



Morristown City Council Agenda Item Summary

Date: July 7, 2026

Agenda Item: Acknowledge the execution of Amendment No. 4 to the Police Department's Recruitment & Retention Grant with the Tennessee Department of Commerce and Insurance.

Prepared By: Andrew Ellard

Subject: PD Recruitment & Retention Grant – Amendment No. 4

Background: This grant funds up to \$16,666.66 per year until March of 2029 for eligible recruitment and retention incentives.

Findings/Current Activity:

Amendment No. 4 is presented at the request of the state to update contact information and other administrative details. There are no financial changes..

Financial Impact:

None. This amendment makes no changes to the financial details of the grant.

Action options/Recommendations:

Staff recommends approval.

Attachment: Amendment No. 4



GRANT AMENDMENT

Agency Tracking # 33501-2648257	Edison ID Non-Edison Contract 77833-114	Contract # Non-Edison Contract 77833-114	Amendment # 4		
Contractor Legal Entity Name City of Morristown			Edison Vendor ID 0000004108		
Amendment Purpose & Effect(s) To change the State's contact information in Contract Section C.5., Invoice Requirements, and in Section D.8., Communications, and to update Grant Contract Attachment A, Grant Budget.					
Amendment Changes Contract End Date: ☐ YES ☒ NO		End Date: March 19, 2029			
TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):			\$ 0.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2024	\$16,666.66				\$16,666.66
2025	\$16,666.66				\$16,666.66
2026	\$16,666.66				\$16,666.66
2027	\$16,666.66				\$16,666.66
2028	\$16,666.68				\$16,666.68
2029	\$16,666.68				\$16,666.68
TOTAL:	\$100,000.00				\$100,000.00
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>CPO USE</i>		
Speed Chart (optional)		Account Code (optional)			

AMENDMENT FOUR OF CONTRACT 77833-114

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Commerce and Insurance, hereinafter referred to as the "State" and City of Morristown, hereinafter referred to as the "Grantee". It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract Section C.5. is deleted in its entirety and replaced with the following:

- C.5. Invoice Requirements. The Grantee shall submit a Cost Sharing - Recruitment Grant Invoice, attached and incorporated as Attachment B, to the State no more often than monthly but at least once a quarter, with all necessary supporting documentation, and present such to:

Executive Secretary, POST Commission
3025 Lebanon Pike
Nashville, TN 37214
POST.grants@tn.gov

- a. Each Cost Sharing - Recruitment Grant Invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
 - (1) Grantee Name.
 - (2) Name and Signature of the Grantee's Chief.
 - (3) The Invoice Date.
 - (4) The following for each Eligible Officer for whom a claim is being made under this Grant Contract:
 - i. Officer Name;
 - ii. Officer PSID;
 - iii. If the officer is an Experienced Officer or No Previous Experience Officer;
 - iv. The officer's start date with Grantee on Grantee's active roster;
 - v. The date on which the officer met a Longevity Milestone; and
 - vi. The Longevity Milestone that the officer has met.
- b. The Grantee understands and agrees to all of the following:
 - (1) Any claim under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- c. Upon receipt of the completed Cost Sharing- Recruitment Grant Invoice from the Grantee, the State will complete the following information on the invoice:
 - (1) Grantee's Edison ID;
 - (2) Contract Number (assigned by the State);
 - (3) Invoice Number (assigned by the State);
 - (4) The number of Eligible Officers approved as meeting each Longevity Milestone by category (Experienced Officer or No Experience Officer); and
 - (5) Grantee's mailing address as set out in paragraph D.8. or as otherwise agreed in writing by the parties.

2. Grant Contract Section D.8. is deleted in its entirety and replaced with the following:

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first-class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient

confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Executive Secretary, POST Commission
3025 Lebanon Pike
Nashville, TN 37214
POST.grants@tn.gov

The Grantee:

Michael Todd King, Captain
City of Morristown/Morristown Police Department
P.O. Box 1283
Morristown, TN 37816-1499
Email tking@mymorristown.com
Telephone 423-585-4646 / 423-312-7554

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

3. Grant Contract Attachment A (Grant Budget) is deleted in its entirety and replaced with the new Attachment A (Grant Budget) attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The effective date of this Amendment is the date all required approvals are obtained. All other terms and conditions of this delegated authority not expressly amended shall remain in full force and effect.

IN WITNESS WHEREOF,

CITY OF MORRISTOWN:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (above)

DEPARTMENT OF COMMERCE AND INSURANCE:

CARTER LAWRENCE, COMMISSIONER

DATE

ATTACHMENT A

GRANT BUDGET				
City of Morristown/Morristown Police Department				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following Applicable Period: BEGIN: October 2, 2023 END: March 19, 2029				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
4, 15	Professional Fee, Grant & Award ²	\$100,000.00	0.00	\$100,000.00
25	GRAND TOTAL	\$100,000.00	0.00	\$100,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Grant payments to the Grantee to make bonus payments to Eligible Officers	\$100,000.00
TOTAL	\$100,000.00