

AGENDA
BOARD OF MAYOR & ALDERMEN
August 15, 2016 Meeting
Sevierville Civic Center
6:00 P.M.



The City of Sevierville Board of Mayor and Aldermen pledge to:

- **Check our egos at the door.**
- **Present a clear vision, policies and goals.**
- **Provide the necessary information, funds, and means to achieve the goals we have set.**
- **Trust and support City staff on their decision-making.**
- **Not “surprise” City staff at BMA meetings.**
- **Maximize delegation, minimize micro-management.**
- **Make an effort to improve City employees working conditions and quality of life.**
- **Recognize employee achievements.**
- **Make a commitment to improvement.**

City of Sevierville staff pledge to:

- **Provide timely responses to citizen’s concerns and problems.**
- **Provide the BMA with information on potential problems before they escalate.**
- **Remember who our customer is – the citizen (our only business is service).**
- **Be team leaders.**
- **Be accessible.**
- **Communicate with the BMA and City employees.**
- **Make recommendations based upon research and facts.**
- **Work with the BMA to provide 100% support after a decision has been made.**
- **Get the job done.**
- **Act as a team along with the BMA, rather than individually.**



AGENDA
BOARD OF MAYOR & ALDERMEN

August 15, 2016 Meeting
Sevierville Civic Center
6:00 P.M.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Invocation

B. ROLL CALL

C. MINUTES –August 1, 2016

D. PUBLIC FORUM

E. COMMUNICATION FROM MAYOR & ALDERMEN

Introduction of New Employee - *George Michael Tompkins, Public Works*

F. REPORTS – Monthly Department Reports

G. OLD BUSINESS

H. NEW BUSINESS

1. Consider approval of **Ordinance O-2016-011 – 1st reading** - An Ordinance to amend the zoning map of the City of Sevierville to rezone property from C-4 arterial commercial to C-3 intermediate commercial at 926 Middle Creek Road – *Pam Caskie* **1**
2. Consider approval of **Ordinance O-2016-012 – 1st reading** - An Ordinance to amend the zoning map of the City of Sevierville to rezone property from R-1, low density residential to C-3, intermediate commercial at 1405 Old Newport Highway – *Pam Caskie* **4**
3. Consider approval of **Ordinance O-2016-013 – 1st reading** - An Ordinance to amend the operating budget for the fiscal period July 1, 2016 through June 30, 2017 and revising the property tax rate for tax year 2016 - *Lynn McClurg* **7**
4. Consider approval of **Resolution R-2016-008** – A Resolution for Downtown Sevierville to meet National Objectives to eliminate areas of disinvestment – *Russell Treadway* **10**
5. Consider approval of **adjustment of membership fees at Community Center** – *Bob Parker* **12**
6. Consider approval to **apply for grant for Farmers Market** – *Bob Parker* **16**
7. Consider approval of purchase of a **backhoe for Public Works** in the amount of \$113,005 – *Bryon Fortner* **17**
8. Consider approval of **lighting equipment for Community Center** in the amount of \$18,025.21 – *Bob Parker* **21**
9. Consider approval of **agreement between Sevier County Aquatic Club and City** for school year 2016-2017 – *Bob Parker* **23**
10. Consider approval of **Engineering Contract for McCroskey Island Wastewater Treatment Plant Expansion** – *Steve Flynn* **30**
11. Consider approval/ratification of **expenses in excess of \$5,000** – *Lynn McClurg* **40**

I. ADJOURNMENT

**BOARD OF MAYOR AND ALDERMEN
CITY OF SEVIERVILLE, TENNESSEE**

August 1, 2016

A regular meeting of the Board of Mayor and Aldermen of the City of Sevierville, Tennessee, was held at the Sevierville Civic Center, 130 Gary Wade Boulevard, Sevierville, Tennessee, on August 1, 2016 at 6:00 PM.

There were present and participating at the meeting:

Bryan C. Atchley, Mayor
Robbie Fox, Alderman
Wayne Helton, Alderman
Devin Koester, Vice-Mayor
Travis L. McCroskey, Alderman
Jim McGill, Alderman

Senior Staff Present:

Tracy Baker, Asst. City Administrator
Pamela Caskie, Planning & Development Director
Steve Flynn, Water & Sewer Director
Matt Henderson, Fire Chief
Lynn McClurg, Chief Financial Officer & City Recorder
Don Myers, Police Chief
Ed Owens, City Attorney
Bob Parker, Parks & Recreation Director
Russell Treadway, City Administrator

Mayor Atchley chaired the meeting with Lynn K. McClurg as secretary of the meeting. A motion was made by Vice-Mayor Koester and seconded by Alderman McCroskey to approve the minutes of the July 18, 2016 meeting and the July 18, 2016 workshop and to dispense with the readings. Motion carried.

PUBLIC FORUM

Mayor Atchley opened the public forum section of the meeting. Atchley opened a public hearing on O2016-010 entitled "AN ORDINANCE TO ADOPT VARIOUS STANDARD CODES RELATING TO INSPECTION ACTIVITIES OF THE CITY OF SEVIERVILLE AND ENFORCEMENT OF BUILDING PROVISIONS AS PROVIDED IN SAID CODES." There being no comments, the public hearing was closed. There being no comments, the public forum was closed.

COMMUNICATIONS

The Board recognized the following community events:

Real Deal Warehouse Ribbon Cutting	August 3 rd	Sevierville
Sevier Hospitality Association	August 4 th	Convention Center
Vulcan Materials Open House	August 6 th	Sevierville
Planning/Zoning Meetings	August 9 th - 11 th	Civic Center

OLD BUSINESS

Mayor Atchley presented and placed for passage an Ordinance O2016-010 entitled "AN ORDINANCE TO ADOPT VARIOUS STANDARD CODES RELATING TO INSPECTION ACTIVITIES OF THE CITY OF SEVIERVILLE AND ENFORCEMENT OF BUILDING PROVISIONS AS PROVIDED IN SAID CODES." A motion was made by Alderman McCroskey and seconded by Alderman Helton to approve the ordinance as presented and to dispense with the reading. Those voting Yes: Fox, Helton, Koester, McCroskey, McGill. Those voting No: None. Atchley declared the ordinance passed on third and final reading.

NEW BUSINESS

Mayor Atchley recognized Steve Flynn, who presented, on behalf of a Marcus Whaley, a request for a water line extension on Cross Over Road to a proposed subdivision named Cross Over Ridge that includes 34 lots and 3 fire hydrants and for a water and sewer line extension to the Trundle Acres development on Boyds Creek Highway. Flynn noted that all work is to be done at the expense of the developer and in accordance with City specifications. A motion was made by Alderman McCroskey and seconded by Alderman McGill to approve the extensions as requested. Motion carried.

Mayor Atchley recognized Steve Flynn, who requested approval of the following sole source vendors for fiscal year 2017 water and sewer system purchases:

Chemicals

Lime slurry 18%	Burnett Lime Systems
Odor control	Bio Chem Resources
Odor control	Source
Odor control	Momar
Polymer	Clear Water Consultants
Polymer	Coastal Water Technologies
Lab chemicals	Hach Company
(Use of odor control and polymer chemicals depends on cost and effectiveness)	

Meters (water & radio)

Master Meter	HD Supply Waterworks
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Parts & Repair

NaCl ₂ generator/supplies	Water Solutions
Lime slurry pump	Burnett Lime Systems
Pinch valve	Burnett Lime Systems
(and all other lime slurry pump equipment)	
Membrane train	Pall Membrane Systems
SCADA programming	Pall Membrane Systems
SCADA programming	Control Instruments, Inc.
SCADA programming	Instrumentation Sercies, Inc.
SCADA programming	Southern Flow, Inc.
SCADA programming	Trihedral Engineering
NaCl ₂ generator	Severn Trent/Carter Verplank
Road patch & repair	Wally Stryker
Electric panel equipment/repair	Landon Electric Co., Inc.
Manhole lining	CTR Coating
Grit & grease equipment	Schreiber LLC
Air compressor parts & service	Backyard Enterprises

Parts

Barscreen	Andritz
Beltpress	Ashbrook
Beltpress	Penn Valley, Inc.
Blowers (at headworks)	Aerzen
Flint & walling parts	Drillers Services, Inc.
Flygt pumps	Nedrow & Associates
Flygt parts	Xylem Dewatering Solutions
Muffin Monster	JWC

Pumps (sewer)

Hydromatic	Water and Waste Equipment
KSB	Water and Waste Equipment
Vaughan	Appalachian Environmental
Vaughan	Vaughan Company Inc.

Pumps (sewer lift)

ABS	Southern Sales Company Inc.
Environment One	WASCON Inc.
Ebara	Brann & Whittemore Inc.
Gorman Rupp	Southern Sales Company Inc.
Pumps (water)	
Aurora	Water and Waste Equipment
Pumps	Henry Pratt Co.
Stations - Sewer Lift	
Environment One	WASCON Inc.
Gast vacuum pumps	Grainger
Pump station parts	Smith & Loveless
Bearings, pump parts	Motion Industries

A motion was made by Vice-Mayor Koester and seconded by Alderman Helton to approve the sole source vendors as presented. Motion carried.

Mayor Atchley recognized Tracy Baker, who requested ratification of the emergency purchase of an ice maker for the golf course from KaTom Restaurant Supply in the amount of \$6,668.30. A motion was made by Alderman Fox and seconded by Alderman McCroskey to approve the purchase as presented. Motion carried.

