



**NORRIS CITY COUNCIL  
REGULAR MEETING  
February 12, 2024 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
  - a. Consideration of Approving January 8, 2024 Regular Meeting Minutes
  - b. Consideration of Approving January 8, 2024 Public Hearings Minutes
- V. Old Business**
  - a. Update on Safe Routes to Schools Project
  - b. Update on SIA Sawmill Road Project
  - c. Update on Facilities Condition
    - i. Setting a Facilities Meeting
  - d. Capital Outlay Note – Utility
  - e. Discussion on Storm Sewer System
    - i. Consideration of First Reading of Ordinance #672, entitled, “An Ordinance of the City of Norris, Tennessee, Establishing a Stormwater Utility”
    - ii. Job Description
    - iii. Organizational Chart
  - f. Review and Consideration of Awarding Bid for Mini-Excavator
  - g. Review and Discussion on Norris Entrance Sign Project
- VI. New Business**
  - a. Discussion and Consideration related to City of Norris Online Presence
  - b. Discussion and Consideration of Project for LPRF Intent to Apply Process
- VII. Department Reports**
  - a. City Manager
  - b. Police
  - c. Fire
  - d. Water & Sewer
  - e. Public Works
  - f. Parks & Recreation
- VIII. Bills Payable**
- IX. Minutes and Reports**
  - a. Recreation Commission
  - b. Watershed Board
  - c. Tree Commission
  - d. Animal Shelter Commission
  - e. Community Development Board
  - f. Little Theatre
  - g. Planning/BZA
  - h. Archives Board
- X. Adjourn**

**Norris City Council  
Regular Meeting**

**January 8, 2024  
6:00 p.m.**

**Minutes**

The regular meeting of the City Council of Norris Tennessee convened January 8, 2024 at 6:00 pm.

The following Councilmembers were present: Bill Grieve, Will Grinder, Mayor Chris Mitchell, Chuck Nicholson and Loretta Painter.

Also, present were Charles Adam Ledford, City Manager, Bailey Whited, Assistant City Manager and Sandy Johnson, City Recorder and representatives of the press from Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

**APPROVAL OF AGENDA**

Mayor Mitchell moved item #1 up from New Business, the representative of Pugh CPA up and also moved up Minutes and Reports (Boards and Commissions) Recreation Commission, Brianne Kibler, Chair, Recreation Commission, before Minutes.

**HEAR FROM THE PUBLIC**

Larry Beeman, representative of Norris' 75<sup>th</sup> Anniversary Celebration, distributed a summary of upcoming planned events.

(Items moved up per approval of agenda)

**MINUTES AND REPORTS (BOARDS AND COMMISSIONS)**

**RECREATION COMMISSION** – Brianne Kibler reported a public meeting of the Parks and Recreation Master Plan is scheduled for Thursday, January 18, 2024 at 6 p.m. and encouraged everyone to attend. She also thanked the residents for their participation in Norris Shines.

**NEW BUSINESS**

Travis Lowe, representative of Pugh CPA, presented the 2022-23 Annual Audit and findings.

(Revert back to agenda)

**MINUTES**

**APPROVAL OF THE DECEMBER 11, 2023 REGULAR MEETING MINUTES**

Councilmember Grieve made a motion to approve and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**APPROVAL OF THE DECEMBER 11, 2023 PUBLIC HEARING MEETING MINUTES**

Councilmember Nicholson made a motion approve and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**OLD BUSINESS**

**SAFE ROUTES TO SCHOOL**

Mr. Whited reported we are still in that process of waiting on the Environmental approval from the State. The March deadline is quickly approaching and preparing what our next steps are of either extending that project or exploring other options. Mayor Mitchell stated he would be willing to drive to Nashville to get closure on this project. He advised Council to give their comments and opinions regarding this matter to Mr. Whited.

### **SIA SAWMILL ROAD PROJECT**

Mr. Ledford reported since the beginning of the year, he has reached out, emailed and left messages to the gentleman who was assigned to this project. He stated today he looked up the State contact to notify him that we haven't been contacted regarding this project and didn't receive any feedback thus far. Mayor Mitchell stated his opinion regarding this topic is the same as the other, he is ready for movement.

### **Update on Facilities Condition – Setting a Facilities Meeting**

Mr. Ledford reached out to the gentleman who performed our inspection of the McNeely Building last summer and asked him to do a walk-through of community building, no date has been set. Council agreed to leave this item on the agenda and schedule a meeting date after the assessment report is brought back to council.

### **Capital Outlay Note**

Mayor Mitchell stated he wants to leave this on the agenda until it is needed.

### **Second Reading of Ordinance #663, Entitled, “An Ordinance of the City of Norris, Tennessee, To Repeal and Replace Title 9, Chapter 1, Peddlers, Solicitors, Etc.**

Councilmember Grinder moved for approval of ordinance with an amendment to section 9-105 by adding the following sentence to the end of the section: “This section shall not apply to solicitors for charitable or religious purposes as defined in 9-101(3)” and Councilmember Grieve seconded. The ordinance was adopted unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

### **Discussion on Storm Sewer System – Ordinances, Job Description and Organizational Chart**

Mr. Ledford provided an overview of the items in the packet. After a brief discussion, Mayor Mitchell encouraged council to have their issues defined and communicate them back to Mr. Ledford and staff ahead of time so they can prepare for the discussion. Councilmember Nicholson moved to approve and scheduled a workshop on Thursday, February 1, 2024 at 5:00 p.m. and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

### **Consideration of the Second Reading of Ordinance #670, Entitled, “An Ordinance Authorizing the Vacation of Alley and Street Easements within Parcel 043-022.05, City of Norris, Anderson County, Tennessee”**

Councilmember Nicholson moved to adopt the ordinance on second reading and Councilmember Painter seconded. The ordinance was adopted unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

### **Consideration of the Second Reading of Ordinance #671, Entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024”**

Councilmember Grinder moved to adopt the ordinance with an amendment by changing account number 110-44400-900 to 110-41000-900 for \$5,400.00 and Councilmember Nicholson seconded. The ordinance was adopted unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

### **Strategic Planning Schedule**

Mr. Ledford provided an overview of the schedule. Mayor Mitchell stated he would like for Council to pencil this item in on their calendar for a meeting sometime in August 2024.

### **NEW BUSINESS**

#### **Review and Consideration of Budget Development Schedule**

Councilmember Grinder moved to approve and scheduled meetings at 5:00 p.m. on April 8, April 15 and April 29, 2024 and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**Consideration of Confirming Mayoral Appoints to City Boards, Commissions, and Committees**

Mayor Mitchell stated if Council so desires, George Miceli has agreed to extend his membership on the Community Development Board. Councilmember Grinder moved to re-elect Mr. Miceli for a three (3) year term of office and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**Review and Consideration of Norris Entrance Sign Upgrade**

Councilmember Grinder moved to approve and scheduled a workshop for Monday, February 5, 2024 at 5:00 p.m. and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**DEPARTMENT AND COMMISSIONS REPORTS**

**CITY MANAGER'S REPORT** – A copy of the report as presented is attached as "Exhibit A"

**POLICE DEPARTMENT** – A copy of the report as presented is attached as "Exhibit B"

**FIRE DEPARTMENT** – A copy of the report as presented is attached as "Exhibit C"

**NORRIS WATER COMMISSION (NWC)** – A copy of the report as presented is attached as "Exhibit D"

**PUBLIC WORKS** - A copy of the report as presented is attached as "Exhibit E"

**BILLS PAYABLE** – No report.

**MINUTES AND REPORTS (BOARDS AND COMMISSIONS)**

**WATERSHED BOARD** – Joe Feeman reported they are still preparing for timber sale.

**TREE COMMISSION** – No report.

**ANIMAL SHELTER COMMISSION** – No report.

**COMMUNITY DEVELOPMENT** – Councilmember Grinder reported they are ready to transfer Concerts on the Commons to Bailey Whited, Recreation Director.

