



PARKS AND RECREATION

Monthly Report

February 2019



-Ups for the month

- **Landscaping Fire Station:**

Maintenance and Landscaping Division made great progress on the new Fire Department Station #1. We started laying sod on February 27th...we are planting Bermuda grass.



- **Designated Smoking Areas:**

To conform to State Law, we are having to relocate Designated Smoking Areas for the Community Center, Civic Center, Mt Ton of Fun Playground and Family Aquatics Center at City Park. In addition, moving forward we will not allow other than Emergency Exit out the back of the Bowling Center. These changes began in February, it will take several weeks to make these necessary changes. The challenges are that we cannot have a designated smoking area near an entrance or exit door nor within 20' of a Playground nor Public Swimming Pool.

- **Flood Event:**

Staff was directed to set up a Shelter at the Community Center for Flood victims on Saturday February 23rd at noon. Although our Shelter was closed later that evening, our staff did an excellent job getting the Shelter up and running in short order and the next day had the Community Center and all Greenways and City Park back open to the public. We received no major damage to our parks or greenways from the Flood Event.



Not So Much an Up for the month

- **Greenways:**

Because of the delays in the Greenway Phase III Construction Project; development of the John Sevier Grove on Middle Creek project will be pushed back, and the Tree Grant we received from the Tennessee Division of Forestry will not be able to be utilized. However, staff is very optimistic that we can redesign and utilize approved funds from the Chamber of Commerce and provide a quality project when all is said and done. Greenway Phase III will be rebid, and bids will be opened in late March. At this point, our goal is to start construction in May. Hopefully the John Sevier Grove will be completed by the Fall of 2019. The West Prong Greenway Extension Project continues to remain in the design phase. Hopefully next month I can report that the Construction drawings have been submitted to TDEC for review.

Parks and Recreation:

This division includes but is not limited to: All outdoor parks, greenways and all other city and city contracted properties. This division also includes Winterfest, Beautification and Trees with the primary goal of this division being to provide overall departmental leadership and support plus providing clean, safe and aesthetically pleasing public areas throughout the City.

Major Maintenance

Accomplishments:

- Maintenance staff did a good job cleaning up the flood damage promptly. We had numerous positive comments.
- Superintendent of facilities attended Certified Playground inspector course and tested for certification.

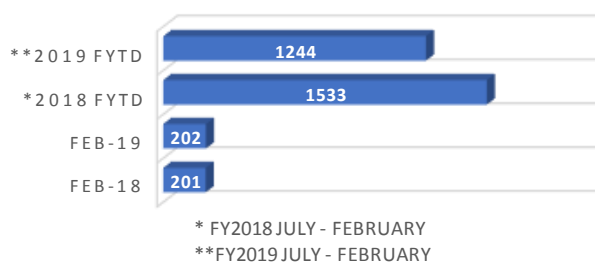


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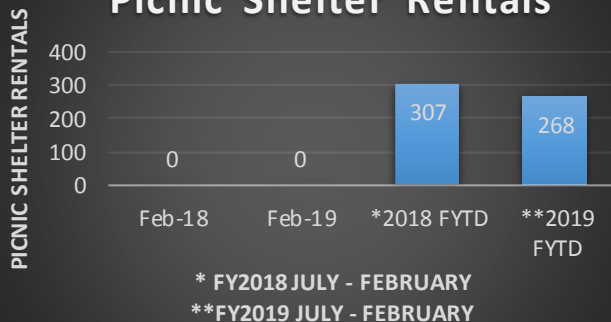
COMMUNITY CENTER MEMBERSHIPS



Community Center:

The Community Center is a 43,000-square foot multipurpose building that includes: 10-lane bowling center, 6-lane natatorium, children's programs, gym, two racquetball courts, weight, fitness and spinning room, locker rooms and administrative offices.

Picnic Shelter Rentals



Aquatic Center Highlights:

Our Aquatics Supervisor will be conducting a Lifeguard Training Course beginning in March/April time frame. We now must conduct our own training, due to changes and cut-backs at RED CROSS; this type of training is not available when we need it. Although our Swim Lessons were full in February; we had some real challenges with some parents of the Swim Team noting that they felt that teaching swim lessons during swim practice was not a good idea. Our Contract with the Swim Association allows for this to happen and we have been doing this for many years.