BOARD APPOINTMENTS

Mayor Atchley requested ratification of the following board/committee appointment(s):

Power Board	DJ Atchley	Expiration 6/30/2020
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A motion was made by Alderman Fox and seconded by Alderman McCroskey to approve the appointment(s) recommended. Motion carried.

There being no further business to discuss, the meeting adjourned at 6:06 PM.

Approved: _____
 Bryan C. Atchley, Mayor

Attest: _____
 Lynn K. McClurg, City Recorder



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Consider approval of Ordinance O-2016-011, An Ordinance to Amend the Zoning Map of the City of Sevierville, Tennessee, to Rezone Property from C-4 Arterial Commercial to C-3 Intermediate Commercial (926 Middle Creek Road).

RESPONSIBILITY: Pamela Caskie, Development Director

PRESENTATION: For your review, this ordinance was approved by the Planning Commission at a meeting on July 7, 2016. Rezoning to a commercial classification that also allows housing has been requested by the owner. This will allow the home on the property previously used as an office to be reoccupied as a dwelling, and would not be in conflict with proposed zoning for this area on the new zoning map.

REQUESTED ACTION: Passage of the ordinance on 1st reading.

ORDINANCE NO. O-2016-011

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE
CITY OF SEVIERVILLE, TENNESSEE, AS SET FORTH IN SEVIERVILLE
MUNICIPAL CODE, SECTION 14-201 (TO REZONE PROPERTY ON
MIDDLE CREEK ROAD FROM C-4 ARTERIAL COMMERCIAL DISTRICT
TO C-3 INTERMEDIATE COMMERCIAL DISTRICT)**

**BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF SEVIERVILLE, TENNESSEE, THAT:**

SECTION 1. The Zoning Map of the City of Sevierville, Tennessee, be hereby amended by the rezoning of property at Map 62, Parcel 33.00 (part of) from C-4 Arterial Commercial District to C-3 Intermediate Commercial District. Said property is more clearly identified on the attached map.

SECTION 2. This ordinance shall become effective five days from and after its final passage, the public welfare requiring it.

APPROVED: _____
Bryan C. Atchley, Mayor

ATTEST:

Lynn K. McClurg, City Recorder

Passed on 1st reading: _____

Passed on 2nd reading: _____

Passed on 3rd reading: _____

Proposed Rezoning C-4 to C-3
Ordinance #: O-2016-011

C-4

FOXWOOD

R-1

FOX MEADOWS

ERNEST MCMAHAN

C-3

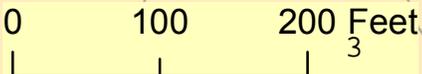
LE CREEK

FINE

MEDICAL PARK

Legend

-  Proposed C-4 to C-3
-  Parcel
-  City Zoning





Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Consider approval of Ordinance O-2016-012, An Ordinance to Amend the Zoning Map of the City of Sevierville, Tennessee, to Rezone Property from R-1 Low Density Residential to C-3 Intermediate Commercial (1405 Old Newport Highway).

RESPONSIBILITY: Pamela Caskie, Development Director

PRESENTATION: For your review, this ordinance was approved by the Planning Commission at a meeting on August 4, 2016. The adjoining parcel to the west is in the same ownership, is zoned C-3, and this rezoning would be in conformity with the proposed zoning for this area under the new zoning map. A neighborhood resident requested Old Newport Highway not be used to provide access to any future development on this property.

REQUESTED ACTION: Passage of the ordinance on 1st reading.

ORDINANCE NO. O-2016-012

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE
CITY OF SEVIERVILLE, TENNESSEE, AS SET FORTH IN SEVIERVILLE
MUNICIPAL CODE, SECTION 14-201 (TO REZONE PROPERTY ON
OLD NEWPORT HIGHWAY FROM R-1 LOW DENSITY RESIDENTIAL
DISTRICT TO C-3 INTERMEDIATE COMMERCIAL DISTRICT)**

**BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF SEVIERVILLE, TENNESSEE, THAT:**

SECTION 1. The Zoning Map of the City of Sevierville, Tennessee, be hereby amended by the rezoning of property at Map 50N, Group A, Parcel 10.00 from R-1 Low Density Residential District to C-3 Intermediate Commercial District. Said property is more clearly identified on the attached map.

SECTION 2. This ordinance shall become effective five days from and after its final passage, the public welfare requiring it.

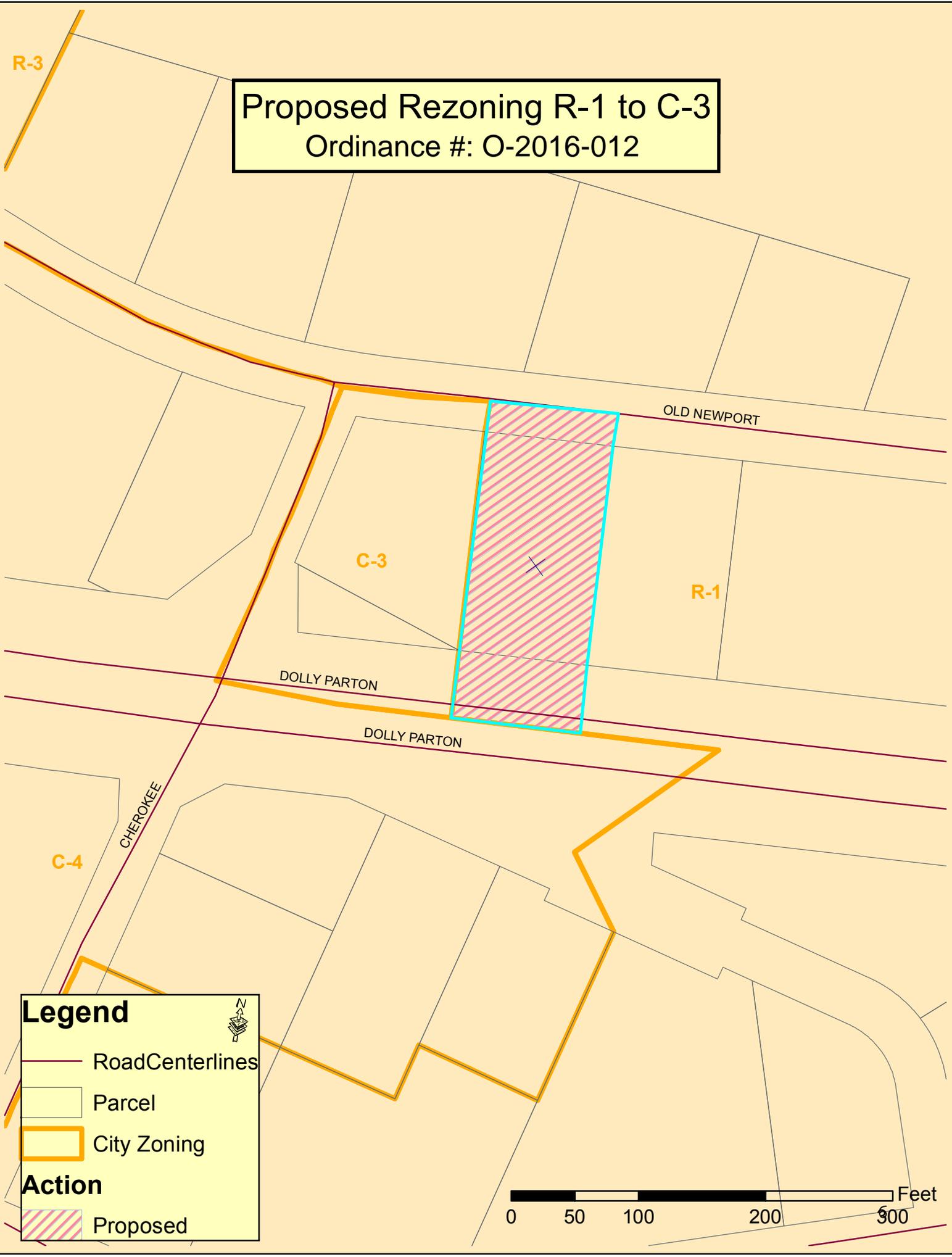
APPROVED: _____
Bryan C. Atchley, Mayor

ATTEST:

Lynn K. McClurg, City Recorder

Passed on 1st reading: _____
Passed on 2nd reading: _____
Passed on 3rd reading: _____

Proposed Rezoning R-1 to C-3
Ordinance #: O-2016-012



Legend

- Road Centerlines
- Parcel
- City Zoning

Action

- Proposed





Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: O2016-013 Amending the Fiscal Year 2017 Budget

RESPONSIBILITY: Lynn McClurg, Chief Financial Officer

PRESENTATION: A budget amendment is necessary to account for the following:

- Recognition of bond issuance for the Dolly Parton Fire Station;
- Approval of new property tax rate to fund the station and related debt service;
- Recognition of additional revenue and expenses for recently announced grant projects;
- Reallocation of funds from FY2016 budget for items that were received after June 30th.

REQUESTED ACTION: Passage of O2016-013 on first reading.