**LITTLE THEATRE** – May Boardman reported they are still looking for participants to audition for the 75<sup>th</sup> Anniversary Celebration play.

**PLANNING/BZA** – Joe Feeman reported they are working on zoning ordinances.

**ARCHIVES** – Joe Feeman reported they are still trying to get the data off the old computer.

**ADJOURNMENT**

Councilmember Grinder moved to adjourn at 8:11 p.m. and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

February 12, 2024

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Chris Mitchell, Mayor

**Norris City Council  
Public Hearing**

**January 8, 2024  
5:30 p.m.**

**Minutes**

The public hearing of the City Council of Norris Tennessee convened January 8, 2024, at 5:30 pm.

The following council members were present: Bill Grieve Will Grinder, Chuck Nicholson, Loretta Painter and Mayor Chris Mitchell.

Also, present were Charles Adam Ledford, City Manager, Bailey Whited, Assistant City Manager and Sandy Johnson, City Recorder, representatives of the press from Clinton Courier.

Meeting was called to order by Mayor Mitchell.

**PUBLIC HEARINGS WERE HELD ON THE FOLLOWING ORDINANCES:**

**Ordinance #663, entitled, “An Ordinance of the City of Norris, Tennessee, To Repeal and Replace Title 9, Chapter 1, Peddlers, Solicitors, Etc.”**

Mr. Whited Ledford gave a brief overview of the ordinance.

There was one (1) member of the public. No public comment was given, and public hearing was closed at 5:38 pm.

**Ordinance #670, entitled, “An Ordinance Authorizing the Vacation of Alley and Street Easements Within Parcel 043-022.05, City of Norris, Anderson County, Tennessee”**

Mr. Whited Ledford gave a brief overview of the ordinance.

There were five (5) members of the public. No public comment was given, and public hearing was closed at 5:44 pm

**Ordinance #671, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024”**

Mr. Whited Ledford gave a brief overview of the ordinance.

There were six (6) members of the public. No public comment was given, and public hearing was closed at 5:47 pm.

The meeting adjourned at 5:47 p.m.

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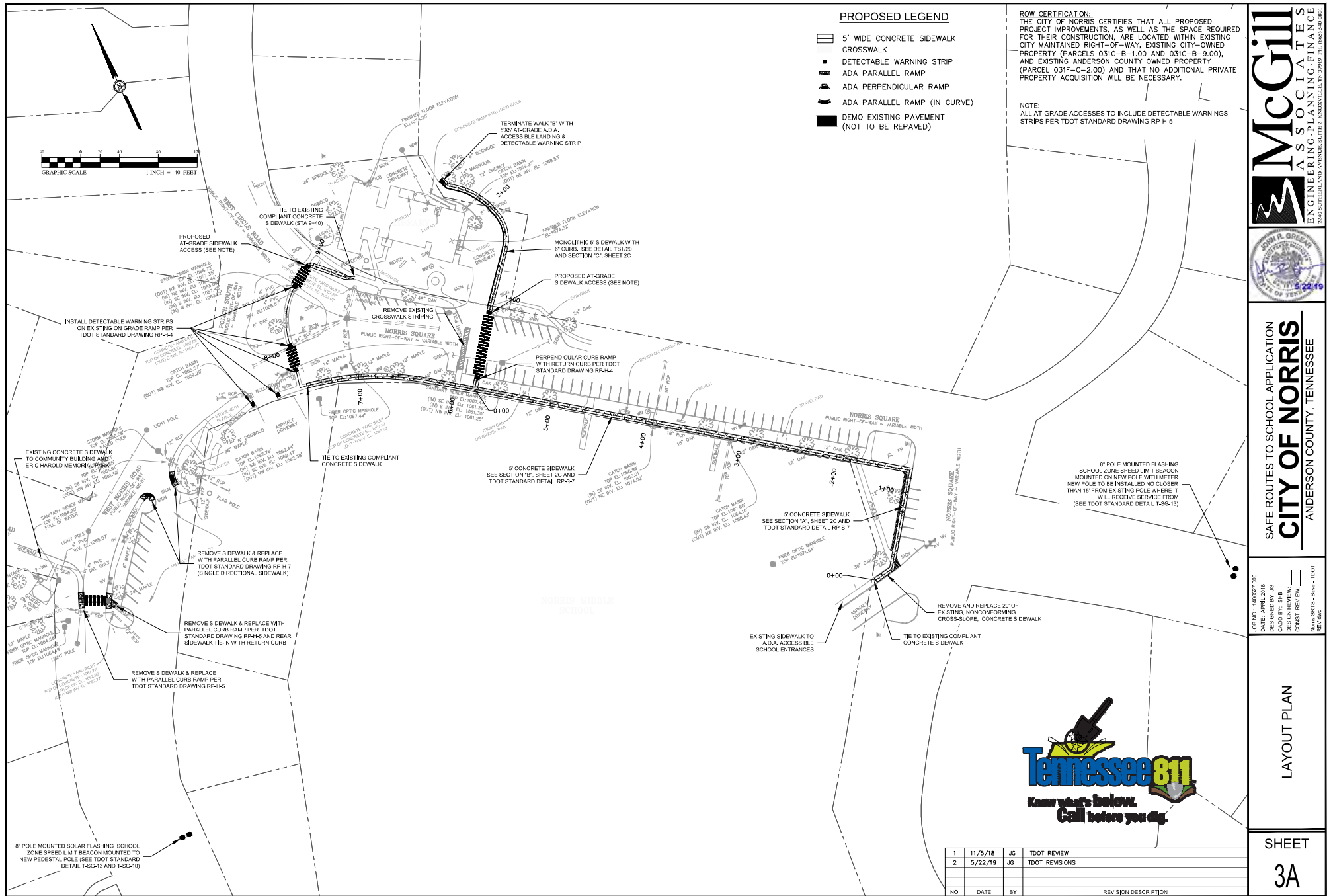
Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

January 8, 2024

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Chris Mitchell, Mayor



SAFE ROUTES TO SCHOOL APPLICATION  
**CITY OF NORRIS**  
ANDERSON COUNTY, TENNESSEE

JOB NO. 1469527.000  
DATE: APRIL 2018  
DESIGNED BY: JG  
CHECKED BY: SHP  
CONVERTED BY: SHP  
CONVERTED BY: SHP  
Name: SHP - Blue - TDOT  
(1/2" Scale)

