19. Government Support - City/County	\$116,856.00
20. Existing Funds	

Amount

21. Other:

22. Total Applicant Cash Income

\$208,856.00

In the text box below, enter an explanation for any income you listed above. See Expense and Income Definitions in the Document Library for reference.

Explanation:

Annually the Office of Cultural Arts generates earned revenue through program admission, room/event rental and carousel ticket sales. The Office of Cultural Arts also received annual support from the general fund of the City of Kingsport through property and sales tax collection.

This number should equal the total from line 22 above

***Verify the total Applicant Cash Income** \$208,856.00
above:

+ **Amount Requested:** \$26,513.88

The Amount Requested will prepopulate from above data after you save your application.

Total Projected Project Income below should equal Total Applicant Cash Income + Amount Requested

***Total Projected Project Income:** \$235,369.88

▼ In-Kind Contributions

In-Kind Contribution Total: \$112,400.00

In-Kind Contribution Summary:

In FY18, 120 volunteers contributed approximately 5,800 hours to programs associated with the Office of Cultural Arts. These programs included operating the Carousel, Public Art Projects such as the Sentinel Sculpture at the Veterans Memorial Park, working to develop a makerspace called Inventor Center. These volunteer numbers also include time donated by our Board of Mayor and Aldermen appointed Public Art Committee as well as our volunteer board of directors at Engage Kingsport.

▼ REQUIRED DOCUMENTS

Document types listed here are required for this application category. To upload documents, click the plus button next to the document type. Then click the "Add Files" button. Browse to the file and click "Open." Click the "Start Upload" button. When the upload is 100% completed, click the 'x' at the top right corner to close the document upload window. Once uploaded, the document will no longer be listed here, AND will appear at the bottom of the application in the "Required Documents" section.

Required Documents

Long Range Plan / Strategic Plan

Proof of Specialty License Plate

DOCUMENTS

DOCUMENTS



8158 Kingsport PS executed.pdf

External Contract

Added by Carol White at 1:24 PM on June 25, 2019



Grant_CITY-OF-KINGSPORT-CAFR-FY2018-FINAL-REDUCED.pdf

Financial Audit and Management Letter

Added by Beth Estep at 3:48 PM on February 20, 2019



auditresponse.pdf

Audit Response

Added by Beth Estep at 3:37 PM on February 20, 2019



CAFR FY18.pdf

Financial Audit and Management Letter

Added by Bonnie Macdonald at 3:22 PM on January 11, 2019



List of KeyStaff.doc

Bios & Job Descriptions

Added by Bonnie Macdonald at 2:36 PM on January 9, 2019



4Capture.JPG

Proof of Arts Advocacy

Added by Bonnie Macdonald at 2:35 PM on January 9, 2019



3Capture.JPG

Proof of Arts Advocacy

Added by Bonnie Macdonald at 2:35 PM on January 9, 2019



2Capture.JPG

Proof of Arts Advocacy

Added by Bonnie Macdonald at 2:35 PM on January 9, 2019



1Capture.JPG

Proof of Arts Advocacy

Added by Bonnie Macdonald at 2:34 PM on January 9, 2019



1Arts Table.jpg

Proof of Arts Advocacy

Added by Bonnie Macdonald at 2:34 PM on January 9, 2019

Optional Material Link(s):

<https://www.youtube.com/watch?v=A18n3SYnPXc&t=21s>
<https://festival.artistsforconservation.org/project/silent-skies>
<https://www.youtube.com/watch?v=KDfMzB7Evbc>
<https://www.kingsporttn.gov/check-out-the-new-art-downtown/>

ORGANIZATION DOCUMENTS



04- Title VI Policy.pdf

Title VI Complaint Procedures

Added by Hannah Powell at 3:00 PM on December 11, 2019



36 - Language Assistance Policy.pdf

LEP Policy

Added by Hannah Powell at 3:00 PM on December 11, 2019



TitleVI_CertificationForm_FY2020.pdf

2020 Title VI Training Certification

Added by Hannah Powell at 2:39 PM on December 11, 2019



TitleVI_FY19CertificationForm.pdf

2019 Title VI Training Certification

Added by Beth Estep at 9:42 AM on January 9, 2019



AEP5Celebration.JPG

Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebratesKTG.JPG

Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebrateOCA.EK.JPG

Other Document

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018

If you have submitted an application before through this online grants system, the organization documents you uploaded with previous requests will display in the "Organization Documents" section above. When submitting a new application, verify that the organization documents uploaded are the most recent versions. If not, please include the most recent versions before submitting. Do not delete prior versions.