ORDINANCE O2016-013

AN ORDINANCE TO AMEND THE OPERATING BUDGETS FOR THE FISCAL PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017 AND REVISING THE PROPERTY TAX RATE FOR TAX YEAR 2016

WHEREAS, the Board of Mayor and Aldermen has previously acted to fund the operations and debt service of the City of Sevierville, and,

WHEREAS, the Board of Mayor and Aldermen has previously acted to establish a property tax rate, but now seeks to exceed the certified tax rate for the purpose of funding the construction and operations of a main fire station, and

NOW, THEREFORE, BE IT ORDAINED by the BOARD OF MAYOR and ALDERMEN OF THE CITY of SEVIERVILLE, TENNESSEE, that:

SECTION 1. The budget of the City of Sevierville for the fiscal period of July 1, 2016 through June 30, 2017 is hereby amended as follows:

Expense	110-41560-612	Bond Cost of Issuance	\$ 140,000
	110-44410-xxx	Farmers Market Grant	\$ 1,000
	110-44410-321	Tree Planting Exit 407 Grant	\$ 2,845
	911-42130-936	Traffic Control CMAQ Grant	\$ 1,145,000
	911-42210-xxx	Dolly Parton Fire Station	\$ 6,500,000
	911-42210-xxx	Downtown Fire Station	\$ 3,600,000
	911-42210-944	Fire truck (balance owed from 2016)	\$ 198,000
	911-42210-944	New fire station truck	\$ 700,000
	911-43110-944	PW truck (purchased in FY2016)	\$ 26,800
	911-44410-930	West Prong Greenway extension	\$ 200,000
	911-44410-939	PetSafe Dog Park	\$ 100,000
Source of Funds	110-27000	Fund balance (Downton Station)	\$ 3,600,000
	110-27000	Fund balance (from 2016 budget)	\$ 224,800
	110-33430	Farmers Market Grant	\$ 1,000
	110-33430	Tree Planting Exit 407 Grant	\$ 2,845
	110-36930	Bond proceeds	\$ 7,340,000
	911-33191	CMAQ Grant	\$ 1,145,000
	911-33430	West Prong Greenway Grant	\$ 200,000
	911-36120	PetSafe Dog Park Grant	\$ 100,000

SECTION 1. There is hereby levied a tax rate of \$0.52 per \$100.00 worth of all taxable property within the corporate limits of the City of Sevierville for the tax year 2016.

SECTION 2. The appropriations for this budget lapse at the end of the fiscal year, June 30, 2017 for all funds except the Capital Budget Fund. The balance in all expenditure accounts in the Capital Budget Fund will remain encumbered in the succeeding budget years until spent or until reappropriated or changed by the Board of Mayor and Aldermen.

SECTION 3. This Ordinance shall become effective five (5) days from and after its final passage, the Public Welfare requiring it.

Attest: _____
Lynn K. McClurg, City Recorder

Approved: _____
Bryan C. Atchley, Mayor

Passed on 1st Reading:

Passed on 2nd Reading:

Passed on 3rd Reading:



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: **Resolution R-2016-008** - Consideration and action on
“A Resolution For Downtown Sevierville To Meet
National Objectives To Eliminate Areas Of
Disinvestment.”

RESPONSIBILITY: Russell Treadway, City Administrator

PRESENTATION: The Sevierville Commons Association is pursuing a
Commercial Façade Grant. This resolution helps them meet the requirements to
obtain grant funding.

REQUESTED ACTION: Motion and affirmative vote to adopt resolution.

RESOLUTION R-2016-008

**A RESOLUTION FOR DOWNTOWN SEVIERVILLE
TO MEET NATIONAL OBJECTIVES TO ELIMINATE
AREA OF DISINVESTMENT**

WHEREAS, the City of Sevierville, and property and business owners, have invested in the improvement of downtown Sevierville; and,

WHEREAS, some structures within the downtown district are in need of renovations to improve public safety, welfare, and economic development; and,

WHEREAS, some buildings within the downtown district have experienced chronic turnover and/or high vacancy rates; and,

WHEREAS, *Tennessee Code Annotated* Title 13, Chapter 21 declares that slum or blighted areas are so called by reason of dilapidation, obsolescence, or are detrimental to the safety, health, morals, or welfare of the community; and,

WHEREAS, The City of Sevierville wishes to serve the citizens of Sevierville through plans for economic development and improvements in our downtown business district; and,

WHEREAS, The City of Sevierville would like to provide property owners with opportunities to improve their buildings through grants and other resources;

NOW, THEREFORE, BE IT RESOLVED, by the City of Sevierville, Tennessee:

Section 1. That at least 25% of properties within downtown are experiencing physical deterioration of building improvements, abandonment or chronic high turnover/vacancy rates.

Section 2. The area of need is described as the properties located inside the downtown district, running along Court Avenue from Main Street to Bruce Street and Bruce Street from Court Avenue to the Parkway.

Section 3. This resolution shall be effective from and after its adoption.

Resolution Adopted:

APPROVED: _____
Bryan C. Atchley, Mayor

ATTEST: _____
Lynn McClurg, City Recorder



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Adjustment of Membership Fees at Community Center

RESPONSIBILITY: Bob Parker-Director of Parks and Recreation

PRESENTATION:

In February 2016 prior to the Annual Budget Planning Process Staff conducted the required Market Study of comparable fees and charges for surrounding programs and facilities.

In July 2016 Staff received a very detailed request from a resident of the City noting the major difference in fees and requesting a discounted fees for City residence.

Staff chose to again complete another Market Study of surrounding facilities but included private facilities and one out of state comparable facilities. In addition staff went back for two fiscal years comparing trends in attendance and fees and charges since we had just completed FY 2016. The results of this study justified consideration for making some adjustments. A summary of the study and the process is provided on the following two pages.

Staff presented its findings to the Recreation Advisory Committee and they agreed with the findings of the study.

REQUESTED ACTION:

Adjust Fees and Class Schedules, Create a Social Media Marking Plan for: Swimming Pool, Fitness Center, Aerobics Classes and Gymnasium. All adjustments as noted below to become effective September 1, 2016:

- Adjust daily fee: from \$7.00 to \$5.00
- Adjust Membership Fees: 6-Month Adult from \$80 to \$75 and Child/Senior from \$60 to \$55/ Yearly Adult from \$150 to \$100 and Child/Senior from \$100 to \$90; Membership Fees would include the following: Open/Lap Swim and Water Aerobics/Racquetball/Gym/Weight Room/All Fitness-Aerobics Classes
- Offer a Yearly Membership Family Pass: Rate of 4 for \$200. (Exclusively for the head of household, his or her spouse, and dependent children und the age of 18). With each additional member over 4 members \$10 fee
- Adjust Aerobics Class Offerings based on seasonal attendance changes
- Purchase a marketing Social Media Marketing Strategy

Summary of Fees at the Sevierville Community Center from 1982 to Present/Market Study of Private and Public Facilities in July 2016/Observations/Recommendations

Significant Fee/Attendance Events since Facility Opened in 1982

- 1982 Facility Opened: **The City of Sevierville agreed to a stipulation that it would never charge County Residents more than City Residents for use of the building.**
- **1982 until 2010** users of the Gym/Pool and Fitness Center **paid for each individual activity**; except for basketball. The Bowling Center and Children Programs has always and continues to charge fees based on usage.
- **October 1, 2010** due to safety and security challenges; the department implemented the **S.A.F.E. program (Same Access For Everyone)**. This decision did in fact increased safety and security, but it did affect the overall numbers of 'visitors, not necessarily users to the building.'
- **From 2010 to 2013 use of the Weight Room and Fitness Center usage increased substantially** and the small weight room became over crowded.
- **In 2013** based on patrons request; we adjusted fees and policies allowing patrons to purchase one pass and would be able to swim, play basketball, racquetball and visit the weight room.
- **Since 2013** Rather than cut services **City Staff chose to adjust fees. Since 2013...Staff** has seen a decline in attendance, but the upside to this trend was the overcrowding problem was manageable, which seemed like a reasonable tradeoff. **. Also during this period, several private gyms and personal trainers opened in the community. Both of these factors has led to a decline in revenue and attendance in the weight room and a decrease in our Aerobics Classes.**
- **In the spring of 2016 the City of Pigeon Forge chose to adjust some of their fee structure** based on some issues with non-residence attendance from rental property. Since 2013 to present the City of Sevierville has maintained the same approach for fees in the Gym/Racquetball/Pool/Fitness area of the operation; **thus the gap between Sevierville and Pigeon Forge operations for similar services will continue to widen.**

Review of Fees- Market Study and Attendance

As required, during the Budget Planning Process in February 2016; staff did conduct a Market Study of surrounding facilities both private and public. In July 2016 the City received a detailed complaint regarding the comparison of fees between the City of Pigeon Forge and Sevierville. It was determined that Staff should conduct another Market Research of Facilities in the Sevier County area. However Staff chose to go more in depth and compare other factors. These factors were to compare a facility out of state as well as compare both our attendance and revenues for the last two Fiscal Years since we had just completed FY 2016 on June 30th. Staff felt these additional comparisons' would better evaluate our decision to move to "Membership fees" in 2013. Supporting documents included:

- *Market Study of both Private and Public Facilities in Sevier County for Fitness/Swimming/Racquetball*
- *Copy of the Attendance and Revenue's for the City of Sevierville Fitness Center and Swimming Pool for Fy2014 and Fy2015*
- *Copy of the City of Pigeon Forge Community Center Fees*
- *Copy of the City of Conway, South Carolina Recreation Center Fees*

Observations and Findings

- Every facility in Sevier County both private and public are different in equipment, classes, size of facility and space available. **“There are no two facilities the same”!**
- There are no private gyms located in Pigeon Forge to our knowledge.
- All facilities in Sevier County except the Sevierville offered a ‘monthly pay plan’.
- The Sevierville Community Center is the only facility that had a stipulation of not charging differential fees based on residency.
- Since 2013 when the Sevierville Community Center moved to Membership’s; both revenues and attendance has decreased in the Fitness Center, but attendance is stable in the pool.
- The one out of state facility chosen for comparisons; offered discounts to City Residents and offered Memberships and a monthly pay plan.
- Pigeon Forge Community Center was the only facility that offered a “Family Rate” which included all facilities including aerobics and water exercise classes.
- Fitness Center/Weight Room Trends: 1. since the opening private gyms, we have seen a decline in the younger male attendance. 2. Even though other gyms offer free memberships to seniors thru Silver Sneaker, we have a large population of senior adults that use our facilities. 3. In the afternoons we see people that come to work out during their lunch break or after work.
- Aerobics Program Attendance Trends: 1. Morning classes target stay at home moms and seniors both are well attended. 2. Our 12:30 classes, again are well attended, these classes are great for participants that work close to the Community Center, and can take advantage of these classes during their lunch break. 3. The 4:30 classes we have seen more teachers and participants that get off work at 4pm. 4. The 5:30 classes are designed for people that get off at 5:00. All of these class attendance numbers are affected by the season.
- Front Desk Challenges: Any fee changes should take into consideration the fact that the front desk is a one man operation and space and time is limited and management does not want to negatively affect our patrons first and last impressions when calling, visiting or considering a membership.