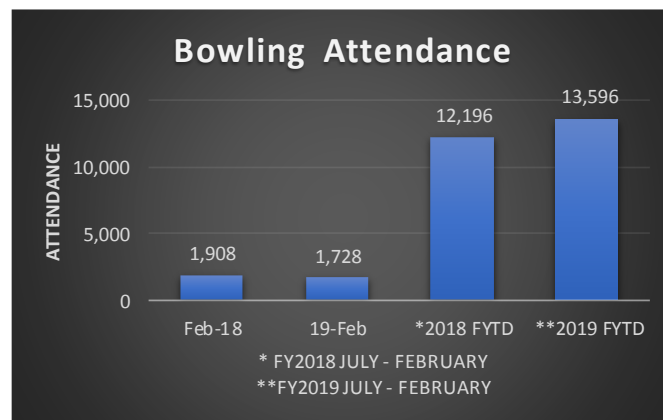
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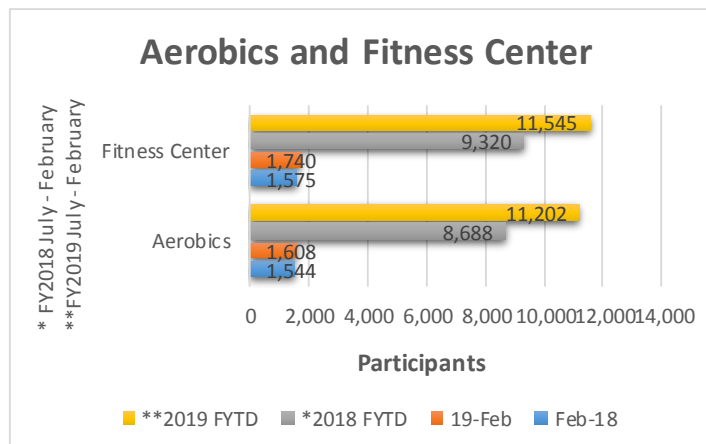
Bowling

Our Bowling Center hosted the SMUSBC Youth Championship. We had 70 bowlers participate. Also, the Bowling Center and the Civic Center partnered this month to host a Couples Retreat that used both facilities. There were over 100 in attendance and they spent the weekend in our area. We have been taking sign-ups for summer bowling leagues and our YABA league ended, hopefully interest will remain good for the summer months.



Fitness

Fitness Staff made a few adjustments to our evening yoga classes, to better serve our patrons. For the month we had 125 Fitness Classes Offered, 1608 people attended and 1740 visited the Fitness Center to work out on their own. Our Fitness Center remains a very busy place.



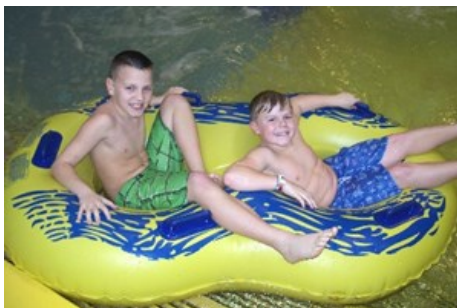
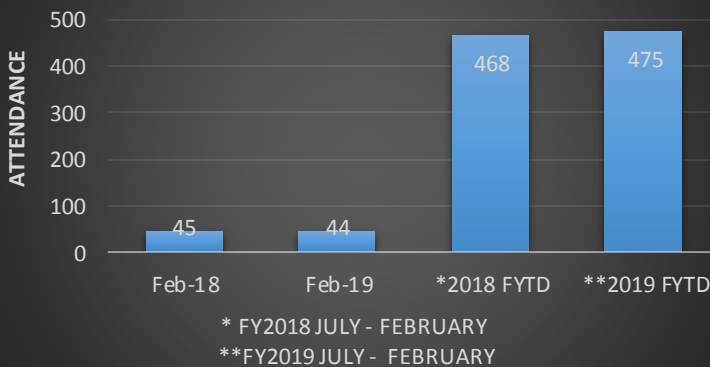