▼ ORGANIZATION INFORMATION

TO ALL APPLICANTS

As part of the application submission process, we require you to complete your organization profile as well as your application. The organization information below is from your organization profile. If any information is incorrect, please modify your organization profile.

Website: www.engagekingsport.com

Phone: 423-392-8416

Voice/TDD:

Applicant Status: 08 Government - Municipal

Applicant Institution: 15 Arts Center

Applicant Discipline: 14 Multidisciplinary

Accessibility Coordinator Name: George DeCroes

Title: Director of Human Resources

Email Address: ADAcontact@KingsportTN.gov

Federal 9-Digit EIN (Organization): 62-6000323

DUNS Number (Organization): 079027579

Organizational Fiscal Year End Date (Organization): June 30

Physical/Mailing Street Address: 1200 East Center Street

Physical/Mailing City: Kingsport

Physical/Mailing State: Tennessee

Physical/Mailing 9-Digit Zip: 37660-4958

Physical/Mailing County: Sullivan

US House Congressional District Number: 1st

Tennessee Senate District Number: 4

Tennessee House District Number: 2

Mission Statement: The Office of Cultural Arts is dedicated to cultivating cultural assets and promoting them as vehicles for economic and community development.

Underserved Statement: The Office of Cultural Arts actively seeks to engage those members of our community who are underserved. We provide art instruction at free or little cost to youth of our area through strategic partnerships with organizations who serve those communities. We give tours of the Sculpture Walk and visits to the Carousel and Carving Studio to students in our Title I schools. We encourage and make accommodations for visits to the Carousel and Carving Studio to people with disabilities and special needs classes.

Arts Advocacy Statement: The Arts are essential to a well rounded and fully developed community and personal life. The arts are included as the apex of the Hierarchy of Needs as listed in the State of the City and ONEKingsport Strategic Planning document. The Office of Cultural Arts seeks to encourage participation in creative activities as well as act as a resource to organizations seeking to enhance their contribution to our community.

Specialty License Plate & Gift-A-Tag Voucher Program Statement: Gift a Tag fliers are included in all purchase at the Carousel Gift Shop and Art in the Heart Gallery. All Staff and Board of Directors are encouraged to purchase specialty license plates. Door Prizes at sponsored concerts regularly include a Gift-A-Tag voucher purchased by OCA so that a lucky audience member can upgrade their existing tag to a specialty. During the holiday season, social media sponsored posts include the suggestion that a great gift would be a specialty license plate voucher.

Board Information

For 501(c)(3) organizations only; using the organization's current list of governing board of directors submitted with this application, supply the correct information.

Organization Demographic: White

Number of individuals serving on the board: 7

Length of board member term (in years): 3

Maximum number of consecutive terms:

Number of times per year the full board meets: 12

Demographic Information

TN County: Sullivan

Children (Under 18)	21%
People Living In Rural or Isolated Settings	26%
People Living with Disabilities	20%
People of Color	4%

Senior Citizen

19%

Board of Directors**Children (Under 18)****People Living In Rural or Isolated Settings****People Living with Disabilities**

28%

People of Color**Senior Citizen**

43%

Organization Staff**Children (Under 18)****People Living In Rural or Isolated Settings**

25%

People Living with Disabilities

25%

People of Color**Senior Citizen**

25%

▼ CONTACT INFORMATION**TO ALL APPLICANTS**

As part of the application submission process, we require you to complete your People Profile as well as your application. The contact information below is from your People Profile. If any information is incorrect, please modify your People Profile, found on the left-hand menu under Users.

Contact Title: Cultural Arts Program Leader**Contact Name:** Beth Estep**Contact Email Address:** bethestep@kingsporttn.gov**Contact Phone Number:** 423-392-8415**Contact Home Number:****▼ ASSURANCES**

The applicant assures the Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project or program.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take

any measures necessary to comply.

Application will not be accepted without TWO original signatures. Signatures cannot be from the same person.

Chief Authorizing Official (Chair or President of the Board)

***Name and Title:** John Clark, Mayor City of Kingsport, Tennessee

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

***I certify:** Yes

Project/Program Director

***Name and Title:** Bonnie Macdonald, Director Kingsport Office of Cultural Arts

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

***I certify:** Yes

Note: If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Project Director of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.

