

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF YOUTH AND FAMILY DEVELOPMENT TO ENTER INTO A PARTNERSHIP AGREEMENT WITH THE CHATTANOOGA HOUSING AUTHORITY (CHA) FOR THE USE OF THE CROMWELL CENTER LOCATED AT 3940 CAMELLIA DRIVE IN THE CITY OF CHATTANOOGA.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Administrator of the Department of Youth and Family Development is hereby authorized to enter into a Partnership Agreement with the Chattanooga Housing Authority (CHA) for the use of the Cromwell Center located at 3940 Camellia Drive in the City of Chattanooga.

ADOPTED: _____, 2014.

/mem

City of Chattanooga



Resolution/Ordinance Request Form

Date Prepared: 04/14/14

Preparer: Carla Johnson

Department: Youth & Family Development

Brief Description of Purpose for Resolution/Ordinance:

Res./Ord. # _____ Council District # _____

Authorization for the Administrator of the Department of Youth and Family Development to enter into a partnership agreement with the Chattanooga Housing Authority (CHA) for the use of the Cromwell Center located at 3940 Camellia Drive in the City of Chattanooga.

Name of Vendor/Contractor/Grant, etc. _____ CHA
Total project cost \$ _____ None
Total City of Chattanooga Portion \$ _____ None
City Amount Funded \$ _____ None
New City Funding Required \$ _____ None
City's Match Percentage % _____ None

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)

See attached "Memorandum of Understanding".

Approved by: _____

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

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

Revised: October, 2011

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CHATTANOOGA HOUSING AUTHORITY AND
THE CITY OF CHATTANOOGA DEPARTMENT OF YOUTH AND FAMILY DEVELOPMENT**

This Memorandum of Understanding ("Agreement") is made between the Chattanooga Housing Authority ("CHA") and the City of Chattanooga Department of Youth and Family Development ("the City") on this 31st day of March, 2014.

WHEREAS, the CHA is the sole owner of the gymnasium ("the Site") located at 3940 Camellia Drive, in the City of Chattanooga on the grounds of the Cromwell Hills Apartments ("Cromwell"); and

WHEREAS, the City desires to operate programs for youth, young adults and families at the Site for the benefit of youth, young adults and families residing at Cromwell, as well as other residents who reside in CHA public housing communities; and

WHEREAS, the parties are desirous of entering into an agreement setting forth in writing the obligations and responsibilities of each party relating to the facility and operations.

NOW THEREFORE, In consideration of the promises, covenants and releases set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the following:

1. CHA Premises. The CHA agrees to provide use of the Site to the City, subject to the following:
 - a. The Site will be made available during the following days and times:
 - i. During the school year (as recognized by the Hamilton County Department of Education ("HCDE")), between the hours of 11:30 a.m. and 8:00 p.m.; and
 - ii. During the summer (as recognized by the HCDE), between the hours of 9:00 a.m. and 9:00 p.m.
 - iii. On Saturdays throughout the year between the hours of 10:00 a.m. and 6:30 p.m.
 - b. The Site will be closed on all holidays recognized by the City of Chattanooga.
 - c. The Site will be closed when Hamilton County Schools are closed due to inclement weather.
 - d. The cost of using the Site will be \$0.00.
2. City Services. The City agrees to provide the following services at the Site:
 - a. Support services for youth development programs, including one direct support staff for the summer day camp and for the afterschool enrichment program.
 - b. Support staff for a teen leadership program.
 - c. Direct lead and support staff for sports and recreation.
 - d. Transportation for field trips and special events for the summer day camp.
3. Care of the Site and Site Property. The parties agree to care for the Site and Site Property as follows:
 - a. The CHA will:

