



# PARKS AND RECREATION

Monthly Report

September 2019



## -Ups for the month

*I would challenge each of you to spend a few minutes and absorb and review the final four pages of this Monthly Report. These four pages are:*

**-1) Fees and Charges Policy/Cost Recovery Matrix: (2 pages)** Last winter our staff spent a great deal of time reviewing and creating this document. This document was approved during the FY2020 budget process; however since July we has added both facilities to be maintained as well as new programs to our offerings. This matrix attempts to place every aspect of our operation into a box where it is identified as to whom benefits from these services and whom pays.

**-2) Facilities Maintained by this Department-** I have updated the list of facilities that we maintain around the city, how much time it takes to keep that facility operational etc. It might surprise you what we do maintain around our City.

**-3) Tree City USA Application for 2019-** Staff is preparing the Application to remain Tree City USA again for 2019.

⇒ We received our first payment from users that have benefits through the Silver Sneakers Program. Lots of potential for future revenues and programs here.

⇒ The picture to the right is the new roof on the Community Center; we have been informed completion will be the second week in November.



## -Not So Much an Up for the month



*As with all things in life, unforeseen things just happen; and projects are no different. This month I spent a great deal of time trying to deal with two Greenway Projects that are currently under construction. Both projects had unforeseen issues surface this month requiring additional money and time. Fortunately I was able to juggle budgets so that these unforeseen issues do not delay these projects and keeps both of them moving forward. These recommendations will go the Mayor and Board on October 7th for approval.*

*-Two of our full time employees; Mike Torres and Vickie Pinion have been out due to sickness and health related challenges. We wish both of them a full recovery and return to work soon.*



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*Sevierville*  
PARKS AND RECREATION  
*So much more than a walk in the park.*



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## Aquatic Center

- Michelle Tinker has been transferred to Full time Office Specialist- this will ease the shortage of Part time Employees whom are qualified to work this critical second shift front desk position.
- Three Employees (3) employees will assist with the Senior Olympics swimming held in Gatlinburg.
- We did receive an update on the repairs on the PoolPac...we are scheduled to receive the planned repairs in Mid-October. It has been brutally hot in the Natatorium due to no air conditioning this summer and fall.
- After almost 39 years; it is true we are getting air conditioning in the Gym. Facility Maintenance continues to work on this large project. We have not been given the timetable for completion...but we have waited 39 years; what is a few more days or weeks



Out of sight-Out of Mind- Our Landscape Specialist must water these plants in the Natatorium daily to keep them alive due to the heat

## Athletics and Parks Maintenance

- Pressure washed tennis courts
- Painted 4 additional pickle ball courts
- Made efforts to promote Pickleball and registered as a play site with the USAPA
- Installed security cameras at City Park Covered Bridge
- Assisted parking at cross country event 2 nights.
- Completed Winterfest display prep and started installation.
- Started landscape improvements/maintenance at Arboretum/Rivertrail. Lots of positive comments.
- Supported/Co-sponsored Smoky Mountain Chapter of Wild Things plant exchange September 28th.



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## Bowling

- Youth Bowling (YABA) League began with 32 bowlers.
- (2) Two High School Bowling Teams (SCHS & NVA) began preseason practice this month.
- We are back open on Sundays from 1:00pm till 5:00pm.

## Fitness

- Introduced BARRE on Mondays at 5:30, members are loving the new challenge.
- Our Fitness Supervisor Vickie Pinion was out two weeks this month due to sickness.... A big THANK YOU to the fitness staff, she appreciates each of you for stepping up and helping to cover the schedule while she was out.
- The Kids Fitness class on September 14 was a blast! 17 kids participated in the fun.
- Numbers for the month in the Fitness Center: Class Attendance: 1269/Aerobics Class Attendance 1243/General Fitness Center Users 1368



Below is a picture of the Kids Fitness Class this month

## Children's Program

- Active Afternoons Program highlights for September included: Bus and Van Washing Day, croquet, the obstacle course competition, making homemade ice cream and cotton candy.
- A tentative Summer Adventure 2020 schedule was drafted. Also, reviewed policies and procedures from the summer of 2019 and made changes or notes to improve for next summer's program.
- Completed bi-annual maintenance on bus, van and game rooms