Recommendations based on History/Market Study and User Trends

1. **Adjust daily fee from \$7.00 to \$5.00**
2. **Adjust Membership Fees: 6-Month Adult from \$80 to \$75 and Child/Senior from \$60 to \$55/ Yearly Adult from \$150 to \$100 and Child/Senior from \$100 to \$90; Membership Fees would include the following: Open/Lap Swim and Water Aerobics/Racquetball/Gym/Weight Room/All Fitness-Aerobics Classes**
3. **Offer a Yearly Membership Family Pass: Rate of 4 for \$200. (Exclusively for the head of household, his or her spouse, and dependent children und the age of 18). With each additional member over 4 members \$10 fee**
4. **Purchase an aggressive marketing Social Media Marketing Strategy**
5. **Adjust the number of Aerobics Classes based on past attendance during seasonal changes.**
6. **As per Ordinance; After the Recreation Advisory Committee review present these recommendations to the City Administrator with the goal of any/all changes to become effective September 1, 2016**

Report by Senior Staff: Department of Parks and Recreation

Recommended to Recreation Advisory Committee August 8-2016



Parks and Recreation Social Media Marketing Strategy September 2017 – December 2017

After reviewing our current clients and demographics, the Parks and Recreation staff feel that best social media site to engage with our customers is Facebook.

With the decrease in attendance and revenue we've decide to change the pricing. In order to build our attendance numbers we want to heavily promote the rates change. The advertising plan will be to Boost Posts on Facebook to increase traffic and engagement to our social media pages in turn increasing our membership and revenue.

Facebook Boosted Post:

In a boosted post on Facebook you can target people based on several different demographics. For example you can chose your criteria such as:

- Age
- Location
- Detailed Targeting (demographics, interests, behaviors, etc.)
- Connections (People who already like your page or not)
- You can define where your ad appears (Ex. Mobile, Instagram, Desktop Newsfeed, Desktop Right)
- Budget (Daily or Lifetime) is: \$750.
- Schedule

As with any advertising approach I think we need to be consistent with our advertising schedule, create good content (most important) and engage with our customers on Facebook. When to boost the posts will be determined by the target market we are trying to reach.

Marketing Plan

- Create Ad for New Prices – Boost Post (beginning August 22,2016) Post on Community Center Page and Fitness and Aerobics Page
- Create Ad for Fitness Center – Boost Post (August 22-2016) – Post on Community Center Page and Fitness and Aerobics Page
- Rotate Between the two paying for the Boosted Post. I think we should continue to post (Non-Boosted) about Pool, Racquetball Court, Gym and Aerobics Classes to keep the engagement going to the Facebook Pages.



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Permission to Apply for Grant for Farmers Market

RESPONSIBILITY: Bob Parker-Director of Parks and Recreation

PRESENTATION: Last year the City received a \$1,000 dollar grant from the State of Tennessee for the Farmers Market. Funds for the grant were used for marketing and promotion of the Farmers Market.

I received the below email on July 27th. Since the Board will not meet again until after the Grant Application due date of September 15, 2016; I am requesting permission to submit another application in cooperation with the Sevierville Commons Association.

----- Forwarded message -----

From: **Jan Keyser** <Jan.Keyser@tn.gov>

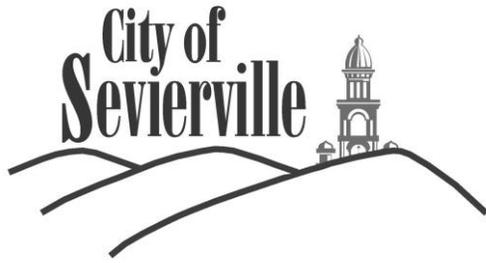
Date: Wed, Jul 27, 2016 at 3:24 PM

Subject: TAEP FM – Grant Updates

To: Jan Keyser <Jan.Keyser@tn.gov>

2016 TAEP Grant Program: I will be announcing the 2016 TAEP Farmers Market Promotional & Retail Grant Program in August. The grant maximum will be \$1,000 and the application deadline for this program will be **September 15, 2016**. This program will be for 2017 farmer's market projects. Application materials will be emailed to you when available.

REQUESTED ACTION: Approval to apply for a 100% grant through the Tennessee Department of Agriculture Market Development for the 2017 Farmers Market in Downtown Sevierville.



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Consider Purchase of 4x4 Backhoe with Extend a boom for the Public Works Department.

RESPONSIBILITY: Bryon Fortner, P.E. – Public Works Director

PRESENTATION: On July 26, 2016, bids were opened for 4x4 Backhoe with Extend a boom. Bid specifications were written to allow the usage of various buckets and accessories currently owned by Public Works. Bids were advertised and sent to potential bidders. We received responses from four vendors. Bid tabulation is attached. The only bid that met all of the bid specifications including the ability to utilize various buckets and accessories currently owned and used by Public Works is the bid from Stowers for the 430F2 IT system. The bid tabulation reflects the pricing for the 430F2 model at \$107,134. The bid tabulation does not reflect the 430F2 IT pricing which was bid at \$113,005. Stowers' bid form is attached for reference.

Due to the current amount of buckets and accessory equipment we have that are not interchangeable with the other brands and the fact we are replacing a Caterpillar IT system currently utilized, we recommend purchasing the Caterpillar 430F2 IT unit from Stowers at \$113,005. Stowers also shows this pricing is the same as their statewide contract as attached.

\$155,000 is budgeted.

REQUESTED ACTION: Approval of purchase from Stowers for \$113,005.

**BID FORM FOR
BACKHOE**

Company: Stowers Machinery
 Contact Name: Greg Simpson
 Email Address: GSimpson@Stowerscat.com
 Address: 6301 Old Rutledge Pk
Knoxville TN 37914
 Phone: 865 250 4711 Fax: 865 595 1030
 Federal Tax Identification Number: 62-0636387
 Business License # 101163840 City: Knoxville

Bid Prices:

Item	Quantity	Unit	Description	Unit Price	Total
1	1	each	Backhoe	<u>113,005 for IT / 107,134 standard</u>	
Option	1	each	Extended warranty ^(2 year)	<u>Included</u>	

Proposed Delivery Time Frame After Receiving Order: IT estimate 6 Weeks

The above prices are for the purchase of the following equipment:

Caterpillar
(Manufacturer)

430F2
(Model Name/Number)

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

- a. To accept or reject any or all bids, and/or waive any of the Informalities in the bidding.
- b. To reject all items of equipment and materials which do not conform to or exceed these specifications, without altering bid price of this proposal.

Note: Bidders shall not add any conditions or qualifying statements to this bid, except as provided herein, as otherwise the bid may be declared irregular as not being responsive to the Advertisement for Bids.



Jul-16

Contract Number 48446 - Statewide Contract SWC220 - Heavy Equipment

Contract Number 48446 - Statewide Contract SWC220 - Heavy Equipment

430F2 Wheel Loader			
Part #	Description	List Price	List Price
468-5515	Machine		
430F2 Backhoe DCA2		\$ 154,390	
	IT Front End, MP Hydraulics		
	Cold Weather Package		
	4WD - Autoshift		
	Cab/Air		
	Ride Control		
	Extendable Stick		
	1,015 Counterweight		
380-8961	Tires, 12.5 80/19.5 L24 FS	\$ 1,120	
9R-6007	Flip Over Pads	\$ 330	
211-4292	Beacon, Magnetic Mount	\$ 228	
	430F2 with Above Configurations	\$ 155,840.00	
	Discount of List % per TDOT Contract	38%	
	Discount \$ from List per TDOT Contract	\$ (59,219.20)	
	430F2 Machine Sales Price	\$ 96,620.80	
	WorkTools		
	Description	List Price	
254-8943	Bucket, Soil 36" 13.4 CFT	\$ 2,160	
254-8941	Bucket, Soil 24" 8.5 CFT	\$ 1,818	
444-7500	Coupler, Manual Dual Lock	\$ 2,026	
178-3593	Pins, Spare (2)	\$ 300	
232-2697	Bucket, MP 1.3 CYD IT	\$ 7,378	
	Subtotal	\$ 13,682	
	Discount of List % per TDOT Contract	10%	
	Discount \$ from List per TDOT Contract	\$ (1,368)	
	430F2 Worktool Sales Price	\$ 12,314	
	430F2 Sales Price		
	430F2 Statewide Contract	\$ 96,621	
	Worktools for Backhoe Loaders	\$ 12,314	
	Net Cost - Radio	\$ 400	
	Net Cost - 2 Year Warranty	\$ 1,690	
	Net Cost - Service Manual	\$ 1,631	
	Net Cost - 1 Set Filters	\$ 350	
	430F2 Statewide Contract	\$ 113,005.60	
Option			
282-5410	Stiff Link Thumb with Tire Installed	\$ 3,900	