- i. Provide all internal and external maintenance and upkeep of the facility, including adequate supplies related to the facility (e.g. toilet paper, paper towels, handsoap, etc.) The CHA will make any repairs to the facility as required by reasonable wear and tear.
 - ii. Provide lawn care of the Site Property.
 - b. The City will:
 - i. Provide a roving crew to perform daily cleaning services at the Site.
 - ii. Maintain all areas and equipment in a sanitary and safe manner.
 - iii. Assume responsibility for cleaning and buffing floors.
 - iii. Not damage any part of the Site or Site Property and pay the actual costs for damage done to the Site or Site Property (beyond normal wear and tear) by any person under the City's control or supervision.
 - iv. Not place any sign on the Site or Site Property except that which the CHA has first approved in writing.
- 4. CHA's Obligations.
 - a. The CHA will maintain all utilities for the facility including electricity, water, sewer, and gas.
 - b. The CHA will work with the City through its Public Safety Department and the Chattanooga Police Department to address any crime-related issues that may arise during the term of this Agreement.
- 5. The City's Obligations.
 - a. The City agrees to use the Site only for the purposes outlined in this Agreement. The City is responsible for oversight of the facility during the hours of operation.
 - b. All equipment, fixtures, books or property of any nature kept or used at the Site shall be at the sole risk and responsibility of the City, and the CHA shall in no way be responsible for any loss or damage to same.
 - c. The City will indemnify, defend and hold harmless the CHA, its officers, employees, Commissioners and assigns for any and all claims, causes of action, demands, liabilities and costs, including reasonable attorney's fees, that may arise as a result of any programming provided under this Agreement, with the exception of any claims arising as a result of the sole negligence of the CHA. Nothing contained herein shall waive the CHA's status as a governmental body in general or under the terms of the Tennessee Governmental Tort Liability Act.
 - d. The City shall provide to the CHA written confirmation that any City personnel or contract employees working at the Site with children under the age of eighteen (18) have passed a criminal history screening check as required by the City's personnel or other policies.
 - e. The City shall be responsible for the training of any City employees, volunteers or contract employees who will provide programming/oversight at the Site.
 - f. The City will comply with all applicable laws, including common law, ordinances or regulations of any governmental body having jurisdiction over the Site or Site Property, and conform to all reasonable rules and regulations which the CHA may establish.

- g. The City will provide a written report each month to the CHA's Resident Service Director detailing the programming activities and the number of people served. The reporting format shall be mutually agreed upon by the parties.
6. CHA's Use of the Site. The City and the CHA acknowledge that from time to time the Site may be needed for other CHA and/or resident activities. The City agrees that upon adequate notification by the CHA of the need for use of the Site during times when it is not being used by the City, the City will move equipment and other items to the maximum extent possible to accommodate the need for the space by other parties.
7. Insurance. The parties acknowledge that the City is self-insured in accordance with the Tennessee Governmental Tort Liability Act, which establishes the limits of liability for governmental entities in the State of Tennessee, and will, therefore, not be required to maintain general liability insurance. The City will deliver to the CHA a copy of its Certificate of Self Insurance at the time of execution of this Agreement.
8. Assignment and Subletting; Independent Contractors. The City shall not assign or sublet its interest in the Site without the prior written consent of the CHA. The parties hereto acknowledge that the City and the CHA are independent contractors.
9. Right to Entry. The CHA shall have the right to enter the Site at all reasonable times and in reasonable manner for the purpose of examining the Site and making repairs or improvements to either the Site or to utility lines or other facilities of the building or to install such lines or facilities. The City shall, upon the discovery of any defect in or injury to the Site, or any need of repairs, promptly report the same to the Site Property Manager in writing, specifying such defects. There shall be no allowance to City and no liability on the part of the CHA by reason of inconvenience, annoyance or injury to business arising from the reasonable making of any repairs, alterations, additions, or improvements in or to any portion of the Site or in or to the fixtures, appurtenances and equipment thereof. The privilege of adequate notice shall be extended.

The CHA shall be allowed to take all material into and upon the Site that may be required for repairs or alterations (but only as or when needed for immediate use) without the same constituting an eviction of the City in whole or in part while such repairs or alterations are being made, to prevent loss or interruption of the operations of the CHA.

10. Notice to Terminate. This Agreement and all services to be rendered hereunder may be terminated at any time by either party with or without cause, by giving the other party thirty (30) days written notice of such termination. In the event such termination is made for cause, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination. "Cause" is defined as the willful or grossly negligent failure of either party to comply substantially with the terms of this Agreement. The written notice of cancellation shall be addressed to the following:

- Executive Director, Chattanooga Housing Authority, 801 North Holtzclaw Avenue, Chattanooga, Tennessee 37404
- City of Chattanooga Youth and Family Development, 1102 South Watkins Street, Chattanooga, Tennessee 37404

11. Term; Effective Date. The City shall surrender the premises at the end of the term of this Agreement in good order and condition except for reasonable wear and tear. The Agreement shall become effective upon the date of execution by the City and CHA. The term of this Agreement shall be for a one-year period and shall be renewed at the discretion of the CHA.

IN WITNESS THEREOF, the Parties have caused this Agreement to be signed and executed by its responsible and duly constituted officers, and this Agreement to be dated the 31st day of March, 2014.

CHATTANOOGA HOUSING AUTHORITY

By: Elizabeth F. McCright
Elizabeth F. McCright, Executive Director

CITY OF CHATTANOOGA YOUTH AND FAMILY DEVELOPMENT

By: Lurone Jennings
Lurone Jennings, Administrator