Powell, Hannah

From: Estep, Beth
Sent: Thursday, March 26, 2020 11:58 AM
To: Powell, Hannah
Subject: FW: TN Arts One-Time COVID-19 Non-Matching Supplement Notice for Fiscal Year 2020 Application# 31625-08158, Partnership Support (PS).

From: TN Arts Commission [mailto:do-not-reply.grants07-us-east-1@fluxx.io]
Sent: Wednesday, March 25, 2020 12:56 PM
To: Estep, Beth <BethEstep@KingsportTN.gov>
Subject: TN Arts One-Time COVID-19 Non-Matching Supplement Notice for Fiscal Year 2020 Application# 31625-08158, Partnership Support (PS).

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

to:bethestep@kingsporttn.gov

Dear Beth Estep,

As Tennesseans address unprecedented COVID-19 challenges, the TN Arts Commission is rapidly assessing how we can best help arts and cultural organizations that we rely upon to deliver services to our citizens.

We have heard from the field about the huge impact caused by cancellations, postponements and closures. The arts sector is susceptible to the challenges of this time and we stand with you as you make incredibly difficult decisions about your programming and services.

In light of recent events, staff has recommended and the TN Arts Commission board has approved the re-allocation of FY2020 funds as a One-Time COVID-19 Non-Matching Supplement to current FY2020 operating support recipients, including Major Cultural Institutions and Partnership Support grants. This One-Time COVID-19 Non-Matching Supplement is being offered because of the current COVID-19 state of emergency and this resulting increase to your current grant award should not be expected in future years.

I am pleased to inform you that the Tennessee Arts Commission has amended the contract for City of Kingsport Office of Cultural Arts to include a One-Time COVID-19 Non-Matching Supplement of \$5,000.00. This would increase your original FY2020 award from \$9,000.00 to \$14,000.00 for the above referenced FY2020 application. Only the original amount of your award, \$9,000.00 will require documentation of matching funds.

To accept this One-Time COVID-19 Non-Matching Supplement and manage your grant:

1. **Sign Contract Amendment 1 in DocuSign:** A contract amendment will be generated that adds this One-Time COVID-19 Non-Matching Supplement to your previous FY2020 award and an email from DocuSign will be sent to the **primary signatory listed on your application as John Clark. If this name is incorrect, please contact vickie.mcpherson@tn.gov with the correct name and email.** Please review the contract and budget for the One-Time COVID-19 Non-Matching Supplement. Again, should

you have questions, please contact staff. **The primary signatory of your organization must respond to the DocuSign email referencing this request with an electronic signature as soon as possible.**

Upon countersignature of the contract by the Tennessee Arts Commission, an executed copy will be forwarded to the signatory and uploaded for reference in the document section of the online grant record. FYI, to generate the amendment document, your program director will edit your original revised budget to include the additional one-time, non-matching supplement in the state budget line item with the largest amount in the original revised budget.

To Request Funds:

Please follow the directions that are appropriate for your organization's situation to request your funds.

1. FY2020 Grant evaluation and RFF has not been submitted

Request Funds and Close Your Grant:

- As always, your organization must document the entire original grant award and match on the annual grant itemized expenditure sheet when submitting your evaluation.
- **You will also need to include documentation of the One-Time COVID-19 Non-Matching Supplement. You are not required to document a match for the supplement amount.**

2. FY2020 Grant evaluation and RFF- Closeout has been submitted and approved

Since your organization has already closed out your FY2020 grant:

- TN Arts Staff
 1. will change your Annual Final Evaluation to the Sent Back State. You will find it in your grant portal under GRANTS MANAGMENT> Changes Requested.
 2. will provide a new RFF-"2nd Request of 3, OR Supplement" in your grant portal under GRANTS MANAGEMENT>Reports Due.
- Grantee
 1. uploads new additional Annual Grant Itemized Expenditure sheet listing additional expenditures for the amount of the supplement only into the Annual Final Evaluation. Update Final Expenses data to reflect the new total. Save, and resubmit the Annual Final Evaluation.
 2. Open new RFF. Edit. Change version to "2nd Request of 3, OR Supplement". Save. Edit. Fill in financial section to include your supplement amount. Save and submit the RFF

[See the Manage Your Grant section here for standard close out guidance.](#) All final evaluations resubmission deadlines are June 15, 2020. Of course, grantees may want to close out earlier for cash flow purposes. **You are encouraged to close out your grant early. If at all possible, do not wait until the end of the fiscal year to close out your grant.**


Finally, conversations are taking place between service organizations and policymakers at local and national levels to support the inclusion of the arts sector in stimulus and relief programs. To support this work, data will be important. Please respond to any local arts council or national surveys, including [Americans for the Arts](#). Any data you can track on reduced services and revenue and increased expenses caused by COVID-19 going forward will be helpful.