LAYOUT PLAN

SHEET  
**3A**



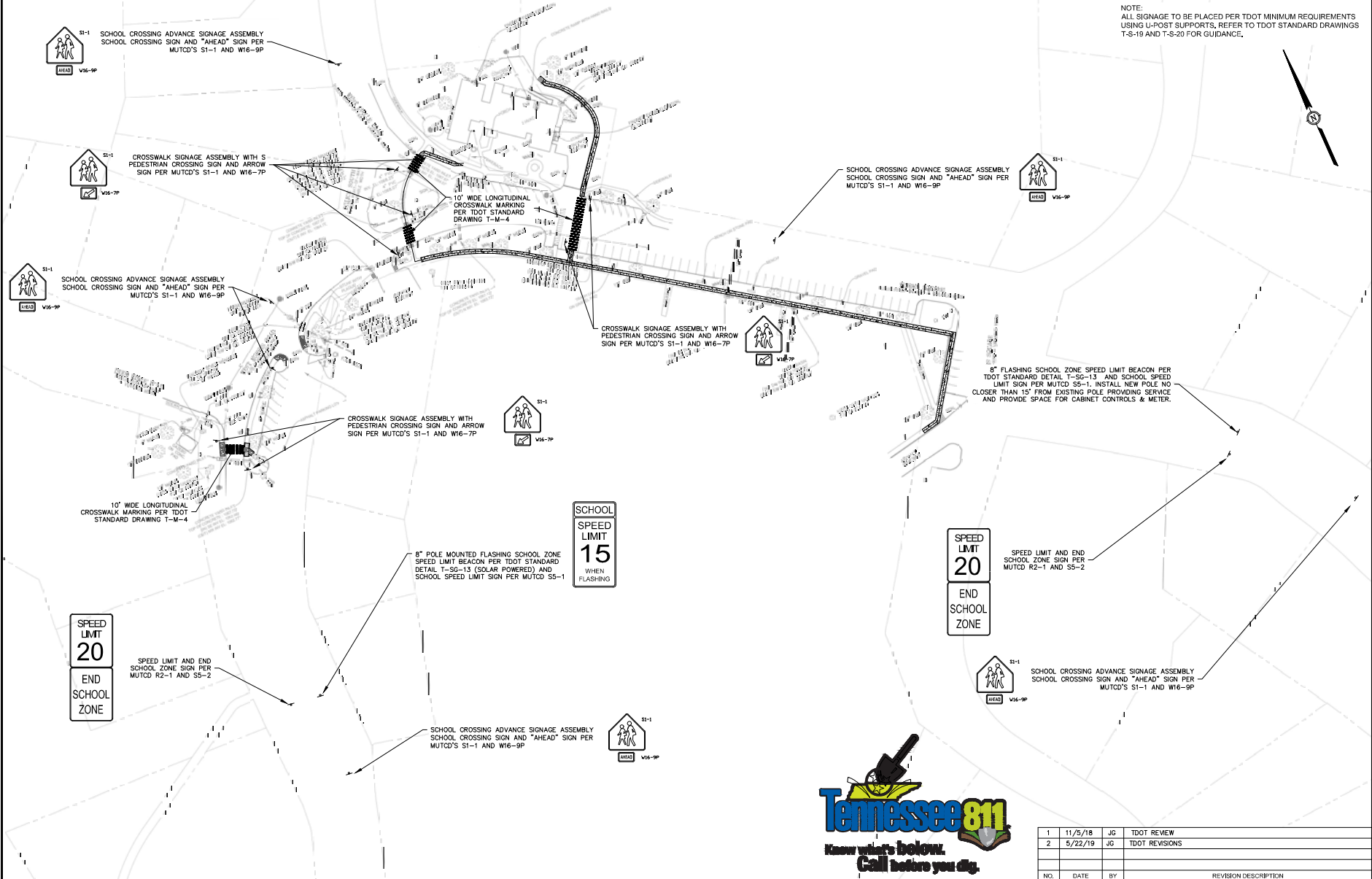
NO.	DATE	BY	REVISION DESCRIPTION
1	11/5/18	JG	TDOT REVIEW
2	5/22/19	JG	TDOT REVISIONS

**NOTE:**  
1. ALL SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH TDOT AND MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) REQUIREMENTS.



**ROW CERTIFICATION:**  
THE CITY OF NORRIS CERTIFIES THAT ALL PROPOSED PROJECT IMPROVEMENTS, AS WELL AS THE SPACE REQUIRED FOR THEIR CONSTRUCTION, ARE LOCATED WITHIN EXISTING CITY MAINTAINED RIGHT-OF-WAY, EXISTING CITY-OWNED PROPERTY (PARCELS 031C-B-1.00 AND 031C-B-9.00), AND EXISTING ANDERSON COUNTY OWNED PROPERTY (PARCEL 031F-C-2.00) AND THAT NO ADDITIONAL PRIVATE PROPERTY ACQUISITION WILL BE NECESSARY.

**NOTE:**  
ALL SIGNAGE TO BE PLACED PER TDOT MINIMUM REQUIREMENTS USING LIU-POST SUPPORTS, REFER TO TDOT STANDARD DRAWINGS T-S-19 AND T-S-20 FOR GUIDANCE.



SAFE ROUTES TO SCHOOL APPLICATION  
**CITY OF NORRIS**  
ANDERSON COUNTY, TENNESSEE

JOB NO.: 140622.000  
DATE: NOV 2018  
DESIGNED BY: JG  
CHECKED BY: JG  
CONSTR. REVIEW: —  
REVISED: —

STRIPING AND SIGNAGE PLAN

SHEET  
**6A**



NO.	DATE	BY	REVISION DESCRIPTION
1	11/5/18	JG	TDOT REVIEW
2	5/22/19	JG	TDOT REVISIONS

March 9, 2018



LOCAL GOVERNMENT DESIGN COSTS INVOICE

INVOICE DATE: 6/8/18 FINAL INVOICE FOR THIS PHASE? YES  NO  X  
 INVOICE PERIOD: 4/1/2018 TO 5/31/2018

INVOICE # 160060-18-01  
 PIN # 122230  
 STATE PROJECT # 01PLM-F1-033  
 FED PROJECT # SRTS-100 (77)  
 CONTRACT # 160060  
 PROJECT DESCRIPTION  
 Type project description here.

LOCAL GOVERNMENT AGENCY: City of Norris  
 REMIT TO ADDRESS: P. O. Box 1090  
Norris, TN 37828  
 COUNTY: Anderson

ENGINEERING COSTS  
 SUBTOTAL  
 LESS: LOCAL GOVERNMENT SHARE 0.0%  
 BALANCE  
 LESS: AMOUNTS PREVIOUSLY INVOICED  
 AMOUNT DUE THIS INVOICE

CURRENT COSTS		COST SHOWN ON PRIOR INVOICES		TOTAL COSTS
\$4,000.00	+		=	\$4,000.00
				\$4,000.00
				\$0.00
				\$4,000.00
				\$0.00
				\$4,000.00

I CERTIFY UNDER PENALTY OF LAW THAT THIS CERTIFICATION/ESTIMATE AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED INFORMATION PRESENTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, I HEREBY CERTIFY THAT THIS SUBMITTAL IS ACCURATE AND CORRECT. I AM AWARE THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. I FURTHER ACKNOWLEDGE THAT FAILURE TO FOLLOW FEDERAL DIRECTIVES, GUIDELINES, AND REGULATIONS WILL RESULT IN THE LOSS OF FEDERAL FUNDING.