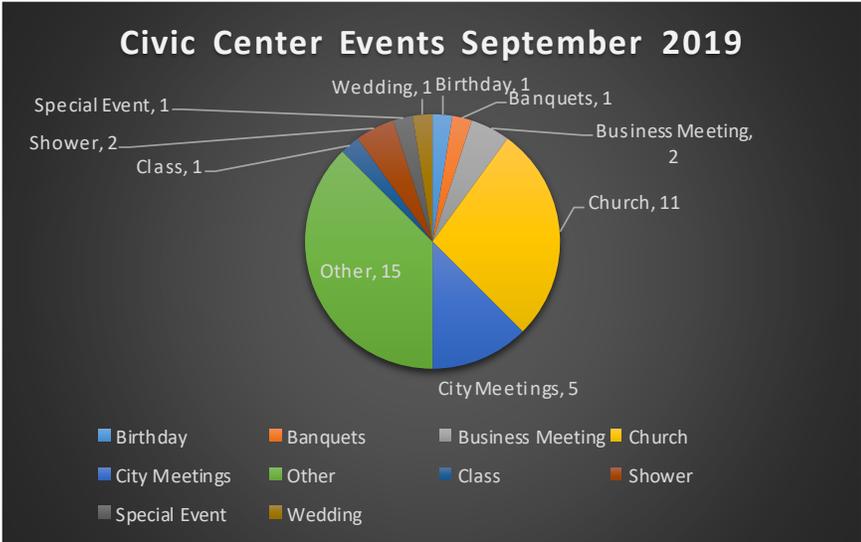


The Below pictures of the participants in the Children's Program washing the Van and Bus....this teaches these children to respect and be thankful for the resources that they are given....great job.



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### 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

- Civic Center Supervisor has been appointed as the staff person for coordinating all Special Events that come through throughout the city.
- The carpet upstairs and downstairs was professionally cleaned.
- Created new Pickleball page on the website and the USAPA website under “places to play” along with other updates.
- Due to the time that our Full Time Attendant is expected to be out due to health issues, we are advertising for a part-time attendant to work in the Civic Center. The Fall and Winter Season is our busiest time of year.



Leadership Luncheon was held at the Civic Center this month-there was a full house.

Police and Fire Dept Blood Drive was held at the Civic Center this month





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## City of Sevierville Department of Parks & Recreation Fees and Charges Policy & Cost Recovery Program

To adopt an official policy to establish a set of fees for charges that are fair and equitable for the use of facilities and equipment and the participation in programs sponsored by the City of Sevierville Department of Parks and Recreation.

The Department's strives to serve, educate, and enhance the quality of life for the citizens and visitors of Sevierville. Our professional staff plans and provides a variety of enjoyable and cost-effective recreation, sports, environmental, historical, and cultural arts programs and services. We acquire, develop, beautify, conserve, and maintain a system of parks, greenways, and recreation facilities which will assure quality leisure opportunities for all.

### Coverage

This policy, upon adoption by the Mayor and Board of Alderman, shall be applicable to all individuals for the use of facilities and equipment and the participation in programs conducted by the City of Sevierville Department of Parks and Recreation until it is altered, modified, or rescinded by the Mayor and Board of Alderman. **Policy**

The City of Sevierville Mayor and Board of Alderman hereby establishes the following fees and charges policy:

**Statement of Need:** Due to the demand for services, operating and capital cost, and the amount of available tax revenues, meeting the level of Parks and Recreation requested by residents, non-residents and visitors is a continuing challenge. Therefore, it is necessary for the City to develop a sound and consistent policy of fees and charges for Parks and Recreation services that are both fair and equitable. This policy will enable the City of Sevierville to continue to provide quality recreation programs and make necessary program expansions which would not otherwise be possible.

**Cost recovery:** In Sevierville, Tennessee Cost Recovery is a complex subject. Essentially this process is an attempt by the Department of Parks and Recreation to generate revenues from fees for some, but not for all programs and services. Cost recovery does not imply that the target is total cost recovery for everything; its purpose merely is to establish guidance and policy to assist professional staff in this process.