** Above Bid for IT Front End that will interchange with Front Forks owned by City of Sevierville.

430F2 Wheel Loader			
Part #	Description	List Price	List Price
450-8452	430F2 Standard Front	\$ 102,450	
450-8761	Engine C4.4 T4F	\$ 6,970	
450-8528	MP Hydraulics - Standard Front	\$ 1,845	
398-2882	Cold Weather Package	\$ 660	
433-4806	Deluxe Seat	\$ 910	
450-8606	4WD - Autoshift	\$ 13,140	
450-8683	Deluxe Cab	\$ 8,280	
450-8715	Air Conditioner	\$ 2,355	
9R-6007	Flip Over Pads	\$ 330	
398-2681	Ride Control	\$ 1,470	
450-8732	Extendable Stick	\$ 4,940	
337-9696	1,015 Counterweight	\$ 1,740	
380-8961	Tires, 12.5 80/19.5 L24 FS	\$ 1,120	
9R-6007	Flip Over Pads	\$ 330	
211-4292	Beacon, Magnetic Mount	\$ 228	
	430F2 with Above Configurations	\$ 146,768.00	
	Discount of List % per TDOT Contract	38%	
	Discount \$ from List per TDOT Contract	\$ (55,771.84)	
	430F2 Machine Sales Price	\$ 90,996.16	
	WorkTools		
	Description	List Price	
254-8943	Bucket, Soil 36" 13.4 CFT	\$ 2,160	
254-8941	Bucket, Soil 24" 8.5 CFT	\$ 1,818	
444-7500	Coupler, Manual Dual Lock	\$ 2,026	
178-3593	Pins, Spare (2)	\$ 300	
9R-5320	Cutting Edge	\$ 329	
337-7436	Bucket, MP 1.3 CYD	\$ 6,775	
	Subtotal	\$ 13,408	
	Discount of List % per TDOT Contract	10%	
	Discount \$ from List per TDOT Contract	\$ (1,341)	
	430F2 Worktool Sales Price	\$ 12,067	
	430F2 Sales Price		
	430F2 Statewide Contract	\$ 90,996	
	Worktools for Backhoe Loaders	\$ 12,067	
	Net Cost - Radio	\$ 400	
	Net Cost - 2 Year Warranty	\$ 1,690	
	Net Cost - Service Manual	\$ 1,631	
	Net Cost - 1 Set Filters	\$ 350	
	430F2 Statewide Contract	\$ 107,134.36	



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Lighting Equipment for Community Center

RESPONSIBILITY: Bob Parker-Director of Parks and Recreation

PRESENTATION:

Early in 2016 the SCES through TVA conducted an Energy Audit of the Community Center. The results of the Energy Audit indicated that the project would qualify for rebates from TVA; if the City chose to sign up for the Energy Right Solution's Program. In order to apply; the application must be completed on line program and requires the owner (City) to work with a Certified Energy Right Solutions Vendor. There is only one certified Energy Right Solutions Vendor in Sevier County; Stokes Electric of Pigeon Forge. The Energy Right Solutions Program is primarily designed for private business to select a Certified Vendor on the front end. Selection of a vendor on the front end is not an option as per the City Purchasing Policy. However, I felt the program offered enough incentives and choose to request Stokes Electric for assistance under certain stipulations.

Stokes Electric agreed to assist with this process in order for the City to be eligible for rebates from TVA when and if the City choose to install more energy efficient lighting equipment in this 1982 constructed facility. Stokes also was made aware on the front end that the city would have to bid the materials. Stokes Electric was also aware that there were many man hours required up front in order to submit the information as per TVA regulations.

The audit indicated that the rebates alone would pay for the cost of materials for the upgrade in about two years and would save thousands of dollars on utility bills in the future. Bids were opened on July 19, 2016 and two TVA Certified Vendors bid on the materials. The low bid was Customer Service Electric Supply of Knoxville for \$18,025.21 dollars. I have contacted the low bidder and they will honor the bid and assist the City in the necessary paper work in order for the City to receive the rebates.

REQUESTED ACTION: Award the bid to the low bidder the Certified TVA Energy Solutions Vendor: Customer Service Electric Supply of Knoxville for \$18,025.21 dollars. Parks and Recreation Maintenance Staff will install the equipment starting in mid-November of this year with the goal to be completed by January 1, 2017. Exact rebates will be determined upon review of materials and submittal by the Vendor to TVA.



BID TABULATION

Item: LED Lighting (Community Center)

Opening Date: 07/19/16
Time: 2:00 PM
Location: City Hall

Table with 9 columns and 10 rows. Handwritten entries in the first two rows: Vendor (Stiles Electric, Customer Service Electric Supply) and Total Price (18,218.84, 18,025.21).

Attest: Tracy Baker Assistant City Administrator

Witness: Bill Parks



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Agreement between Sevier County Aquatic Club and City
For School Year 2016-2017

RESPONSIBILITY: Bob Parker-Director of Parks and Recreation

PRESENTATION:

Attached please find the annual Agreement between the City and the Sevier County Aquatic Club for use certain Indoor Recreation Facilities within the City of Sevierville Community Center for School Year 2016-2017.

The Recreation Advisory Committee has reviewed.

REQUESTED ACTION: Approve Agreement as presented.



City of Sevierville Department of Parks-Recreation AGREEMENT

This Agreement is made and entered into effective the 15 day of August, 2016, by and between the City of Sevierville, through its Department of Parks and Recreation, hereinafter called City, and Sevier Aquatic Club, by and through its duly organized and designated signatory, hereinafter referred to as Club.

That for and in consideration of the terms and conditions contained herein, the parties agree as follows:

The Club shall be allowed to use of the portions of the City's indoor/outdoor swimming pool designated below during the hours and on the days set forth below, during the period beginning **August 15, 2016, and ending on or about June 1, 2017:**

Monday – Wednesday

- 3:30pm - 7:00 pm: 4 lanes
- The City will use 2 lanes for swim lessons. If no swim lessons are scheduled the Club may use the additional 2 lanes.

Tuesday – Thursday

- 6am-7am- Aerobics Room Only and Only with Adult Supervision
- 6:00am-7:00am: 2 lanes-Master Swim
- 3:30pm – 5:00pm: 4 lanes Club usage.
- 3:30pm - 5:00pm: The City will use 2 lanes for swim lessons. If no swim lessons are scheduled the Club may use the additional 2 lanes.
- 5:00pm – 7:00pm: 6 lanes (all lanes) Club usage.

Friday

- 3:30pm - 6:00pm: 1 Friday per month 3:30pm-7:00pm

Saturday

- 8am – 12pm: 3 lanes (2 lanes only when Swim Lessons are scheduled)

Sunday

- 1pm-4:30pm: 3 lanes (Sundays will not be available until September 11, 2016)

All swim team pool users shall leave the pool area within 15 minutes after practice and within 30 minutes after swim meets, and will be responsible for cleaning the area at the conclusion of each activity.

Swim Pass Rates for School Year 2016-2017

All Club members must purchase Memberships at the rates charged to the general public for City Public Indoor Recreation Facilities, prorated for nine months.

- 1 year Child Membership Rate: Total per child \$67.50
- 1 year Adult Membership Rate : Total per Adult \$75.00
- Family Pass \$ 200 for Family of 4 as defined in Fees and Charges Policy.

The Club shall collect the fees from its participants and present a list of names and pay the required fees to the Recreation Supervisor. A membership and pool scan card will be issued to each club member.

- **The Club agrees to provide the City with the total number of swimmers that use the pool each month.**
- **Note:** All Club Members must enter the Community Center building via the main doors approved for the public and must use the required scan cards at all time. No Club Member will be allowed to enter or exit the Blalock Natatorium through the rear of the Blalock Natatorium.
- **At no time shall members drive or park at the back of the building to drop off or pick up Club members. No one will be permitted to use back door pool entrance.**

Swim Meets

If the Club charges an entry fee for spectators or participants in any of its swim meets, the Club shall pay all applicable taxes relating to such fees, and to shall indemnify and hold the City harmless from any such taxes.

The Club shall not charge its members an admission fee for use of the pool during practice sessions.

The Club will be charged for lifeguards during swim meets.

Pool Rules

Use of the pool is subject to the City's rules and regulations. It shall be the Club's responsibility to enforce all of the City's rules for use of the pool during the stated times. The Club acknowledges that it has received a copy of the City's rules and regulations for use of the pool and pool area and that it is familiar with the same. A copy of said rules and regulations is attached hereto as Exhibit A and incorporated by reference herein.

Lifeguards

The City will provide a lifeguard during all practices and meets. The lifeguard must be on duty for practices and meets to commence. The Club shall give the Recreation Supervisor at least 3 weeks' notice of scheduled meets and practices, to permit the Recreation Supervisor to schedule a lifeguard. The Club will reimburse the City for the cost for the lifeguard. The current hourly lifeguard rate is \$9.50. The rate may change without notice.

Insurance

The Club agrees to carry at its own expense general liability insurance with minimum limits of \$1,000,000 per occurrence. Insurance is to be placed with a financially sound Tennessee admitted insurer (Best's rating of A or better) or an insurer approved by the City's Risk Manager. The insurance policy shall name the City as an additional insured. The Club shall furnish the City proof of said insurance no later than thirty days prior to any scheduled event. If such proof of insurance is not timely provided, the City may terminate this Agreement and/or cancel any scheduled events.