*[Signature]*  
 (PROJECT SUPERVISOR)

*[Signature]*  
 (LOCAL GOVERNMENT OFFICIAL)

DIVISION ID # 4036330040 **RECEIVED** FOR TDOT USE ONLY  
 By Charity Cox at 11:56 am, Jun 13, 2018  
 INVOICE RECEIVED

I HEREBY ACKNOWLEDGE RECEIPT OF THE APPROPRIATE DOCUMENTATION FOR PAYMENT OF THIS ESTIMATE/INVOICE WHICH INCLUDES CERTIFICATION SIGNED BY THE LOCAL GOVERNMENT ENTITY. BASED ON THE ATTACHED DOCUMENTATION AND IN ACCORDANCE WITH THE LOCAL PROGRAM GUIDELINES THIS INVOICE IS SUBMITTED FOR PAYMENT.

**APPROVED**  
 By Lisa Dunn at 12:36 pm, Jun 13, 2018

APPROVED PAY	\$4,000.00	FED SPEED CHART	TX00246444	\$ 4000.00	PO LINES
LOCAL MATCH \$		ST SPEED CHART		\$	1
VENDOR NAME	City of NO-001	LOC SPEED CHART		\$	2
VENDOR ID	2806	SPLIT SPEED CHART		\$	3
LOCATION	Main ADDRESS # 2	RECEIPT #			4
EDISON CONTRACT ID	55784	VOUCHER #			5
PURCHASE ORDER ID	CPD160060	PAYMENT REF ID #			6

COMMENTS: Service date 4/30/18 found on page 3





March 15, 2019

LOCAL GOVERNMENT DESIGN COSTS INVOICE

INVOICE DATE: 4/17/19 FINAL INVOICE FOR THIS PHASE? YES  NO  X  
 SERVICE PERIOD: 5-1-18 TO 6/30/2018

INVOICE # **160060-19-03**  
 PIN # 122230  
 STATE PROJECT # 01LPLM-F1-033  
 FED PROJECT # SRTS-100(77)  
 CONTRACT # 160060  
 PROJECT DESCRIPTION  
 Type project description here.

LOCAL GOVERNMENT AGENCY: City of Norris  
 REMIT TO ADDRESS: P O Box 1090  
Norris, TN 37828  
 COUNTY: Anderson

ENGINEERING COSTS  
 SUBTOTAL  
 LESS: LOCAL GOVERNMENT SHARE 0.0%  
 BALANCE  
 LESS: AMOUNTS PREVIOUSLY INVOICED  
 AMOUNT DUE THIS INVOICE

CURRENT COSTS	COST SHOWN ON PRIOR INVOICES	TOTAL COSTS
\$4,050.00 +		= \$4,050.00
		\$4,050.00
		\$0.00
		\$4,050.00
		\$0.00
		\$4,050.00

I CERTIFY UNDER PENALTY OF LAW THAT THIS CERTIFICATION/ESTIMATE AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED INFORMATION PRESENTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, I HEREBY CERTIFY THAT THIS SUBMITTAL IS ACCURATE AND CORRECT. I AM AWARE THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. I FURTHER ACKNOWLEDGE THAT FAILURE TO FOLLOW FEDERAL DIRECTIVES, GUIDELINES, AND REGULATIONS WILL RESULT IN THE LOSS OF FEDERAL FUNDING.

*Janet Pauls* (PROJECT SUPERVISOR) *Chris Mitchell* (LOCAL GOVERNMENT OFFICIAL)

**FOR TDOT USE ONLY**

DIVISION ID # 4036330040 **RECEIVED**  
 By Charity Cox at 10:54 am, Apr 22, 2019

INVOICE RECEIVED

I HEREBY ACKNOWLEDGE RECEIPT OF THE APPROPRIATE DOCUMENTATION FOR PAYMENT OF THIS ESTIMATE/INVOICE WHICH INCLUDES CERTIFICATION SIGNED BY THE LOCAL GOVERNMENT ENTITY. BASED ON THE ATTACHED DOCUMENTATION AND IN ACCORDANCE WITH THE LOCAL PROGRAM GUIDELINES THIS INVOICE IS SUBMITTED FOR PAYMENT.

**APPROVED**  
 By Sarah Sutton at 12:41 pm, Apr 22, 2019

TDOT OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED PAY **\$4,050.00** FED SPEED CHART TX00246444 \$ 4050.00 PO LINES

LOCAL MATCH \$ \_\_\_\_\_ ST SPEED CHART \_\_\_\_\_ \$ \_\_\_\_\_ 1

VENDOR NAME City of NO-001 LOC SPEED CHART \_\_\_\_\_ \$ \_\_\_\_\_ 2

VENDOR ID 2806 SPLIT SPEED CHART \_\_\_\_\_ \$ \_\_\_\_\_ 3

LOCATION Main ADDRESS # 1 RECEIPT # \_\_\_\_\_ 4

EDISON CONTRACT ID 55784 VOUCHER # \_\_\_\_\_ 5

PURCHASE ORDER ID CPD160060 PAYMENT REF ID # \_\_\_\_\_ 6

COMMENTS: \_\_\_\_\_



March 15, 2019

LOCAL GOVERNMENT DESIGN COSTS INVOICE

INVOICE DATE 4/17/19 FINAL INVOICE FOR THIS PHASE? YES  NO   
 SERVICE PERIOD: 7/1/2018 TO 10-31-18

INVOICE # **160060-19-04**  
 PIN # 122230  
 STATE PROJECT # 01LPLM-F1-033  
 FED PROJECT # SRTS-100(77)  
 CONTRACT # 160060  
 PROJECT DESCRIPTION  
 Type project description here.

LOCAL GOVERNMENT AGENCY: City of Norris  
 REMIT TO ADDRESS: P O Box 1090  
Norris, TN 37828  
 COUNTY: Anderson

ENGINEERING COSTS  
 SUBTOTAL  
 LESS: LOCAL GOVERNMENT SHARE 0.0%  
 BALANCE  
 LESS: AMOUNTS PREVIOUSLY INVOICED  
 AMOUNT DUE THIS INVOICE

CURRENT COSTS		COST SHOWN ON PRIOR INVOICES		TOTAL COSTS
\$2,928.00	+		=	\$2,928.00
				\$2,928.00
				\$0.00
				\$2,928.00
				\$0.00
				\$2,928.00

I CERTIFY UNDER PENALTY OF LAW THAT THIS CERTIFICATION/ESTIMATE AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED INFORMATION PRESENTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, I HEREBY CERTIFY THAT THIS SUBMITTAL IS ACCURATE AND CORRECT. I AM AWARE THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. I FURTHER ACKNOWLEDGE THAT FAILURE TO FOLLOW FEDERAL DIRECTIVES, GUIDELINES, AND REGULATIONS WILL RESULT IN THE LOSS OF FEDERAL FUNDING.

Janet Parks (PROJECT SUPERVISOR) Chris Mitchell (LOCAL GOVERNMENT OFFICIAL)

DIVISION ID # 4038330040 **RECEIVED** FOR TDOT USE ONLY  
 By Charity Cox at 10:53 am, Apr 22, 2019  
 INVOICE RECEIVED

I HEREBY ACKNOWLEDGE RECEIPT OF THE APPROPRIATE DOCUMENTATION FOR PAYMENT OF THIS ESTIMATE/INVOICE WHICH INCLUDES CERTIFICATION SIGNED BY THE LOCAL GOVERNMENT ENTITY. BASED ON THE ATTACHED DOCUMENTATION AND IN ACCORDANCE WITH THE LOCAL PROGRAM GUIDELINES THIS INVOICE IS SUBMITTED FOR PAYMENT.