We have no doubt that Tennessee values the arts and we are confident that together we can get past this stressful and scary time to emerge stronger and more vibrant than ever.

Sincerely,
Anne B. Pope
Executive Director



GRANT AMENDMENT

Agency Tracking # 31625-08158	Edison ID	Contract # Pursuant to DG 61600	Amendment # 1		
Contractor Legal Entity Name City of Kingsport Office of Cultural Arts			Edison Vendor ID 1562		
Amendment Purpose & Effect(s) To add funds:COVID-19					
Amendment Changes Contract End Date: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		End Date: 6/30/2020			
TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):			\$5,000.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2020	\$14,000.00		0.00	0.00	\$14,000.00
TOTAL:	\$14,000.00		0.00	0.00	\$14,000.00
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. 					CPO USE
Speed Chart (optional) CV63999		Account Code (optional) 71302000			

**AMENDMENT ONE
OF GRANT CONTRACT 31625-08158**

WHEREAS, on March 12, 2020, Governor Bill Lee issued Executive Order No. 14 to facilitate treatment and containment of COVID-19 and specified that "vulnerable populations should stay home where possible and avoid large gatherings or locations where they are more likely to contract the virus," and

WHEREAS, in support of public health efforts to contain the virus, Tennessee's arts and culture nonprofits are restricting programming with resulting significant revenue reductions, and

WHEREAS, ninety-two (92) nonprofit organizations identified as the backbone of Tennessee's arts and culture infrastructure receive operating support in adjudicated grant categories from the Tennessee Arts Commission; and

WHEREAS, the Tennessee Arts Commission is authorized by the Central Procurement Office under Delegated Grant Authority 61600 to determine grant award funding for adjudicated grant categories based on staff recommendations reflecting merit rankings of Advisory Panels and the anticipated available funds for grant purposes; and

WHEREAS, the Tennessee Arts Commission voted on March 10, 2020 and March 21, 2020 to reallocate unobligated grant funds, resulting from grant cancelations and other factors, as a one-time supplement for these 92 key arts and culture nonprofits; and

WHEREAS, the source of the unobligated grant funds is from one-time *non-recurring* funds and this highly unusual one-time supplement is unlikely to be repeated in future years;

NOW THEREFORE, this Grant Contract Amendment is made and entered by and between the State of Tennessee, Tennessee Arts Commission, hereinafter referred to as the "State" and City of Kingsport Office of Cultural Arts, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract section C.1 is deleted in its entirety and replaced with the following:
 - C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Fourteen Thousand Dollars (\$14,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated hereto as Attachment A, shall constitute the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
2. Grant Contract Attachment A is deleted in its entirety and replaced with the new attachment A attached hereto.
3. Grant Contract section A.3. is deleted in its entirety and replaced with the following:
 - A.3. Encouraged (not required) use of Tennessee Arts Commission logo and guidance on Specialty License Plate Program promotions. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee are encouraged to include the Tennessee Arts Commission logo image supplied by the State at <http://tnartscommission.org/about-us/tennessee-arts-commission-brand/logos/>. Guidelines for proper usage of the Commission logo can be found at <http://tnartscommission.org/about-us/tennessee-arts-commission-brand/brand-guidelines/>

In addition, the Grantee is strongly encouraged to incorporate elements from the Specialty License Plate Communications toolkit in agency communications including print advertising,

websites, e-letters, social media, press releases, talking points and/or other mechanisms as may be determined effective by the Grantee. The toolkit can be found at <http://tnspecialtyplates.org/partners/arts-plates/>. If needed, the login password is tnspecialtyplates.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective once all required approvals are obtained. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

City of Kingsport Office of Cultural Arts:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE ARTS COMMISSION:

ANNE B. POPE, EXECUTIVE DIRECTOR

DATE

ATTACHMENT A

GRANT BUDGET				
Arts Program Categorical Grants - Partnership Support (PS)				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 7/1/2019 END: 6/30/2020				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$14,000.00	\$9,000.00	\$23,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	\$14,000.00	\$9,000.00	\$23,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Professional fees as detailed in application narrative	\$14,000.00
TOTAL	\$14,000.00