Regardless of said insurance, the Club shall indemnify and hold the City free and harmless from any and all claims, accidents, damages, expenses and liabilities whatsoever (including, without limitation, reasonable attorney fees), arising out of or in any way connected with any injury, including death, or property damage to any person, firm, corporation or other entity, including the City, arising directly or indirectly from the use or occupancy of City property by the Club, its agents, employees, assigns, contractors, spectators, guests or invitees.

Additional Requirements

The Club agrees to require all members to store all personal items in City owned lockers or personal bags outside of the locker room during pool usage. No personal articles are to be left in the locker area outside of the lockers at any time. At completion of all aquatic activities, participants must take personal items from locker room. Any locks left on the lockers overnight will be cut off. The City is not responsible for any lost or found items.

The swim team will pay a monthly storage charge of \$60.00 for use of an area in the closet for their equipment for The swim team will keep the closet clean and neat.

The City reserves the right to close the pool at any time if the City determines that conditions exist that makes it inappropriate for swimmers to use the pool.

Agreement Period

This Agreement is effective for the period beginning August 15, 2016, and ending on or about June 1, 2017, unless terminated sooner. The City shall have the right to terminate this Agreement at any time upon giving the Club (15) days' written notice of cancellation.

At the end of the designated hours for the Club's use of the pool, participants of the Club's function shall either leave the pool area or conduct no further organized activity within the pool that would prohibit or hinder open public use of the pool or other uses that the City may designate.

IN WITNESS WHEREOF, the parties have hereunto set their hands effective the day and date first above written.

CITY CONTACT PERSON

CITY OF SEVIERVILLE:

Print Name

200 Gary Wade Boulevard
Sevierville, TN 37862
Phone: (865) 453-5441

BY: _____
Signed by duly authorized signatory

Type name and title of signatory

UTILIZER/Sevier Aquatics Club:

(TYPE NAME and Title of Signatory)

BY: _____
Signed by duly authorized signatory

Address: _____

Contact Number: _____

Departmental Code of Conduct

This Code of Conduct shall be followed by all persons using any recreational grounds and facilities operated or controlled by the City of Sevierville. The requirements of the Code are in addition to the requirements of the Sevierville Municipal Code, which also applies to all users of City grounds and facilities.

- Any physical or verbal abuse toward another person is strictly prohibited.
- All users must comply with all instructions from Parks and Recreation Staff members.
- No writing on, marking on, defacing, abusing or damaging any City property in any manner. Violators shall be required to pay all cost of repair, in addition to any other penalties imposed for violation of this Code.
- The playing of radios, tape players, cd players, iPods or similar devices will be permitted only with staff approval.
- No food or beverages allowed in gym, pool, or racquetball area of the Community Center without prior written approval.
- No loitering in any facility. You must be a participant in an activity and /or organized meeting relating to such activity.
- No spitting within the facility.
- No misuse or abuse of equipment.
- No public display of affection.
- No alcoholic beverages, drugs, or gambling in buildings or on surrounding grounds.* Groups holding functions held at the Civic Center may be permitted to serve alcoholic beverages upon approval from the Director of Parks and Recreation.
- Shirts are required when leaving gym area to enter any other areas within the Community Center as well as at all times within or at the distance of 50' from the Civic Center.
- No running in any indoor facility.
- Use of tobacco products is prohibited within all City owned Recreation Facilities as provided in Title 11, chapter 7 of the Sevierville Municipal Code.
- Per State Law, possession of tobacco products by persons under the age of 18 years is not allowed on any City property.
- No riding or parking of any type of motorized vehicle in any area not designated or designed as a marked parking area: or any officially posted area without written permission. Riding of skateboards is allowed only in areas designated for such activity. (Designated area is the concrete pad area at the front right of the community Center outside of the gym)

- No child under the age of twelve (12) shall be allowed in the Community Center Pool, Family Aquatics Center or any pool deck without a legal guardian or parent over the age of 18 years old present at all times to supervise and be responsible for the child.
- Per state health department regulations and guidelines, all swimming pools will close for any event of human waste entering the indoor or outdoor pool.
- Sevierville Parks and Recreation reserves the right to close any facility for any reason deemed necessary or desirable by the Director of Parks and Recreation or his designee, including but not limited to inclement weather, maintenance, scheduled events, etc.
- Children not Pottie trained must have protective swimwear on while in the pool or on the pool deck area of either the indoor or outdoor pool.
- All persons soliciting for any purpose whatsoever must comply with the provisions of Article 9, Chapter 2 of the Sevierville Municipal Code.
- All outdoor public parks owned or leased by the City of Sevierville Department of Parks and Recreation will officially close for public use at 11 p.m. each night, unless approved scheduled events are taking place after that time, in this case, all persons must leave any outdoor public park (15) fifteen minutes following the conclusion of the program. All areas within public parks not lighted will close at dusk.
- No camping, sleeping, or overnight parking is allowed in or on any outdoor park, parking lot, trail, or greenway operated by City of Sevierville without written permission from the Director of Park and Recreation.
- All posted rules and regulations must be obeyed.
- Anyone who violates this Code of Conduct may be suspended or permanently barred from entering City recreational facilities. All violations of this Code of Conduct will result in a Written Discipline Report. A copy of this report will be provided to all adult violators and to the parents or guardians of violators under the age of 18 years. Violations may also be reported to the appropriate authorities for criminal and /or juvenile prosecution.

I, _____, have read the above Code of Conduct fully and understand this document and its meaning in full.

Date: _____

(Revised July 24, 2014)



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Engineering Contract for McCroskey Island Wastewater Treatment Plant Expansion

RESPONSIBILITY: Steve Flynn, Director, Water Department

PRESENTATION: The expansion of the McCroskey Island WWTP is a top priority for the City. Jacobs Engineering Group has been providing engineering services throughout the planning process. This agreement will finalize the scope of services through the remainder of the project.

REQUESTED ACTION: Consider approval of engineering contract to finalize the WWTP Expansion.

AGREEMENT FOR PROFESSIONAL SERVICES

McCROSKEY ISLAND WASTEWATER TREATMENT PLANT EXPANSION – CONTRACT 2

Effective Date _____ Task Order No. _____

Client Project No. _____ Engineer Project No. _____

This Task Order is entered into on the effective date noted above pursuant to the “Master Agreement for Professional Services” between City of Sevierville (“Client”) and JACOBS ENGINEERING GROUP INC. (“Engineer”), dated August 11, 1993 (“Agreement”). The Agreement is incorporated herein and forms an integral part of this Task Order.

Services Authorized

The Client authorizes the Engineer to perform services as detailed within Exhibit A.

Compensation

The Client shall pay the Engineer in Accordance to terms detailed within Exhibit B.

CITY OF SEVIERVILLE

JACOBS ENGINEERING GROUP, INC.

By: _____

By: _____

Date: _____

Date: _____

Exhibit A
Task Order 2
Scope of Services
McCroskey Island Wastewater Treatment Plant Expansion – Contract 2
City of Sevierville, TN
July 25, 2016

Project Understanding

The McCroskey Island Wastewater Treatment Plant (WWTP) is a 4-MGD activated sludge wastewater treatment facility. In 2007, Jacobs prepared a Preliminary Engineering Report (PER) to define the improvements required to increase the plant capacity by 8 MGD to a total capacity of 12 MGD. Since that time, Jacobs has prepared detailed construction documents to a 90-percent completion level for the expansion of the WWTP to 8 MGD. Due to slower than anticipated growth, the expansion of the WWTP was put on hold in the spring of 2011. In 2012, improvements to the headworks were determined to be critical for continued efficient operation at the current rated capacity. Design documents associated with the headworks improvements were extracted from the WWTP expansion design and modified to create a stand-alone project that would allow for an expansion to 8 MGD. This project was referred to as Contract 1 – Headworks Improvements. Contract 1 – Headworks Improvements was advertised and released for bidding in November 2013 and put into operation in April 2015. This Task Order addresses the effort associated with completing the remaining tasks necessary to expand the plant’s capacity to 8-MGD and is called Contract 2. These tasks include detailed design, preparation of bid documents, environmental permitting, bidding assistance, construction administration and on-site observation services.

On November 4, 2015, the City of Sevierville and Jacobs met with the Tennessee Department of Environment and Conservation (TDEC) in a show cause meeting. The purpose of this meeting was to address violations cited during a recent WWTP inspection and actions to correct. The outcome of this meeting was that TDEC would prepare a Consent Order to require action be taken by the City of Sevierville to correct all issues cited during the inspection and that the City of Sevierville would deliver construction ready plans to TDEC by the end November 2016.

Based on discussions with TDEC, Jacobs and the City of Sevierville agree that nutrient removal will be required to comply with future discharge permit limits. The City of Sevierville has requested that Jacobs modify the design of this expansion to include biological nutrient removal (BNR) as part of the WWTP process. The limits for nutrient removal have not been established by TDEC, therefore Jacobs design goals for this process are based on conversations with TDEC staff, current discharge limits at comparable WWTP’s and discussions with City of Sevierville staff. The BNR process will incorporate a goal of 8mg/L for nitrogen and 1mg/L for phosphorous in the WWTP effluent.

Due to the time that has passed since the expansion was put on hold it is necessary to review and update the current design documents to reflect recent changes in building codes, address updates to manufacturers’ equipment specifications and offerings, and incorporate any changes in design features that the City of Sevierville has requested.

