

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE DIRECTOR OF THE PARKS AND FACILITIES MANAGEMENT DIVISION OF PUBLIC WORKS TO ENTER INTO A PARTNERSHIP AGREEMENT WITH FIRST THINGS FIRST FOR THE PERIOD OF JUNE 1, 2013 TO JUNE 1, 2014 DURING WHICH TIME FIRST THINGS FIRST WILL HOST FOUR (4) SCHEDULED EVENTS AT COOLIDGE PARK WITH AN ESTIMATED VALUE OF SIXTY-NINE THOUSAND DOLLARS (\$69,000.00) AND THE CITY WILL PROVIDE TWO (2) PARK RANGERS AND TWO (2) CREW WORKERS WITH AN ESTIMATED VALUE OF THREE HUNDRED SEVENTY DOLLARS (\$370.00), FOR A TOTAL PARTNERSHIP VALUE OF SIXTY-NINE THOUSAND THREE HUNDRED SEVENTY DOLLARS (\$69,370.00).

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, it is hereby authorizing the Director of the Parks and Facilities Management Division of Public Works to enter into a partnership agreement with First Things First for the period of June 1, 2013 to June 1, 2014 during which time First Things First will host four (4) scheduled events at Coolidge Park with an estimated value of \$69,000.00 and the City will provide two (2) park rangers and two (2) crew workers with an estimated value of \$370.00, for a total partnership value of \$69,370.00.

ADOPTED: \_\_\_\_\_, 2013.

/mms

# City of Chattanooga



## Resolution/Ordinance Request Form

Date Prepared: May 22, 2013

Preparer: Glenn Sheppard

Department: Public Works

Brief Description of Purpose for Resolution/Ordinance: \_\_\_\_\_

Res./Ord. # \_\_\_\_\_

Council District # \_\_\_\_\_

A resolution is needed authorizing the Director of Parks & Facilities Management Division of Public Works to enter into a partnership agreement with First Things First for the period June 1, 2013 to June 1, 2014 during which time First Things First will host four scheduled events at Coolidge Park.

Name of Vendor/Contractor/Grant, etc. First Things First  
Total project cost \$ 69,990.00  
Total City of Chattanooga Portion \$ \_\_\_\_\_  
City Amount Funded \$ 370.00  
New City Funding Required \$ \_\_\_\_\_  
City's Match Percentage % \_\_\_\_\_

New Contract/Project? (Yes or No) \_\_\_\_\_  
Funds Budgeted? (YES or NO) \_\_\_\_\_  
Provide Fund \_\_\_\_\_  
Provide Cost Center \_\_\_\_\_  
Proposed Funding Source if not budgeted \_\_\_\_\_  
Grant Period (if applicable) \_\_\_\_\_

### List all other funding sources and amount for each contributor.

Amount(s)  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Grantor(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Grant Number \_\_\_\_\_

CFDA Number if known \_\_\_\_\_

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by: \_\_\_\_\_

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09

**CITY OF CHATTANOOGA PARKS & RECREATION  
PARTNERSHIP AGREEMENT**

THE FOLLOWING ORGANIZATION IS ENTERING INTO AN AGREEMENT WITH THE DEPARTMENT OF PARKS AND RECREATION:

**I. First Things First**

\_\_\_\_\_  
Organization Name

Contact Person: Andrea Lyons

Phone: 423-267-5383

Fax: 423-267-8876

Address: 620 Lindsay Street, Suite 100

City: Chattanooga

State: TN

Zip Code: 37403

**II. LOCATION OF PROJECT/PROGRAM**

Venue: Coolidge Park

Address: \_\_\_\_\_

**III. TERM OF AGREEMENT**

Start date: June 1, 2013

End date: June 1, 2014

RE-EVALUATION DATE: February 1, 2014

**IV. PUBLIC SERVED (TARGET MARKET) BY PROJECT/PROGRAM**

Families (parents & children together)   x   Yes        No

Age Group (check all that apply)

  x   Youth (17 and under)

  x   Young Adult (18-24)

  x   Baby Boomer (25-50)

  x   Senior (50 & over)