**APPROVED**  
 By Sarah Sutton at 12:53 pm, Apr 22, 2019

TDOT OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED PAY <b>\$2,928.00</b>	FED SPEED CHART TX00246444	\$ 2928.00	PO LINES
LOCAL MATCH \$ _____	ST SPEED CHART _____	\$ _____	1
VENDOR NAME <u>City of NO-001</u>	LOC SPEED CHART _____	\$ _____	2
VENDOR ID <u>2806</u>	SPLIT SPEED CHART _____	\$ _____	3
LOCATION <u>Main</u> ADDRESS # <u>1</u>	RECEIPT # _____	_____	4
EDISON CONTRACT ID <u>55784</u>	VOUCHER # _____	_____	5
PURCHASE ORDER ID <u>CPD160060</u>	PAYMENT REF ID # _____	_____	6

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, ESTABLISHING A STORMWATER UTILITY

ORDINANCE NO. 672

WHEREAS, The Federal Clean Water Act, 33 U.S.C. 1251 et seq., requires certain political entities, such as the City of Norris, to implement stormwater management programs within prescribed time frames, and the Environmental Protection Agency, pursuant to the Federal Clean Water Act, 33 U.S.C. 1251 et seq., has published rules for stormwater outfall permits;

WHEREAS, Tennessee Code Annotated, § 68-221-1101, provides that the purpose of the stormwater management statute is to facilitate municipal compliance with the Water Quality Act of 1977, and applicable EPA regulations, particularly those arising from § 405 of the Water Quality Act of 1987, and § 402(p) of the Clean Water Act of 1977, and to enable municipalities to regulate stormwater discharges, establish a system of drainage facilities, construct and operate a system of stormwater management and flood control facilities, and to “fix and require payment of fees for the privilege of discharging stormwater,”

WHEREAS, Tennessee Code Annotated, § 68-221-1105 provides that among other powers municipalities have with respect to stormwater facilities, is the power by ordinance or resolution to:

- (1) Exercise general regulation over the planning, location, construction, and operation and maintenance of stormwater facilities in the municipality, whether or not owned and operated by the municipality;
- (2) Adopt any rules and regulations deemed necessary to accomplish the purposes of this statute, including the adoption of a system of fees for services and permits;
- (3) Establish standards to regulate the quantity of stormwater discharged and to regulate stormwater contaminants as may be necessary to protect water quality;
- (4) Review and approve plans and plats for stormwater management in proposed subdivisions or commercial developments;
- (5) Issue permits for stormwater discharges, and for the construction, alteration, extension, or repair of stormwater facilities;
- (6) Suspend or revoke permits when it is determined that the permittee has violated any applicable ordinance, resolution, or condition of the permit;
- (7) Regulate and prohibit discharges into stormwater facilities of sanitary, industrial, or commercial sewage or waters that have otherwise been contaminated;
- (8) Expend funds to remediate or mitigate the detrimental effects of contaminated land or other sources of stormwater contamination, whether public or private; and

WHEREAS, The City of Norris desires to develop a stormwater utility to be responsible for the operation, construction, and maintenance of stormwater facilities; for stormwater system planning, and for review of stormwater development plans for compliance with stormwater management codes.

NOW THEREFORE, BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE CITY OF NORRIS, TENNESSEE, THAT:

SECTION 1: Title 16, Chapter 2 be passed and established as presented as the attachment Exhibit A.

SECTION 2: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

SECTION 3: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4: Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Adopted Second Reading: \_\_\_\_\_

\_\_\_\_\_

Signed, Mayor

\_\_\_\_\_

Attest, City Manager

Exhibit A

CHAPTER 2

**STORMWATER MANAGEMENT PROGRAM**

**SECTION**

- 16-201. Legislative findings and policy.
- 16-202. Creation of stormwater management program.
- 16-203. Definitions.
- 16-204. Funding of stormwater management program.
- 16-205. Stormwater fund.
- 16-206. Operating budget.
- 16-207. Stormwater user's fees established.
- 16-208. Equivalent Residential Unit (ERU).
- 16-209. Property classification for stormwater user's fee.
- 16-210. Base rate.
- 16-211. Adjustments to stormwater user's fees.
- 16-212. Property owners to pay charges.
- 16-213. Billing procedures and penalties for late payment.
- 16-214. Appeals of fees.
- 16-215. Enforcement, abatement, penalties, and appeals.

**16-201. Legislative findings and policy.** The Mayor and the City Council of the City of Norris, Tennessee; finds, determines, and declares that the stormwater system which provides for the collection, treatment, storage, and disposal of stormwater provides benefits and services to all property within the incorporated city limits. Such benefits include, but are not limited to: the provision of adequate systems of collection, conveyance, detention, treatment, and release of stormwater; the reduction of hazards to property and life resulting from stormwater runoff; improvements in general health and welfare through reduction of undesirable stormwater conditions; and improvements to the water quality in the stormwater and surface water system and its receiving waters.

**16-202. Creation of stormwater management program.** For those purposes of the Federal Clean Water Act and of Tennessee Code Annotated, § 68-221-1101, et seq., there is created a stormwater management program which shall consist of a manager or director and such staff as designated and appointed by the city manager of the city. The stormwater management program shall be under direction and control of the city manager and shall:

(1) Administer the acquisition, design, construction, maintenance, and operation of the stormwater system, including operational and material expenses, and capital improvements designated in the capital improvement program;

(2) Administer and enforce the ordinance comprising this chapter and all regulations and procedures adopted relating to the design, construction, maintenance, operation, and alteration of the stormwater system, including, but not limited to, the quantity and quality of the stormwater conveyed thereby;

(3) Advise the city manager on matters relating to the stormwater fund, Equivalent Residential Units (ERU), user fee and other appropriate terms and conditions which affect the financial stability of the fund.

- (4) Prepare, revise, and amend a comprehensive stormwater management plan for adoption by the municipality's governing body;
- (5) Review construction plans and approve or deny, inspect, and accept extensions and connections to the city's stormwater system;
- (6) Assist in the enforcement of regulations to protect and maintain water quality and quantity within the system in compliance with water quality standards established by local, state, and/or federal agencies as now adopted or hereafter amended;
- (7) Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, civil penalties, and other revenues of the program.