Scope of Work

Task 1 – Detailed Design

The original detailed design task for the recommended improvements to expand the WWTP to 8 MGD included activities required to produce contract documents for bidding. Contract documents and technical specifications were prepared and were completed to a 90% completion level, ready for submission to the TDEC for approval. Prior to submitting the design documents to TDEC, the project was put on hold at the City’s direction.

The following is a brief description of the remaining design activities required to complete each structure:

Structure	Design Modifications
Sitework/Yard Piping	Modifications to site piping due to the addition of phosphorous removal basin, modify diameters of clarifiers 3 and 4
Outfall and Diffuser	Design and permitting
Phosphorous Removal Basin/ Splitter Box	Add phosphorous removal basin and modify current design of splitter box
Existing Biological Reactor No.1	Modify process to allow for BNR
Biological Reactor No.2	Increase basin size to allow for BNR
Clarifier Splitter Box	Modify design for increased diameter of clarifiers 3 and 4 and maintain flow to existing clarifiers 1 and 2
Final Clarifiers No.3 and No.4	Increase diameter from 80' to 100' to aid in settling for BNR
RAS/WAS Pump Station	Increase pump capacity to accomodate BNR, make changes to pumps
Chlorine Contact Chamber	Examine possibility of changing pump type per City of Sevierville, evaluate existing blowers
Dechlorination Building	Replacement of sodium bisulfate pumps with diaphragm pumps
Sludge Dewatering	Add additional pump to solids building, demolition of existing stairs
Sludge Thickeners and Pump Station	Rehab of old plant clarifiers, add instrumentation, make changes to pumps
Recycle Pump Station	Modifications of submersible pumps
Scum Pump Station	Modifications to submersible pumps
Lab and Control Building	Modifications to existing floor plan to allow increased lab area, by converting existing storage space
Operations Building	Modification to human/machine interface (HMI) equipment
Davis Lane Pump Station	Electrical and pump upgrades
Waste Water Treatment Plant Second Electrical Feed	Design of secondary electrical feed from Sevier County Electric System and automatic transfer switch
Water Treatment Plant Second Electrical Feed	Design of secondary electrical feed from Sevier County Electric System and automatic transfer switch

The design activities will incorporate discharge limits as set forth by in the Client's National Pollutant Discharge Elimination System (NPDES) permit, Permit Number TN0063959, effective May 1, 2016. This permit is issued under the authority of Tennessee Water Quality Control Act of 1977 (T.C.A. 69-3-101 et seq.) and the delegation of authority from the United States Environmental Protection Agency under the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 (33 U.S.C. 1251, et seq.).

Jacobs will complete the design as noted above and produce four sets of drawings and specifications to be submitted to TDEC for review and approval, bidding and construction. Design services will include civil, process, electrical, mechanical, instrumentation & controls, structural and architectural.

Task 2 – General Permitting Assistance

Permit applications and other submittals required by the regulatory agencies will be prepared by Jacobs. Plans and specifications will be compatible with regulations for permit approvals and safety standards.

Jacobs anticipates the following permits will be required for this project:

- Tennessee Department of Environment and Conservation – National Pollutant Discharge Elimination System (NPDES) Land Disturbance Notice of Intent (NOI) for stormwater discharge, Storm Water Pollution Prevention Plan (SWPPP) and Aquatic Resource Alteration Permit (ARAP) for impacts to the French Broad River
- City of Sevierville - Land Disturbance Permit
- Tennessee Valley Authority (TVA) - 26a Permit for construction within the floodplain, stream impacts, impacts to jurisdictional areas, cultural resources, or protected species
- US Army Corps of Engineers (USACE) – Section 10/404 Permit for construction within the floodplain, stream impacts, impacts to jurisdictional areas, cultural resources, or protected species

The NPDES permit/SWPPP and City of Sevierville Land Disturbance Permit are considered routine.

It is assumed that the existing TVA model for the flood plain area will be used by TVA to determine whether there are any permitting issues for the new WWTP structures. A TVA 26a permit is required for impacts to the floodplain, jurisdictional areas, protected species, and cultural resources. This Task includes preparation of this permit application.

This task does not include the cost of mitigation for impacts to jurisdictional areas or the cost of cultural/archaeology and protected species surveys, which would be conducted by subconsultants. Because the effort involved in resolving permitting issues can vary greatly, this task will be performed on an hourly basis. Permit fees will be paid by Jacobs and billed to the City of Sevierville as detailed in Exhibit B. Below is a description of potential permitting issues for the project.

TVA Permitting

Section 26a of the TVA Act authorizes the TVA to regulate the construction, operation, or maintenance of any structure or obstruction that affects the navigation, flood control, or public lands or reservations along or in the Tennessee River or any of its tributaries. The permit process includes a protected species survey and cultural/archaeology resource survey that will be conducted by the TVA. If protected species or cultural/archaeological resources are identified, the client would be responsible for additional surveys and agency coordination. Once the TVA is satisfied that all environmental issues have been addressed, the TVA will coordinate with the USACE and TDEC for additional federal and state permits that would be required. The TVA will not finalize the 26a permit until any required USACE and TDEC permits have been approved.

USACE Permitting

Section 404 of the Clean Water Act provides the Secretary of the Army, acting through the Chief of Engineers, the power to issue Individual Permits (IPs) and to authorize the use of Nationwide Permits (NWP) for the discharge of dredged or fill materials into the waters of the United States, including special aquatic sites and wetlands (Nation's Waters). USACE engineers have the authority to issue special permits for activities in the Nation's Waters.

IPs are required for projects having more than minimal cumulative adverse impacts on the Nation's Waters. IPs involve public notification and coordination with federal and state agencies and can be difficult to obtain. Although NWP 12 typically allows for the construction of outfall structures, the District Engineer has the authority to elevate any permit deemed more than minor. Based on previous project coordination, the Nashville District - Eastern Section of the Tennessee USACE, would elevate this permit to an IP for any construction within the navigable channel of a Section 10 river.

TDEC Permitting

An Aquatic Resource Alteration Permit (ARAP) would be required for wetland or stream impacts. The TVA will submit a copy of the 26a permit to TDEC to determine if an ARAP permit would be required. A Water Quality/401 Certification from the Division of Water and Pollution Control (WPC) is required for any federal permit that will result in a discharge into state waters. The 401 Certification will state that the discharge complies with the aquatic protection requirements of the State.

Federal permits that require a 401 Certification include Section 404 permits from the USACE, 26a permits from the TVA, and permits for hydroelectric projects from the Federal Energy Regulatory Commission (FERC). Documents for the 401 Certification will be submitted to TDEC by the reviewing federal agency. The federal agency would supply TDEC with a copy of the public notice and project documentation. If the proposal is acceptable, a certification will normally be issued within 90 days of receipt.

Cultural/Archaeological Issues

A Phase III archaeological survey, including construction monitoring, was conducted from September 3, 1994 to April 30, 1995 as part of the expansion of the McCroskey Island Wastewater Treatment Plant (WWTP). There is a possibility that additional cultural resources will be identified within the proposed construction site. The need for additional archaeological surveys will be determined once the new structures for the plant expansion are laid out on the site. Subconsultants will be required to perform this activity.

Task 3 – Bidding Assistance

This task covers bidding assistance services associated with Contract 2. The bidding assistance task includes the activities during contract bidding that will provide the City with the proper representation for bidding and awarding the project. This task will include the following activities:

- Prepare Invitation to Bid for the City's use in its legal advertisement of the project. Jacobs will distribute courtesy copies of Invitation to plan rooms and potential bidders.
- Provide for the distribution of bidding documents (in electronic pdf form) to interested contractors, suppliers, and plan rooms
- Respond to questions from contractors and suppliers during the bid phase of the project. Prepare and issue addenda as necessary to address contractor comments and questions.
- Attend the bid opening, assist in evaluating bids, prepare the bid tabulation, and make a written recommendation for award.
- Addenda and bid data from the low bidder will be conformed into final documents for contract execution and construction phase purposes.
- Following award of the contract by the City, transmit the conformed contracts to the Contractor for execution. Review the documents, including bonds and certificates of insurance, for proper preparation and execution by the Contractor, and forward to the City for final execution.

Jacobs shall be appointed as Owner's agent for the limited purpose of performing any bid or procurement services under the contract and shall have no liability associated with the services procured by Jacobs on Owner's behalf. Such services shall be performed under Owner's direction and in accordance to such

forms, terms and conditions, or modifications or revisions to same as Owner may in its sole discretion at any time instruct Jacobs to use. All services shall be carried out in accordance with the procedures mutually agreed upon by Owner and Jacobs.

Task 4 – Construction Administration

Jacobs will perform the following tasks during construction of Contract 2:

- Assist in reviewing the Contractor's schedule of values and construction schedule.
- Review shop drawings.
- Assist in review of monthly updates to the Contractor's construction schedule.
- Respond to requests for information from the Contractor.
- Conduct the pre-construction conference and prepare and distribute the minutes.
- Issue the Notice to Proceed to the Contractor.
- Conduct monthly construction progress meetings. Issue minutes of these meetings.
- Prepare engineering documents to support change orders for changes to the contract, if required.
- Perform a review of the completed project for conformance with the contract documents.
- Assist in close-out activities for the project.
- Provide the City with project record drawings as furnished by the Contractor (including revisions to the electronic AutoCAD files).

Engineering budgets for construction administration services are based on the construction contract duration of 24 months, which will include a 2-month administration period. During the administration period, limited on-site activities will take place; the Contractor will use this time to prepare and submit shop drawings and procure equipment.

