



AGENDA ACTION FORM

Consideration of a Resolution to Amend a Lease Agreement with the United Way of Greater Kingsport

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

Action Form No.: AF-15-2026
Work Session: January 20, 2026
First Reading: N/A

Final Adoption: January 20, 2026
Staff Work By: Committee
Presentation By: Michael T. Borders

Strategic Focus Area: 3. Exceptional Cultural & Recreational Opportunities

Recommendation:

Approve the Resolution

Executive Summary:

If approved, this resolution authorizes the City of Kingsport to amend its existing lease agreement with the United Way of Greater Kingsport (UWGK) for office space located in the V.O. Dobbins Sr. Complex (VOD).

UWGK has occupied space on the second floor of VOD since its renovation in 2010. City staff work with UWGK to identify unused space that can be reverted back to City use. Over the past couple years Parks and Recreation staff have moved office space once held in the Civic Auditorium to VOD.

Amendment No. 2 reduces the total square footage leased by UWGK by eliminating shared space and adjusting the overall leased area from 3,931.5 square feet to 3,737.7 square feet. This space reduction reflects operational changes and allows the City to repurpose the vacated area for Parks and Recreation departmental staff workspace to be used by its Recreation Services division.

The amendment also revises the rental calculation effective March 1, 2026, to align with the reduced square footage, resulting in a proportional decrease in rent paid by UWGK (\$92.06 monthly at current rate). All other terms and conditions of the original lease remain unchanged.

Approval of this amendment supports more efficient use of the facility and accommodates City space needs.

Attachments:

1. Resolution
2. Lease agreement
3. Amendment 2 to the Lease Agreement

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