

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

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CHATTANOOGA HOUSING AUTHORITY AND THE CITY OF CHATTANOOGA DEPARTMENT OF YOUTH AND FAMILY DEVELOPMENT FOR THE USE OF THE SHEILA JENNINGS WELLNESS CENTER LOCATED AT 1201 POPLAR STREET ON THE GROUNDS OF THE POPLAR STREET APARTMENTS, FOR A TERM ENDING MARCH 30, 2018, WITH LEASE TERM RENEWAL OPTIONS.

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Mayor shall enter into a Memorandum of Understanding between the Chattanooga Housing Authority and the City of Chattanooga Department of Youth and Family Development for the use of the Sheila Jennings Wellness Center located at 1201 Poplar Street on the grounds of the Poplar Street Apartments, for a term ending March 30, 2018, with lease term renewal options.

ADOPTED: \_\_\_\_\_, 2015

/mem

# City of Chattanooga



## Resolution/Ordinance Request Form

Date Prepared: September 14, 2015

Preparer: Lurone Jennings

Department: Youth and Family Development

Brief Description of Purpose for Resolution/Ordinance: \_\_\_\_\_ Res./Ord. # \_\_\_\_\_ Council District # 7

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CHATTANOOGA HOUSING AUTHORITY AND THE CITY OF CHATTANOOGA DEPARTMENT OF YOUTH AND FAMILY DEVELOPMENT FOR THE USE OF THE SHEILA JENNINGS WELLNESS CENTER AT 1201 POPLAR STREET ON THE GROUNDS OF THE POPLAR STREET APARTMENTS FOR A TERM ENDING ON MARCH 30, 2018; AT ZERO COST TO THE CITY OF CHATTANOOGA. AT END OF LEASE TERM, RENEWAL OPTIONS WILL BE ADDRESSED WITHIN LIKE AGREEMENT WITH THE CHATTANOOGA HOUSING AUTHORITY FOR THE GYMNASIUM AT CROMWELL HILLS APARTMENTS.

Name of Vendor/Contractor/Grant, etc.	<u>Chatt. Housing Authority</u>	New Contract/Project? (Yes or No)	<u>NO</u>
Total project cost	\$ <u>0</u>	Funds Budgeted? (YES or NO)	<u>N/A</u>
Total City of Chattanooga Portion	\$ <u>0</u>	Provide Fund	<u>N/A</u>
City Amount Funded	\$ <u>0</u>	Provide Cost Center	<u>N/A</u>
New City Funding Required	\$ <u>0</u>	Proposed Funding Source if not budgeted	<u>N/A</u>
City's Match Percentage %	<u>N/A</u>	Grant Period (if applicable)	<u>N/A</u>

List all other funding sources and amount for each contributor.

<u>Amount(s)</u>	<u>Grantor(s)</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____

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

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

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

Approved by: Lurone Jennings  
DESIGNATED OFFICIAL/ADMINISTRATOR

Reviewed by: FINANCE OFFICE

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

Revised: 1/26/09

**AGREEMENT  
BETWEEN  
THE CHATTANOOGA HOUSING AUTHORITY AND  
THE CITY OF CHATTANOOGA**

This Agreement is made between the Chattanooga Housing Authority ("CHA") and the City of Chattanooga ("the City") on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**WHEREAS**, the CHA is the sole owner of the Sheila Jennings Wellness Center located at 1201 Poplar Street in the City of Chattanooga (the "Site"); 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 therein and in nearby 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 Site.

**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. The parties agree to care for the Site as follows:
  - a. The CHA will:

- i. Provide all internal and external maintenance and upkeep of the Site, including adequate supplies related to the Site (e.g. toilet paper, paper towels, hand soap, etc.) The CHA will make any repairs to the Site as required by reasonable wear and tear.
  - ii. Provide lawn care of the Site.
- 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 and pay the actual costs for damage done to the Site (beyond normal wear and tear) by any person under the City's control or supervision.
  - iv. Not place any sign on the Site except that which the CHA has first approved in writing.

4. CHA's Obligations.

- a. The CHA will maintain and pay for all utilities for the Site including electricity, water, sewer, and gas.
- b. The CHA will work with the City through 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 Site 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. Subject to the provisions of T.C.A. §§ 29-20-101 *et seq.*, City shall defend and, if found liable, be responsible for paying damages arising from third party claims, suits, liabilities and judgments for personal injuries or damage to property, caused by any activities conducted by City on the Site, excepting any such injury, damage or loss caused, in whole or part, by the negligence or fault of the CHA.
- 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, 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.
- h. The City will provide internet service needed and computers for various programs while programming is under way. Once an internet carrier is selected, the City will work with CHA staff

to make arrangements for installation and termination of service. All cost associated with this will be the sole responsibility of the City unless, otherwise agreed upon by both 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 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 on \_\_\_\_ day of \_\_\_\_\_, 2015 and shall terminate on March 30, 2018, with an option to renew for two (2) additional one (1) year terms based upon written agreement of the parties.

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 \_\_\_\_ day of \_\_\_\_\_, 2015.

CHATTANOOGA HOUSING AUTHORITY

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

CITY OF CHATTANOOGA

By: \_\_\_\_\_  
Andy Berke, Mayor