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Children's Program

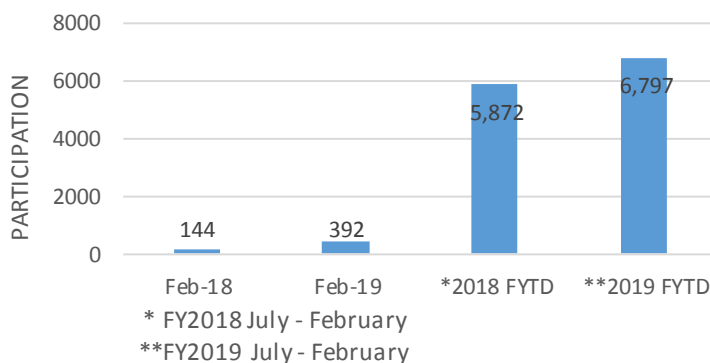


Field Trip to the Wilderness Water Park

Children's Program Highlights:

The Active Afternoons Program enjoyed the following special events: Field trip to the Wilderness Water Park, the annual Jenga Tournament and making slim. Most all Summer Adventure and all of Spring Extreme field trip destinations have been contacted and confirmed. All Summer Adventure seasonal staff has been contacted and most are planning to return. Registration for Summer Adventure and Spring Extreme began for Active Afternoons children; opens to others in March.

Athletics



Athletic Highlights:

Our Athletics Staff completed SMYBA/Youth Baseball registrations on February 23rd for the upcoming season. Our numbers are steady for baseball, but it looks as if Youth Girls Softball will not have enough signed up for a league this year. Our Athletic Supervisor continues to work with the Board of SMYBA meeting on February 12th and coaches' meeting/drafts on February 26th and 27th. Other items of note include continued coed volleyball league, installation of batting cage nets at the park. And finally, Patrick Oxley our Athletic Supervisor is attending the Municipal Management training in Jonesborough on February 14th. This eight-month course will give Patrick a better understanding of municipal management as we continue to grow and expand his "footprint" of responsibility.

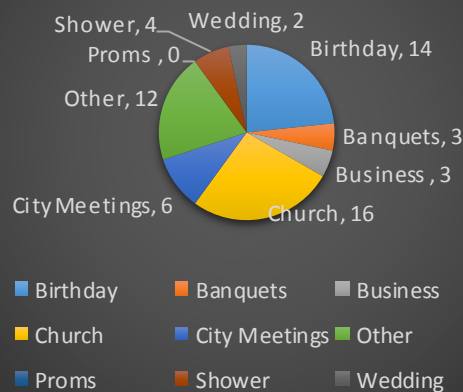


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Civic Center Events February 2019



Civic Center:

The Civic Center provides 11,000 square feet of multipurpose public meeting and rental areas. The Civic Center offers;

Council Hall, Kitchen along with LeConte Auditorium.

This facility houses the Administrative Offices for the Parks and Recreation Department.

Civic Center:

- Due to some changes downtown and the need to staff the Farmers Market; our Civic Center Supervisor will work with other Parks and Recreation Staff and the City's Marketing Coordinator to continue managing the Farmers Market beginning in May on Friday's. Parks and Recreation Staff made repairs to the Curtains in LeConte Auditorium and completed some minor painting around the building.
- The East Tennessee Building Association held their annual training and certification courses at the Civic Center.





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City of Sevierville Recreation Advisory Committee

Monday, February 11, 2019, at 5:00pm

Members Present:	Members Absent:	Staff Members Present:
Robert "Bubba" Fox, II	Dennis Snider	Bob Parker-Director
Alderman Devin Koester	Rick Harrell	Carla Lindsey-Administrative Assistant
Lori Moore		Patrick Oxley-Athletics Recreation Sup
Melissa Hanlon		Beth Penland-Supt. of Recreation
Don Ownby		

The Director called the meeting to order.

APPROVAL OF MINUTES:

Due to the last meeting being a joint meeting to discuss foundations there were no minutes to be approved.

OLD BUSINESS

Foundation Update: The new Master Plan includes the establishment of a parks and recreation foundation with the goal to assist financially for some of the capital projects of the Parks and Recreation Department. The Director reported that we have now become a member of the National Association of Parks and Recreation Foundations and the paper work has been submitted to the City Attorney regarding the specifics about establishment of the Foundation. The Director also reported there will be a meeting on February 19th to discuss this and more information will be coming within the next sixty days.

Trends in the Field 2019: Director Parker reviewed the handout on the "top trends in Parks and Recreation in 2019".

New Business

Youth Baseball/Softball Rules for 2019: Discussion took place on the 2019 Proposed Pigeon Forge/SMYBA Inter-League Baseball Proposed Rules. Director Parker suggested that the board members review them and call or email him with any questions.

