



OFFICE OF THE CITY MANAGER

AGENDA ITEM REPORT

TO: Honorable City Council

FROM: James A. Gallup, City Manager

DATE: April 16, 2026

SUBJECT: Downtown Improvement Grant – Administrative Fee Services

BACKGROUND:

- The City of Jefferson City was awarded the Downtown Improvement Grant from the Tennessee Department of Economic and Community Development in the amount of \$150,000 for up to 10 projects.
- The Grant will be administered by the East Tennessee Development District whose fee shall not exceed \$10,000.
- The attached contract formalizes the responsibilities between ETDD and the City.

FISCAL IMPACT:

- No cost to the city. The grant administration fee is paid via the awarded subgrantees. The City's role is only as the pass-through agency.

REQUEST/RECOMMENDATION:

- Staff recommendation is for approval of the contract.

ATTACHMENTS:

- Grant Administration Contract with East Tennessee Development District