Task 5 – On-Site Observation

On-Site Observation will be provided by a Jacobs site representative, who will perform both on-site observation tasks. The Jacobs site representative will perform the following tasks:

- Observe the work for compliance with the contract documents.
- Verify quantities and percent complete on requests for monthly and final Applications for Payment from the Contractor; make recommendations for payment by the City.
- Perform a periodic check on completeness of the Contractor's record drawings.
- Monitor and provide a documented record (both written and photographic) of the construction progress, including labor and equipment
- Communicate with the Contractor and Jacobs to help ensure flow of required information.
- Help coordinate construction activities that may impact plant operations with the Contractor and the City.
- Make inspections of material and equipment at the job site.
- Provide coordination in resolving outstanding issues, change orders, extra work provisions, and requests for information.
- Assist in coordinating with the Contractor and the City for start-up and commissioning of new equipment and systems.
- Coordinate and perform site observations for substantial and final completion, prepare punch lists, and monitor the Contractor's progress in completion of punch list work items.
- Perform contract close-out activities.

Engineering budgets for on-site observation services are based on the construction contract duration of 24 months, which will include a 2-month administration period. During the administration period, limited on-site activities will take place; the Contractor will use this time to prepare and submit shop drawings and procure equipment.

If the Engineer is called upon to observe the work of Owner's Construction Contractor(s) for the detection of defects or deficiencies in such work, Engineer will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. The Engineer shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the Contractors since these are solely the Contractor's responsibility under contract for construction between Owner and Contractor.

Exhibit B
Task Order 2
Compensation

McCroskey Island Wastewater Treatment Plant Expansion – Contract 2
City of Sevierville, TN
July 25, 2016

For the services described in Appendix A, Tasks 1 and 3, the Client agrees to pay and the Engineer agrees to accept the lump sum amount of \$350,000; which constitutes compensation for all of the Engineer’s salary costs, general and administrative overhead, direct project expenses, and profit. The Client agrees to pay the Engineer monthly based on the estimated percentage of total work completed through the billing period as certified by the Engineer.

For the services described in Exhibit A, Tasks 2, 4 and 5, the Client agrees to pay the Engineer monthly, for work completed, on a time and material basis at standard hourly billing rates in effect when services are provided by the Engineer’s employees of various labor grades. An estimated labor budget is shown below for Tasks 2, 4 and 5.

Internal costs are reimbursable at cost. Direct expenses (such as travel, subsistence, sub-consultants, field equipment, communications, etc.) are reimbursable at cost plus 5% and are not included in the labor fee and will be itemized within the invoice separately.

<u>Task</u>	<u>Estimated Labor Budget</u>
2 General Permitting Assistance	\$ 75,000
4 Construction Administration	\$ 385,000
5 On-Site Observation	\$ 590,000

Services Not Included in Pricing

Typical language Professional and Engineering services not included within this proposal consist of: land surveying, soil testing and evaluation, geotechnical investigations, easement descriptions and acquisitions, fees associated with permit/approval applications, and landscape architecture

Additional Services

Should the Client require additional services beyond the Scope of Services defined in Exhibit A, the Engineer will provide the extra services and invoice Client according to the provisions established in Exhibit B.



Board Memorandum

DATE: August 15, 2016

AGENDA ITEM: Consider approval and/or ratification of the following expenses in excess of \$5,000.00.

RESPONSIBILITY: Lynn McClurg, Chief Financial Officer

PRESENTATION:

1. Harrell's – Fertilizer for Golf Course - \$16,969.00 sole source
2. Gridsmart – Apple Valley / Parkway Intersection Retrofit - \$17,501.00 sole source
3. Applied Concepts – 7 Radar Units (to be reimbursed by grant) - \$9,948.40 low price
4. A.S.D.T – Steam Clean Carpet - \$9,542.00 low price

REQUESTED ACTION: Recommend approval and/or ratification of the above mentioned expenses.

Telephone Bid Tabulation



City of Sevierville
 120 Gary Wade Blvd, P.O. Box 5500
 Sevierville, TN 37864
 (865) 453-5504

Dept. Golf Maint

Date: 08/08/2016

By: DJ LERCHEN

Item #	Description	Qty	Bidder		Bid # 1		Bid # 2		Bid # 3	
			Quote by	Telephone	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
			HARRELL'S							
	FLEET	24			\$207.50	\$4,980.00		\$0.00		\$0.00
	PAR	8			\$224.40	\$1,795.20		\$0.00		\$0.00
	EARTH MAXX	24			\$83.70	\$2,008.80		\$0.00		\$0.00
	TITLE PHYTE	48			\$82.50	\$3,960.00		\$0.00		\$0.00
	0-0-50 POLYON GG	65			\$65.00	\$4,225.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00
	Total Bid					\$16,969.00		\$0.00		\$0.00



GRIDSMART Technologies Inc.
 10545 Hardin Valley Road
 Knoxville, TN 37932
 USA

Expiration Date 7/29/2016
 Created Date 7/6/2016
 Quote Number 00000565
 Payment Terms Net 30

Prepared By Matt Greenoe
 Email matt.greenoe@gridsmart.com

Contact Name Eric Itzel
 Phone (865) 453-5504
 Email eitzel@seviervilletn.org

Bill To Name Sevierville, TN
 Bill To P.O.Box 5500
 Sevierville, TN 37864
 USA

Ship To Name Sevierville, TN

Product Code	Product	Sales Price	Quantity	Total Price
GS-3-TEN	1.9" to 4.5" Tenon Bracket	\$130.00	1.00	\$130.00
GS-3-MTA	15' Luminaire Mounting Arm	\$1,250.00	1.00	\$1,250.00
GS-3-A58	58" 90° Mounting Arm Pole	\$70.00	1.00	\$70.00
GS-3-GS2	GRIDSMART GS2 Processor	\$9,760.00	1.00	\$9,760.00
GS-3-CAM	GRIDSMART® Bell Camera	\$2,570.00	1.00	\$2,570.00
GS2-TS1-OPT	GS2 Processor TS1 Module	\$31.00	1.00	\$31.00
GS-3-PFM	Performance Module	\$3,200.00	1.00	\$3,200.00
GS-3-SMCH	Smart Connect - Hybrid Box	\$310.00	1.00	\$310.00
GS-3-TS1	TS1 Interface Cable	\$180.00	1.00	\$180.00

Total Price \$17,501.00
 Discount 0.00%
 Grand Total \$17,501.00

I agree to the above pricing and terms, and would like to place the above product on order.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

To help us serve you better, please make sure Purchase Orders reference Part Number(s), Quantity, Pricing, Quotation Number, along with any special instructions or shipping preferences. Please submit via email to orders@gridsmart.com or fax to 865-249-6608. Thank you.

This quote is subject to GRIDSMART Technologies Inc. Terms and Conditions. Freight, at cost or prearranged by buyer, will be added to all orders FOB Factory. All pricing is in U.S. Dollars (USD\$).



QUOTE

Advanced Structural Drying Technologies

2916 Beulah Church Rd.
 Arrington, TN 37014
 p. 615.395.9966
www.asdrestoration.com

QUOTE NO. 10000
 April 14, 2016
 CUSTOMER ID: SCC
 EXPIRATION DATE 12/31/2016

Sevierville Convention Center
 202 Gists Creek Road
 Sevierville, TN. 37876
 John Sullivan, Building Superintendent

ASDT Contact	Client	Scope
Chris Kirtley	Sevierville Convention Center	Initial Deep Clean/Brighten

QTY	Per Year	DESCRIPTION	UNIT PRICE	LINE TOTAL
10201	1	Steam Clean, Pre Treat and Power Scrub Rotunda and East Concourse Carpet	\$ 0.15	\$ 2,550.00
6600	1	Steam Clean, Pre Treat and Power Scrub North Concourse Carpet	\$ 0.25	\$ 1,650.00
4832	1	Steam Clean, Pre Treat and Power Scrub Ball Room A Carpet	\$ 0.25	\$ 1,208.00
4813	1	Steam Clean, Pre Treat and Power Scrub Ball Room B Carpet	\$ 0.25	\$ 1,203.25
4813	1	Steam Clean, Pre Treat and Power Scrub Ball Room C Carpet	\$ 0.25	\$ 1,203.25
4832	1	Steam Clean, Pre Treat and Power Scrub Ball Room D Carpet	\$ 0.25	\$ 1,208.00
529	1	Steam Clean, Pre Treat and Power Scrub Meeting Room A Carpet	\$ 0.25	\$ 132.25
529	1	Steam Clean, Pre Treat and Power Scrub Meeting Room B Carpet	\$ 0.25	\$ 132.25
1022	1	Steam Clean, Pre Treat and Power Scrub Meeting Room C&D Carpet	\$ 0.25	\$ 255.50
				\$ -
		**The Per Square Foot pricing is based on an initial DEEP CLEANING		\$ -
		restore carpet to the best condition for ongoing maintenance		\$ -
		***Separate quote and pricing will be submitted for the Exhibit Halls		\$ -
				\$ -
SUBTOTAL				\$ 9,542.50
SALES TAX				
TOTAL				\$ 9,542.50

Prepared by: Chris Kirtley, Director of Business Development
 chris.kirtley@asdrestoration.com
 615-801-3665

To accept this quotation, please sign here and return: _____ Date _____

Name/Title: _____

**Terms and conditions & Payment Information is contained in accompanying document, "Clauses, Terms & Conditions Agreement"

THANK YOU FOR YOUR BUSINESS!