Partnerships between City and Smoky Mtn Youth Baseball: Patrick Oxley, Athletics Recreation Supervisor, reviewed a proposed partnership agreement with the City of Pigeon Forge for Interleague Baseball Play. One of the justifications for moving in this direction is the fact that Sevierville have more players than we can handle; and Pigeon Forge needs more players for their schedule. The proposed Agreement is a year to year contract and once signed both cities are committed for that season only. Ms. Lori Moore found an error on page five (5) on the agreement that stated: "this could be terminated at any time by either party immediately upon written notice to the other party". Alderman Devin Koester suggested that the last day (including some make up rain out dates) be the ending the date of the agreement. *A motion was made by Alderman Devin Koester, and seconded by Mr. Robert Fox, II to recommend the proposed partnership with Pigeon Forge as recommended with changes stating that "such termination shall not occur on or before July 1, 2019. Motion passed unanimously.*



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Market Study: As required by Ordinance, Staff has been working on a comparable market study for recommendations for fees and charges and have determined there will be no recommendations to adjust for the upcoming Fiscal Year 2020 budget.

Cost Recovery: Director Parker presented the Committee an article on what this is Cost Recovery in Public Parks and Recreation. The Director went to report that staff has been working on development of a Cost Recovery Matrix for about two to three months. The department is seeking consistency and a more formalized process on identifying what we provide and what the cost recovery is for everything we do. The Director noted their staff as developed written justification for each program that information breaks down the cost for providing each service. A motion was made by Ms. Lori Moore and seconded by Ms. Melissa Hanlon to recommend the Recovery Cost Matrix as presented. Motion passed unanimously.

Meeting adjourned at 5:14pm.

The next meeting will be held on Monday, April 8th, 2019, at 5:00pm. at the Sevierville Civic Center.



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Cost Recovery Matrix-The Professional Way to Determine User Fees and Charges

Programs and Rentals					
Community Wide-Use of Public Facilities	Mainly Community Wide Use of Public Facilities/Programs	Equal User and Community Wide for Use of Public Facilities	Mainly User of Public Facilities or Program	User Only for Use of Public Facility or Program	User Only for Use of Public Facility or Program
0%	25%	50%	75%	100%	125%
Summer Swim Team FAC				FAC Rentals	
City Meetings		Chamber of Commerce Rental	Adult Softball/Volleyball	Civic Center Rentals	Bialock Natatorium Rentals
Leadership Sevier		Senior Aerobics	Swim Lessons	Picnic Shelter Rentals	FAC Group Rentals
Department Meetings		Use of Facilities by City Depts that charge fees for program	Youth Baseball/Softball	Sports Tourism Events	Bowling-Leagues and Open Bowling
Chamber of Commerce Coffee Talk	Daily Public Swim @ Bialock Natatorium	Family Aquatic Center Operation (Labor + Chemicals)	City Employee Rental of Facilities at Approved Discount Rate	Children Programs	Food Operations at City Park Ball Field
Tennis Courts	Includes Labor and Chemicals			Swim Team School Year (9months)	Food Operations at Bowling Center
				Community Center Memberships	Food Operations at Family Aquatics Center
Maintenance and Providing Facilities/Services					
Community Wide-Maintenance of Public Facilities	Mainly Community Wide Maintenance of Public Facilities/Programs	Equal User and Community Wide for Maintenance of Public Facilities	Mainly User of Maintenance of Public Facilities or Program	User Only/Private use: Maintenance of Public Facility or Program	User Only/Private use for Maintenance of Public Facility or Program
0%	25%	50%	75%	100%	125%
Summer Swim Team FAC					
Flag Management		Use by City Depts that charge fees for program	Youth Baseball/Softball	Soccer Field Maintenance for Competitive Teams	Bowling-Leagues and Open Bowling
Mowing City Property		FAC Daily Operations	Adult Softball	Memorial Tree Program	Family Aquatic Center Group Rentals
Landscaping City Property		(Includes Labor and Chemicals)		Family Aquatics Center Daily Operations	Bialock Natatorium Rentals
Welcome/wayfinding Sign Maintenance					
Winterfest Displays					
Playgrounds					
Dog Park					
Greenways					
Special Events Support					
<p>Cost Recovery in Parks and Recreation.....i.e. Sevierville, Tennessee</p> <p>Any way you look at cost recovery is a complex subject. Essentially, this process is an attempt of this agency to generate revenues by charging fees for some, but not for all programs and services in order to offset the expenses of providing those programs and services.</p> <p>Cost recovery does not imply the target is total cost recovery for everything, its purpose merely is to establish guidance and policy.</p> <p>Many considerations over time have and will continue to determine what any final charges are; ranging from 0% to 125% regarding cost recovery.</p> <p>This document was created in January 2019 by members of Management Staff; creating a "snapshot" of today; for consistent decisions tomorrow.</p>					



