



**AGENDA ACTION FORM**

**Consideration of a Resolution to Authorize the Mayor to Renew a Lease Agreement with Congresswoman Diana Harshbarger for Office Space at the Kingsport Center for Higher Education**

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

Action Form No.: AF-331-2024  
Work Session: December 16, 2024  
First Reading: n/a  
Final Adoption: December 17, 2024  
Staff Work By: Jessica Harmon  
Presentation By: Jessica Harmon

**Recommendation:**  
Approve the Resolution

**Executive Summary:**  
If approved, the current lease for the office space in the Higher Education Center used by Congresswoman Diana Harshbarger will be renewed. When the Kingsport Center for Higher Education was planned and constructed, a small space was set aside for lease to an external user. The space has a separate external entrance and parking (as well as internal access).

This office space has been a consistent Congressional Office Location in Kingsport since the Higher Education Center was built. The Congresswoman believes that keeping a consistent location is important for the constituents that she serves.

The attached lease agreement and resolution provide for the Congresswoman to lease the space from the City of Kingsport for a sum of \$22,248 per year (or \$1,854/month) for two years. This rate is the same that was executed in the previous lease agreement with Congresswoman Harshbarger. Northeast State has agreed to continue providing custodial services and general facilities maintenance for the office as part of its overall agreement to provide service to the entire Kingsport Center for Higher Education. There is no additional charge for this service.

**Attachments:**  
1. Resolution

	<u>Y</u>	<u>N</u>	<u>O</u>
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—