**II. Statement of Philosophy:** A sound policy provides the guiding principles for managing fees and charges while maintaining flexibility to accommodate new programs, changing demographics and circumstances. The following guiding principles provide the foundation for the City's philosophy for Parks and Recreation Fees and Charges:

To efficiently manage operations to provide affordable and diversified services to ensure all residents, non-residents and visitors with equal opportunities.

To enhance the quality of life for everyone through recreation opportunities

To provide and maintain facilities for use by the public.

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To provide trained and qualified personnel for supervision and instruction in programs and activities.



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## Monthly Report September 2019

Cost Recovery Matrix-The Professional Way to Determine User Fees and Charges-**Revised Sept 3-2019**

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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%
Farmers Market			Summer Swim Team FAC	FAC Rentals	
City Meetings		Chamber of Commerce Rental	Adult Softball/Volleyball	Civic Center Rentals	Blalock 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 @ Blalock Natatorium	Family Aquatic Center Operation (Labor + Chemicals)	City Employee Rental of Facilities at Approved Discount Rate	Children Programs and Silver Sneakers Programs	Food Operations at City Park Ball Field
Tennis Courts	Includes Labor and Chemicals			Swim Team School Year (9months)	Food Operations at Bowling Center
Pickle Ball				Community Center Memberships	Food Operations at Family Aquatics Center

To welcome and actively seek public input in planning and evaluating programs, activities, and facilities.

To provide the opportunity for all that choose to participate in a variety of programs and activities and to fully utilize the facilities of the department.

To ensure that Sevierville citizens receive the benefit of lower fees and priority registration if applicable.

To establish revenue recovery rates that consider market conditions and the cost of providing programs and services.

To supplement fees and charges with tax dollars, grants, donations, sponsorships, scholarships, etc.

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 and Exit 407 ROW		FAC Daily Operations	Adult Softball	Memorial Tree Program	Family Aquatic Center Group Rentals
Landscaping City Property and Exit 407 ROW		(Includes Labor and Chemicals)		Family Aquatics Center Daily Operations	Blalock Natatorium Rentals
Welcome/Wayfinding Sign Maintenance					
Winterfest Displays					
Playgrounds					
Dog Park					
Greenways					
Cleaning Buildings					
Special Events Support					

### III. Future Programs or Maintenance Responsibilities

Any new program or facility added to the inventory or responsibility of the Department of Parks and Recreation will complete a thorough review by Administrative Staff. Upon completion a recommendation as to what level of Cost Recovery will be submitted to the appropriate Advisory Board within the City. The final level of approval is the Mayor and Board of Alderman.

*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. Cost recovery does not imply the target is total cost recovery for everything, its purpose merely is to establish guidance and policy. Many considerations over time have and will continue to determine what any final charges are; ranging from 0% to 125% regarding cost recovery. This document was created in January 2019 by members of Management Staff; creating a "snapshot" of today; for consistent decisions tomorrow.*