**16-203. Definitions.** For the purpose of this chapter, the following definitions shall apply: Words used in the singular shall include the plural, and the plural shall include the singular; words used in the present tense shall include the future tense. The word "shall" is mandatory and not discretionary. The word "may" is permissive. Words not defined in this section shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

- (1) "Base rate" means the stormwater user's fee for a detached single family residential property in the city.
- (2) "Construction" means the erection, building, acquisition, alteration, reconstruction, improvement, or extension of stormwater facilities; preliminary planning to determine the economic and engineering feasibility of stormwater facilities; the engineering, architectural, legal, fiscal, and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action necessary in the construction of stormwater facilities; and the inspection and supervision of the construction of stormwater facilities.
- (3) "Developed property" means real property which has been altered from its natural state by the creation or addition of impervious areas, by the addition of any buildings, structures, pavement, or other improvements.
- (4) "Dry Detention Pond" is an impoundment or excavated basin for the short-term detention of stormwater runoff from a property undergoing development or from a completed development that allows a controlled release from the structure at downstream, pre-development flow rates.
- (5) "Equivalent Residential Unit" or "ERU" means the average impervious area associated within a detached single family residential property determined pursuant to this chapter.
- (6) "Exempt property" means all properties of the federal, state, county, and city governments, and any of their divisions or subdivisions, and property that does not **convey or discharge, directly or indirectly,** stormwater runoff into the stormwater or flood control facilities of the municipality.
- (7) "Fee" or "stormwater user's fee" means the charge established under this ordinance and levied on owners or users of parcels or pieces of real property to fund the costs of stormwater management and of operating, maintaining, and improving the stormwater system in the municipality. The stormwater user's fee is in addition to any other fee that the municipality has the right to charge under any other rule or regulation of the municipality.
- (8) "Fiscal year" means July 1 of a calendar year to June 30 of the next calendar year, both inclusive.
- (9) "Impervious surface" means a surface which is compacted or covered with material that is resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, roofs, sidewalks, patios, driveways, parking lots, and any other oiled, graveled, graded, compacted, or any other surface which impedes the natural infiltration of surface water.

(10) "Impervious surface area" means the number of square feet of horizontal surface covered by buildings, and other impervious surfaces. All building measurements shall be made between exterior faces of walls, foundations, columns or other means of support or enclosure.

(11) "Other developed property" means developed property other than single-family residential property. Such property shall include, but not be limited to, commercial properties, industrial properties, parking lots, hospitals, schools, recreational and cultural facilities, hotels, offices, and churches.

(12) "Parcel" means any area of land described by a single legal description.

(13) "Person" means any and all persons, natural or artificial, including any individual, firm or association, and any municipal or private corporation organized or existing under the laws of this or any other state or country.

(14) "Property owner" means the property owner of record as listed in the county's assessment roll. A property owner includes any individual, corporation, firm, partnership, or group of individuals acting as a unit, and any trustee, receiver, or personal representative.

(15) "Retention Pond" is a pond or pool designed with additional storage capacity to attenuate surface runoff during rainfall events. They consist of a permanent pond area with landscaped banks and surroundings to provide additional storage capacity during rainfall events.

(16) "Single family residential property" means a developed property which serves the primary purpose of providing a permanent dwelling unit to a single family. A single-family detached dwelling or a townhouse containing an accessory apartment or second dwelling unit is included in this definition.

(17) "Stormwater" means stormwater runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration, and drainage.

(18) "Stormwater facilities" means the **natural or manmade** drainage structures, conduits, conveyances, waterways, combined sewers, sewers, and all device appurtenances by means of which stormwater is collected, transported, pumped, treated, or disposed of.

(19) "Stormwater management fund" or "fund" means the fund created by this chapter to operate, maintain, and improve the city's stormwater system.

(20) "Stormwater management program" means the planning, design, construction, regulation, improvement, repair, maintenance, and operation of facilities and programs for minimizing the adverse impacts of stormwater runoff, not limited to, but including quality and quantity.

(21) "Surface water" includes waters upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other water courses, lakes, and reservoirs.

(22) "User" shall mean the owner of record of property subject to the stormwater user's fee imposed by this chapter.

(23) "Undisturbed property" means real property, which has not been altered from its natural state by dredging, filling, removal of trees and vegetation or other activities, which have disturbed or altered the topography of soils on the property.

**16-204. Funding of stormwater management program.** Funding for the stormwater management program may include, but not be limited to, the following:

(1) Stormwater user's fees.

(2) Civil penalties and damage assessments imposed for or arising from the violation of the city's stormwater management program ordinance.

(3) Stormwater permit and inspection fees.

**(4) Grants and any other viable and legal awards.**

(5) Other funds or income obtained from federal, state, local, and private grants, or revolving funds, and from the Local Government Public Obligations Act of 1986.

(Tennessee Code Annotated, title 9, chapter 21).

To the extent that the stormwater drainage fees collected are insufficient to construct needed stormwater drainage facilities, the cost of the same may be paid from such city funds as may be determined by the municipality's governing body.

**16-205. Stormwater fund.** All revenues generated by or on behalf of the stormwater program shall be deposited in a stormwater program fund and used exclusively for the stormwater program.

**16-206. Operating budget.** The municipality's governing body shall adopt an operating budget for the stormwater program each fiscal year. The operating budget shall set forth for such fiscal year the estimated revenues and the estimated costs for operations and maintenance, extension, and replacement and debt service.

**16-207. Stormwater user's fees established.** There shall be imposed on each and every developed property in the city, except exempt property, a stormwater user's fee, which shall be set from time to time by ordinance and in the manner and amount prescribed by this ordinance.

Prior to establishing or amending user's fees, the municipality shall advertise its intent to do so by publishing notice in a newspaper of general circulation in the city at least thirty (30) days in advance of the meeting of the municipality's governing body which shall consider the adoption of the fee or its amendment.

**16-208. Equivalent Residential Unit (ERU).**

(1) Establishment. There is established for purposes of calculating the stormwater user's fee the Equivalent Residential Unit (ERU) equal to six thousand (6,000) square feet of impervious surface area.

(2) Setting the ERU. The ERU shall be amended by the municipality's governing body from time to time by ordinance.

(3) Source of ERU. The municipality's governing body shall have the discretion to determine the source of the data from which the ERU is established, taking into consideration the general acceptance and use of such source on the part of other stormwater systems, and the reliability and general accuracy of the source. The municipality's governing body shall have the discretion to determine the impervious surface area of other developed property through property tax assessor's rolls or site examination, mapping information, aerial photographs, and other reliable information.

**16-209. Property classification for stormwater user's fee.**

(1) Property classifications. For purposes of determining the stormwater user's fee, all properties in the city are classified into one (1) of the following classes:

- (a) Single family residential property;
- (b) Developed property;
- ~~(c) Undeveloped property;~~
  - ~~(i) Disturbed (farm land typically tilled);~~
  - ~~(ii) Undisturbed (grass land or forest);~~
- (d) Exempt property.

(2) Single family residential property and fee. The municipality's governing body finds that the intensity of development of most parcels of real property in the municipality classified as single family residential is similar and that it would be excessively and unnecessarily expensive to determine precisely the square footage of the improvements (such as buildings, structures, and other impervious areas) on each such parcel. Therefore, all single-family residential properties in the city shall be charged a flat



stormwater management fee, equal the base rate, regardless of the size of the parcel or the improvements.

(3) Developed property and fee. The fee for developed property (i.e., non-single-family residential property) in the municipality shall be the base rate multiplied by the numerical factor obtained by dividing the total impervious surface area (square feet) of the property by one (1) ERU. **The impervious surface area for other developed property is the square footage for the buildings and other improvements on the property. The minimum stormwater management fee for other developed property shall be equal the base rate for single family residential property.** times a correction factor based on the following onsite improvements. The improvements and the correction factors are as follows:

(a) For developed properties that discharge into onsite retention or dry detention ponds that regulate discharges not to exceed the historical flow rate, the correction factor shall be 0.40.

(b) For developed properties that utilize other onsite structures that meet the Tennessee Department of Environment and Conservation best management practices that reduce runoff volumes to within five percent (5%) of the historical flow rates and can demonstrate the improvement of stormwater runoff quality by means of engineering principles, the correction factor shall be 0.55.