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Minutes

Sevierville Trees-Trails and Beautification Committee

Wednesday, February 20, 2019 @ 11:30am

Members Present:

Bob Parker-Chairman/Maxine Ownby-Citizen/ Betty Ogle-Citizen/Steve Springer-SCES/ Emily Kile-Citizen/Dixie Seaton-Sevierville Garden Club/Karen Miller -Keep Sevier Beautiful

Members Absent:

Chad Huskey-Citizen/Alderman Devin Koester/Joe Mattern-Staff

Others Present:

Carla Lindsey-City Staff

Diane Warwick-TN Dept. of Forestry

Renee Tharp-Sevierville Garden Club

Jim Rouhan-City Staff

Chairman Bob Parker called the meeting to order.

APPROVAL OF MINUTES

A motion was made by Ms. Emily Kile and seconded by Mrs. Maxine Ownby to approve the December 2018 minutes. Motion passed unanimously.

Old Business

Update on Greenway Projects:

Director Parker gave an update on landscaping and greenway projects:

Streetscapes bid specs went out Friday. The project is estimated to start on May 20th and it will take about a year to complete. The street will be designed to resemble the railroad tracks that used to run thru the downtown area.

Middle Creek Greenway Phase III-bids were over budget so TDOT is requiring the City to be bid again.

Fire Station Headquarters Landscaping-The only item left to complete is sod install and doing cleanup.

West Prong Greenway Extension remains in design phase.

John Sevier Grove- Due to the Phase III Greenway project delays, utilization of the State Tree Grant of \$3,800 dollars cannot be utilized because the grant required the trees to be planted by April 30,2019. However, the project remains active and the Chamber of Commerce is still committed to their funding of the project.

Application for a TDOT grant for a Greenway from Chapman Highway to the Sevierville Events Center was denied by TD) T.



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Reports from members whom represent other agencies/groups:

Garden Club—Ms. Dixie Seaton gave an update; no major projects, working on planting trees for the Sevier County Master Gardeners Show, and they have a history of the club on exhibit at the Sevier County Courthouse.

SCES—Mr. Steve Springer stated that this will be their eighth (8th) year being a Tree Line City.

Keep Sevier Beautiful—Ms. Karen Miller gave an update of upcoming events. This includes the 250K Tree Day, Spring Roads and River Day, Great Smoky Mountain Home Show, and the Extreme Household Cleaning Event (this will be the last year for collecting paint cans).

The board will be meeting today at 3:00pm.

Update on Master Plan and Foundation:

Director Parker has met with the City CFO and the City attorney to discuss the parks foundation and they are working on the Internal Revenue Service regulations. The goal for this process to be completed is July 1, 2019.

New Business

Update on Historic McMahan Cemetery Property: Director Parker stated that the project has been completed. Staff landscaped the cemetery and added decorative fencing. There are brochures located at the cemetery and a sign noting the history of the property.

Discussion of Options for Arbor Day 2018: Director Parker suggested that Arbor Day be held at the new fire station on Thursday, April 18, 2019. He indicated that he had requested the fifth graders at Sevierville Intermediate School to present Firewise program. All landscaping at the fire department meets the requirements for State Firewise Standards. Tennessee Division of Forestry Urban Forester Ms. Diane Warwick stated that there is a program that can assist a community into to becoming a Firewise community. Ms. Warwick did not that the program is designed for small areas within a community.

She will bring some of the glossy originals of the information Director Parker had discussed at the next meeting.

Distribution of New Tree Memorial Brochures: New brochures have been printed and are also on the website that explains the various tree memorial options.

Tree Memorial and Financial Reports: A copy of the current Tree Memorials and Financial Report were distributed at the meeting.

A motion was made by Ms. Emily Kile to adjourn the meeting. Meeting Adjourned.

The next meeting will be held on Wednesday, June 19th, at 11:30am at the Sevierville Civic Center. (There will be no April meeting due to Arbor Day Celebration on April 18th.)