

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

A RESOLUTION APPROVING A LETTER OF AUTHORIZATION BETWEEN THE CITY OF KINGSPORT AND THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO RECEIVE FEDERAL HIGHWAY ADMINISTRATION PLANNING FUNDS FOR USE BY THE KINGSPORT AREA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE FISCAL YEAR 2025; AUTHORIZING THE MAYOR TO EXECUTE THE SAME; AND AUTHORIZING THE MAYOR TO EXECUTE ANY OTHER DOCUMENTS NECESSARY AND PROPER TO EFFECTUATE THE PURPOSE OF THE LETTER OF AUTHORIZATION

WHEREAS, the Federal Highway Administration provides planning funds for use by the Metropolitan Planning Organization (MPO), available through the Virginia Department of Transportation (VDOT); and

WHEREAS, the Letter of Authorization for fiscal year 2025 is in the amount of \$22,546.96; and the State of Virginia contributes \$2,818.37 to the Kingsport Area Metropolitan Transportation Planning Organization, which constitutes a total award of \$25,365.33; and

WHEREAS, matching funds in the amount of \$2,818.37 are required, which are accounted for during the annual budget process and will come from the approved FY2025 budget for the MPO.

Now therefore,

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN AS FOLLOWS:

SECTION I. That Letter of Authorization with the Virginia Department of Transportation to receive Federal Highway Administration Planning Funds in the amount of \$25,365.33 and requiring \$2,818.37 in matching funds for use by the Kingsport Area Metropolitan Transportation Planning Organization for the fiscal year 2025, is approved.

SECTION V. That the mayor, or in his absence, incapacity, or failure to act, the vice mayor, is authorized and directed to execute, in a form approved by the city attorney and subject to the requirements of Article X, Chapter 10 of the Charter of the City of Kingsport, a That Letter of Authorization with the Virginia Department of Transportation to receive Federal Highway Administration Planning Funds in the amount of \$25,365.33 and requiring \$2,818.37 in matching funds for use by the Kingsport Area Metropolitan Transportation Planning Organization for the fiscal year 2025 and any other documents necessary and proper to effectuate the purpose of the Letter of Authorization, to deliver the letter and take any and all action as may be required on the part of the city to carry out, give effect to, and consummate the transactions contemplated by the letter and this resolution, said agreement being as follows:

RE: FY-25 Letter of Authorization  
MPO PL, Federal and/or State Funding for Fiscal Year 2025 Kingsport Urbanized Area  
CFDA 20.205, Highway Planning and Construction  
FY-25 Pass-Through Entity Identifying Number: UPC 0000125289  
Dear Ms. Phillips:

As per Article I of the Kingsport Urbanized Area PL Agreement effective July 1, 2022, this is your annual Letter of Authorization for the expenditure of PL, SPR, federal and/or state funds for transportation planning activities in Fiscal Year 2025 (July 1, 2024 to June 30, 2025).

These funds are to be used to finance the activities contained in the approved FY 2025 Kingsport Urbanized Area Unified Transportation Planning Work Program in accordance with the above Agreement.

The total amount of Federal and State funds allocated to the Kingsport Urbanized Area for FY 2025 to support approved planning activities that are reimbursable under this Letter of Authorization are as follows:

<b>Fund Type</b>	<b>Federal</b>	<b>State</b>	<b>Total Reimbursable Amount for FY-25</b>	<b>Local Match</b>	<b>Grand Total of Support for FY-25 UPWP Activities</b>
<b>PL</b>	\$22,546.96	\$2,818.37	\$25,365.33	\$2,818.37	\$28,183.70

Also, as required by the agreement, a listing of personnel anticipated charging time against the UPWP activities must be attached to this Letter of Authorization. This list should identify personnel by payroll classification only and their present actual payroll rate per hour or annual salary.

Please complete the attached indirect cost certification statement and comply with instructions contained therein as appropriate.

Please have this Letter of Authorization signed and returned to the Department for execution. The Letter of Authorization must be executed prior to July 1, 2024, if work activities are to continue uninterrupted. In the event that it is not executed by this date, any expenditures made or work performed by your MPO after that date and prior to execution will not be eligible for reimbursement. Execution of this Letter of Authorization is being initiated with the understanding that comments on the FY 2025 UPWP will be satisfactorily addressed.

The provisions of the PL Agreement effective July 1, 2022, and any amendments thereto shall govern the expenditure of the funds made available through this Letter of Authorization.

Now, therefore, the Department and the City of Kingsport have executed this Letter of Authorization on the dates indicated below.

[Acknowledgements and Attachments Deleted for Inclusion in this Resolution]

SECTION VI. That the mayor is further authorized to make such changes approved by the mayor and the city attorney to the Letter of Authorization set out herein that do not substantially alter the material provisions of the agreement, and the execution thereof by the mayor and the city attorney is conclusive evidence of the approval of such changes.

SECTION VII. That the board finds that the actions authorized by this resolution are for a public purpose and will promote the health, comfort, and prosperity of the public.

SECTION VIII. That this resolution shall take effect from and after its adoption, the public welfare requiring it.

ADOPTED this the 18th day of June, 2024.

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PATRICK W. SHULL, MAYOR

ATTEST:

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ANGELA MARSHALL, DEPUTY CITY RECORDER

APPROVED AS TO FORM:

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RODNEY B. ROWLETT, III, CITY ATTORNEY