(c) If no onsite improvements exist, the correction factor shall be 1.0.

All stormwater runoff from the developed site shall be covered by the improvements listed above in order to receive a correction factor for the entire site. The minimum stormwater management fee for other developed property shall equal the base rate for single family residential property.

(4) Undeveloped property.

(a) Disturbed (farm land). Parcels which are disturbed by farming activities which results in an annual cycle of planting and harvest will be charged a stormwater fee of one (1) ERU unless significant erosion is allowed to occur due to an increase in stormwater runoff.

(b) Undisturbed parcels which are undisturbed and remain in a natural state of vegetative growth (grass land) or forest and are maintained to prevent erosion by periodic mowing or other appropriate means will not be charged a stormwater fee. Undisturbed parcels that are not maintained in appropriate conservation practices will be considered to be disturbed and a stormwater user's fee shall be assessed in accordance with procedures outlined herein this chapter.

(5) Exempt property. There shall be no stormwater user's fee for exempt property.

**16-210. Base rate.** The municipality's governing body shall, by ordinance, establish the base rate for the stormwater user's fee. The base rate shall be calculated to ensure adequate revenues to fund the costs of stormwater management and to provide for the operation, maintenance, and capital improvements of the stormwater system in the city.

**16-211. Adjustments to stormwater user's fees.** The stormwater program shall have the right on its own initiative to adjust upward or downward the stormwater user's fees with respect to any property, based on the approximate percentage on any significant variation in the volume or rate of stormwater, or any significant variation in the quality of stormwater, emanating from the property, compared to other similar properties. In making determinations of the similarity of property, the stormwater program shall take into consideration the location, geography, size, use, impervious area, stormwater facilities on the property, and any other factors that have a bearing on the variation.

**16-212. Property owners to pay charges.** The owner of each non-exempt lot or parcel shall pay the stormwater user's fees and charges as provided in this chapter.

**16-213. Billing procedures and penalties for late payment.**

(1) Rate and collection schedule. The stormwater user's fee will be set at a rate, and collected on a schedule established by ordinance. The stormwater fee shall reflect the nature of the property classification by the Norris Water Commission utility billing. The stormwater user fee for single-family residential and non-residential developed property shall be billed and collected monthly. Undeveloped properties will be billed monthly at the rate established by this ordinance if the property is utilized for farming activities and allowed to erode and contribute to pollution of streams, rivers, and ponds here in Norris.

(2) Delinquent bills. The stormwater user's fee shall be billed through the Norris Water Commission and paid by mail, online, or in person as per their requirements; and shall become delinquent as of the twenty-seventh (27th) of the month of issue, there shall be an additional charge of ten percent (10%) added thereto. The water commission will disconnect delinquent customers after forty-three (43) days from the initial billing, and not be reconnected until all past due bills have been paid in full.

(3) Penalties for late payment. Stormwater user's fees shall be subject to a late fee established by ordinance or resolution. The municipality shall be entitled to recover attorney's fees incurred in collecting delinquent drainage fees. Any charge due under this ordinance which shall not be paid may be recovered at law by the municipality.

(4) Mandatory statement. Pursuant to Tennessee Code Annotated § 68-221-1112, each bill that shall contain stormwater user's fees shall contain the following statement in bold:

**THIS FEE HAS BEEN MANDATED BY CONGRESS**

**16-214. Appeals of fees.**

(1) The City of Norris City Council shall hear and decide appeals and requests for variances from the requirements of this chapter.

(2) Variances may be issued in regards to the stormwater user fees and/or property classification. The stormwater management plan operating budget shall not be appealed.

(3) In passing upon such variances, the Council shall consider all technical evaluations, all relevant factors such as practices that meet the Tennessee Department of Environment and Conservation best management practices, historical flows versus developed flows, and all standards specified in other sections of this chapter, and,

(4) Upon consideration of the factors listed above, and the purposes of this chapter, the Council may attach such conditions to the granting of variances, as it deems necessary to effectuate the purposes of this chapter.

(5) Request for variances must be in writing and may be appealed within thirty (30) calendar days from the date of the last bill containing stormwater user's fees charges.

(6) Variances may be issued upon a determination that the variance is the minimum relief necessary, considering the amount of the fee and/or the property classification.

(7) Variances shall only be issued upon:

- (a) A showing of good and sufficient cause;
- (b) A determination that failure to grant the variance would result in exceptional hardship compared to other similarly assessed property; and
- (c) A determination that the granting of a variance will not result in conflict with existing local laws or ordinances.

(8) Written notice. Any applicant to whom a variance is granted shall be given written notice by the City of Norris.

(9) Record keeping and reporting. The City of Norris shall maintain the record of all appeal actions.

(10) All appeals shall be reviewed and a decision rendered within forty-five days (45) days after the appeal is filed.

**16-215. Enforcement, abatement, penalties, and appeals.**

(1) Enforcement and abatement authority. The city manager or his designees shall have the authority to issue notices of violation and citations, and to impose the civil penalties provided in this section.

(2) Notification of violation.

(a) Written notice. Whenever the city manager or his/her designee finds that any permittee or any other person discharging stormwater has violated or is violating this chapter or a permit or order issued hereunder, the city manager may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the city manager. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.

(b) Consent orders. The city manager or his/her designee is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person responsible for the noncompliance. Such orders will include specific action to be taken by the person to correct the noncompliance within a time period also specified by the order. Consent orders shall have the same force and effect as administrative orders issued pursuant to paragraphs (d) and (e) below.

(c) Show cause hearing. The city manager may order any person who violates this chapter or permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action, and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.

(d) Compliance order. When the city manager or his/her designee finds that any person has violated or continues to violate this chapter or a permit or order issued thereunder, he/she may issue an order to the violator directing that, following a specific time period, adequate structures, devices, be installed or procedures implemented and properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self-monitoring, and management practices.

(e) Cease and desist orders. When the city manager or his/her designee finds that any person has violated or continues to violate this ordinance or any permit or order issued hereunder, the city manager may issue an order to cease and desist all such violations and direct those persons in noncompliance to:

- (i) Comply forthwith; or
- (ii) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and terminating the discharge.

(3) Penalties. Any person who shall commit any act declared unlawful under this chapter, who violates any provision of this chapter, who violates the provisions of any permit issued pursuant to this ordinance, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the city manager or his/her designee, shall be guilty of a civil offense.

(4) Under the authority provided in Tennessee Code Annotated, § 68-221-1106, the municipality declares that any person violating the provisions of this chapter may be assessed a civil penalty by the city manager or his/her designee of not less than fifty dollars (\$50.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

(5) Measuring civil penalties. In assessing a civil penalty, the city manager or his/her designee may consider:

- (a) The harm done to the public health or the environment;
- (b) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;
- (c) The economic benefit gained by the violator;
- (d) The amount of effort put forth by the violator to remedy this violation;
- (e) Any unusual or extraordinary enforcement costs incurred by the municipality;
- (f) The amount of penalty established by ordinance or resolution for specific categories of violations; and
- (g) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.

(6) Recovery of damages and costs. In addition to the civil penalty in subsection (2) above, the municipality may recover;

- (a) All damages proximately caused by the violator to the municipality, which may include any reasonable expenses incurred in investigating violations of, and enforcing compliance with, this chapter, or any other actual damages caused by the violation.
- (b) The costs of the municipality's maintenance of stormwater facilities when the user of such facilities fails to maintain them as required by this section.