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Updated September 2019

<i>Facilities Maintained by Parks and Recreation- Updated September 2019</i>	<i>Acreage Maintained</i>	<i>Man Hours Per Visit</i>	<i>Men Per Visit</i>	<i>Total Man Hours</i>
<i>Other City Properties</i>				
Municipal Complex (mowing, landscaping, and lighting only) <b>Dolly Parton Pkwy</b>	19.00	5.00	5.00	25.00
Boys & Girls Club Grounds (mowing only) <b>McMahan Ave</b>	4.56	1.00	3.00	3.00
Welcome Signs @ Highway 66, Chapman Highway, Newport Highway, and Pigeon Forge Entrances (maintain 100%)	1.00	1.00	3.00	3.00
Convention Center (mowing and landscaping only) <b>Gist Creek Road</b>	7.00	8.00	4.00	32.00
Hanging Baskets / Downtown Flower Pots (maintain 100 %) <b>Bruce and Court Streets</b> (Future Streetscapes)	0.00	3	1	3.00
R.O.W. at Chapman Hwy/ Hwy 66/ By-Pass (Wayne Blalock's-mowing & landscaping only)	1.00	1.00	2.00	2.00
Historic McMahan Cemetery <b>Dolly Parton Parkway</b>	1.00	1.00	3.00	3.00
City / County Welcome Sign @ Exit 407 (maintain 100%) <b>Hwy 66</b>	0.40	6.00	3.00	18.00
Exit 407 ( mowing/landscaping) <b>Hwy 66</b>	10.00	10.00	2.00	12.00
Veterans Boulevard Medians <b>Veterans Blvd</b>	1.00	3.00	2.00	6.00
Community and Civic Center Indoor Cleaning <b>Gary Wade Blvd</b>	N/A	32.00	3.00	96.00
Gazebo on Bruce <b>136 Bruce Street</b> + History Museum on Bruce	2.00	2.00	1.00	2.00
Public Works Building-(landscaping only) <b>West Henderson Road</b>	1.00	2	2	2.00
Fire Station on Collier Drive (landscaping and mowing only) <b>Collier Drive</b>	1.00	2.00	2.00	4.00
Fire Station on Dolly Parton Parkway <b>(Dolly Parton Parkway)</b>	3.00	3	3	9.00
Visitors Center <b>(Parkway-Kodak)</b>	2.00	1	3	3.00
Winterfest Displays <b>(Ground and Pole Lights throughout City )</b>	2.00	1	4	4.00
King Family Library (mowing & landscaping) <b>High Street</b>	2.00	1.00	3.00	3.00
<i>Parks-Greenspace-Greenways</i>				
McMahan Addition Park (maintain 100%) <b>McMahan Ave</b>	1	1.00	3.00	3.00
Burchfiel Grove & Arboretum (100 tree certified Arboretum on greenway + lighting-maintain 100%)	10.00	1.50	4.00	6.00
Fire Station on Collier Drive (landscaping and mowing only) <b>Collier Drive</b>	1.00	2.00	2.00	4.00
10 miles of Greenway( including Lights)	20.00	8.00	7.00	56.00
Public Square (maintain 100%) <b>Main Street</b>	1.00	2.00	1.00	2.00
Roadway Islands on Park Road and Eastgate Road and Park Road and Parkway (maintain 100%)	N/A	3.00	1	3.00
Thomas Park (maintain 100%) <b>Grace Ave</b>	0.50	1.00	3.00	3.00
Paine Park on the Greenway & Indian Mound + Property behind Shopping Center <b>Forks of the River Bypass</b>	10.00	8.00	4.00	32.00
Burchfiel Wayside <b>Veterans Blvd</b>	0.50	1.00	2.00	2.00
Glenview Wayside <b>Veterans Blvd</b>	0.50	1.00	2.00	2.00
Soccer Fields at Home for Children Property <b>Parkway</b>	3.00	2	1	2.00
John Sevier Grove on Middle Creek <b>Dolly Parton Parkway</b>	2.00	3	2	6.00
Pet Safe Unleashed Dog Park <b>Park Road</b>	2.00	2	4	8.00
Mt. Ton of Fun Inclusive Playground <b>Park Road</b>	1.00	5	1	5.00
(8) Eight Tennis Courts <b>Park Road</b>	2.00	2	3	6.00
Northview Park <b>West Dumplin Valley Road</b>	20.00	40	1	40.00
JB Waters Park in Love Addition <b>Hwy 448</b>	5.00	3	4	12.00
City Park /Picnic Area/Family Aquatics Center/ ++++ 5 ball fields/4 Restrooms <b>1005 Park Road</b>	25.00	8	4	32.00
<b>Totals</b>	<b>162.46</b>			<b>454.00</b>

Note: Not all properties and facilities are maintained every week; however most are.



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## 2019 Tree City USA Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2019 calendar year.

### Primary Contact

Contact Name Bob Parker  
Email Address: bparker@seviervilletn.org  
Phone Number: 865-453-5441 ext.1896  
Address:  
Sevierville, TN 37862

### Sevierville, Tennessee Community Information

Select Which Best Describes Your Community: Community has both a Tree Board and a Department Chair/City Manager

Ordinance Date: May 1, 2005

[Ordinance Uploaded](#)

Per Capita Expenditure: 25.72

Arbor Day Date: Apr 18, 2019

[Proclamation Uploaded](#)

### As Mayor or Equivalent of the Community of Sevierville

Mayor or Equivalent Signature

Title

Date

### Application Certification

To Be Completed By The State Forester:

Sevierville

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2019 calendar year, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date