**VII. DOLLAR VALUE OF CONTRIBUTIONS**

<b>Park &amp; Recreation Dollar Value Contribution</b>		
<b>Personnel Services (staff consulting, labor, volunteer time, etc.</b>	<b>Date of Contribution</b>	<b>Dollar Value</b>
Full time staff time 2 @ \$ 25 /hour x 4		200.00
Seasonal staff time 2@ \$ 15 /hour x 4		120.00
Volunteer time @ \$ /hour		
Electricity for event-estimated per show		50.00
Supplies/Materials/Items (Consumable)--none		
Equipment (Non-Consumable)--none		
Facilities—Coolidge Park		
Other		
Cash Commitment	Date Committed	Cash Amount
<b>Total Parks &amp; Recreation Contribution</b>	<b>Grand Total</b>	<b>370.00</b>
	(Cash & Dollar Value)	

**VIII. COMMUNITY PARTNER DOLLAR VALUE CONTRIBUTION**

<b>Personnel Services (staff consulting, labor, volunteer time, etc.</b>	<b>Date of Contribution</b>	<b>Dollar Value</b>
	July 6, 13, 20 & 27	
Full time staff time @ \$ /hour		\$10,000
Seasonal staff time @ \$ /hour Security (nightly)		3,850
Volunteer time @ \$ 20.00 /hour	10-15 each night	1,200
Supplies/Materials/Items (Consumable)		
Movies, Marketing (Billboards, Comcast, Times Free Press, Sunny 92.3 FM), Ambulance		45,940
Equipment (Non-Consumable)		
Facilities		

Other		
Cash Commitment	Date Committed	Cash Amount
Total Community Partner Contribution	Grand Total	
	(Cash + Dollar Value)	\$60,990

**IX. EXPECTED REVENUE**

Projected revenue to be kept for Parks and Recreation None-Free Community Event

Projected revenue to be kept for Community Partner None-Free Community Event

**X. ONGOING COMMUNICATION**

Both Parties agree to communicate in the following way: Email and site coordination

At the following intervals: Minimum of one week prior to each event

**XI. INSURANCE**

Complete the insurance information requested below in effect for this Agreement

**XII. PARK AND RECREATION DEPARTMENT CITY LIABILITY PROVISION:**

The City maintains a self-funded insurance plan under the provisions of the Tennessee Governmental Tort Liability Act, T.C.A. 29-20-201, et seq., which established the limits of liability for governmental entities in the State of Tennessee

Special Event Insurance offered: N/A

Who is covered: \_\_\_\_\_

Limits & Limitations: \_\_\_\_\_

**COMMUNITY PARTNER** (Insurance policies must name the City of Chattanooga as a Co-Insured Party)

Type of Insurance offered: Liability \$1,000,000/3,000,000-city named as Co-insured

Limits & Limitations: see attached

**XIII. AGREEMENT TERMS**

**Both Parties agree to the following:**

- The intent of this agreement is to build and document a mutually beneficial partnership between the Department of Parks and Recreation and its partners.
- The projected dollar values of the services contributed are accurate.
- This agreement may be terminated by either party with seven (7) days written notice.
- The staff and personnel involved will at all times represent both parties in this partnership in a professional manner, and reflect the commitment of both parties in quality services and customer satisfaction.
- The commitment of personnel, facilities, supplies/materials, and cash will be honored according to the timetable agreed upon by both parties.

**COMMUNITY PARTNER SIGNATURE**

Andrea Lyons

Title: Director of Marketing

Date: 5/16/13

**PARKS & RECREATION SIGNATURE**

[Signature]

Director of Parks

5-20-13

**Form content and provisions approved by Chattanooga City Attorney's office on**

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