(7) Other remedies. The municipality may bring legal action to enjoin the continuing violation of this chapter, and the existence of any other remedy, at law or equity, shall be no defense to any such actions.

(8) Remedies cumulative. The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.

(9) Appeals. Pursuant to Tennessee Code Annotated, § 68-221-1106(d), any person aggrieved by the imposition of a civil penalty or damage assessment as provided by this chapter may appeal said penalty or damage assessment to the Norris City Council.

- (a) Appeals to be in writing. The appeal shall be in writing and filed with the city recorder within fifteen (15) days after the civil penalty and/or damage assessment is served in any manner authorized by law.
- (b) Public hearing. Upon receipt of an appeal, the Norris City Council shall hold a public hearing within thirty (30) days. Ten (10) days prior notice of the time, date, and location of said hearing shall be published in a daily newspaper of general circulation. Ten (10)

day notice by registered mail shall also be provided to the aggrieved party, such notice to be sent to the address provided by the aggrieved party at the time of appeal. The decision of the Norris City Council shall be final.

(c) Appealing decisions of the Norris City Council. Any alleged violator may appeal a decision of the board of appeals pursuant to the provisions of Tennessee Code Annotated, title 27, chapter 8.

**APPENDIX A**  
**Calculating Stormwater User Fees**

Calculating Stormwater User Fees can be done in a simple, equitable manner. The annual budget of the Stormwater Utility is divided by the total number of Equivalent Residential Units (ERU's) in the Stormwater System limits. Division of the result by 12 would yield the monthly fee per ERU. An Equivalent Residential Unit is based on the average square footage of a detached single residential family property. This average can be obtained from a variety of sources. If the average is not available through your tax assessor or another internal department, averages may be obtained from the U.S. Census Bureau, your local Area Association of Realtors, or some other credible source. Each detached single residential family property would be one (1) ERU. Other developed proposer users would divide their total amount of impervious surface area (in square feet) by the number of square feet in an ERU, to get the number of ERU's for that property. The sum of all other developed property ERU's and single family residential ERU's would be the total number of ERU's.

**Annual Budget.** The annual costs for the storm drainage system includes permitting, maintaining, planning, designing, reconstructing, constructing, environmentally restoring, regulating, testing, inspection of the system, management and administration, and the establishment of a reserve balance.

**Equivalent Residential Unit (ERU).** The average square footage of a single family residential property is equivalent to one ERU.\*

**Total ERU's.** The Total ERU's within the limits of the stormwater utility is calculated according to the following formula:

$$\text{Total ERU's} = \text{Other Developed Property ERU's} + \text{Single Family Residential ERU's}$$

**Single Family Residential User Fee.** The fee that residential users within the limits of the stormwater utility pay for their share of the annual budget. The fee is calculated according to the following formula:

$$\text{Single Family Residential User Fee} = \text{Annual Budget} / \text{Total ERU's within Stormwater Utility limits}$$

**This number should be divided by 12 to establish the monthly User Fee:**

$$\text{Single Family Residential User Fee} / 12 = \text{Monthly Single Family Residential User Fee}$$

**Other Developed Property User Fee.** The fee that other developed property users within the limits of the stormwater utility pay for their share of the annual budget. The fee is calculated according to the following formula:

$$\text{Other Developed Property ERU's} = \text{Impervious Surface Area square feet} / \text{ERU square feet}$$

$$\text{Other Developed Property User Fee} = \text{Single Family Residential User Fee} \times \text{Other Developed Property ERU's}$$

$$\text{Other Developed Property User Fee} / 12 = \text{Monthly Other Developed Property User Fee}$$

*\* The average square footage of a single-family residential property should be determined by a recognized source.*

*For example:*

*The U.S. Census Bureau reports the median square footage in the South is 1,648 square feet.*

Or:

*In Jackson, Tennessee, the average square footage for all such properties sold in 2001 was 1,932 square feet, according to the Jackson Area Association of Realtors®.*

*A comparable source should be used for setting ERU square footage.*

## APPENDIX B

Tennessee Code Annotated, § 68-221-1107(a), provides that, “All municipalities constructing, operating, or maintaining stormwater or flood control facilities are authorized to establish a graduated stormwater user’s fee which may be assessed and collected from each *user* of the stormwater facilities provided by the municipality....” It does not define “user,” providing only that, “To ensure a proportionate distribution of all costs to each user or user class, the user’s contribution shall be based on factors such as the amount of impervious area utilized by the user, the water quality of user’s stormwater runoff or the volume or rate of stormwater runoff....” It also provides that:

§ “Users whose stormwater runoff is not discharged into or through the stormwater and/or flood control facilities of the municipality shall be exempted from the payment of the graduated stormwater user fee authorized by this section.”

§ “The fee structure shall provide adjustments for users who construct facilities to retain and control the quantity of stormwater runoff.”

Generally, the term “user” with respect to utilities probably means the beneficial user of the utility rather than the title holder of the property. In Village of Sauget v. Cohn, 610 N.E.2d 104 (Ill. App. 5<sup>th</sup> Dist. 1993), an ordinance required that the “user” pay sewer charges, but did not define the term “user.” The Court held that the title holder of the property was not the “user,” reasoning that:

This is consistent with the Black’s Law Dictionary definition of user. Black’s defines a user as “[t]he actual exercise or enjoyment of any right, property, drugs, franchise, etc.” ... Because the defendant [the title holder of the property] is not the person who receives the services, he is not the person who actually exercises or enjoys the benefits provided by American Bottoms. He is, at most, an indirect beneficiary of the services, i.e., his properties are more marketable because they have indoor plumbing.” [At 108]

It is not clear from Tennessee Code Annotated, § 68-221-1107(a) that the municipality can make the landowner rather than the tenant or occupant of the property a “user” for the purposes of the stormwater user’s fee. Arguably it limits the city to the actual or beneficial user. Tennessee Code Annotated, § 68-221-1107(b), appears by implication to support that conclusion because it provides that the stormwater utility is authorized to enter into a contract with any other public or private utility (except an electrical cooperative organized under the Electric Cooperative Law) or city or town to bill and collect stormwater fees as a designated item on its utility bill, and to discontinue utility services where the stormwater utility fee is not paid. In most cases any utility bills would be in the name of the actual or beneficial user or users of the property. But that statute may reflect only a method for municipalities to collect stormwater management fees through various utility entities rather than an implication that cities must impose stormwater management fees on the beneficial users of the stormwater utility as opposed to land owners.

An argument can also be made that Tennessee Code Annotated, § 68-221-1107(a), authorizes a city to name the property owner the “user” within the meaning of that statute. A number of cases from other jurisdictions declare that utility user fees differ from taxes in that the payment of utility service fees is voluntary while the payment of taxes is involuntary. [See Pinellas County v. State, 776 So.2d 262 (Fla. 2001); City of Gary v. Indiana Bell Telephone Co., Inc., 732 N.E.2d 149 (Ind. 2000); Bolt v. City of Lansing, 587 N.W.2d 264 (Mich. 1998); State v. City of Port Orange, 650 So.2d 1 (Fla. 1994).] But our sister State of Arkansas has held that mandatory fees levied on property owners under the state’s police powers are still user fees rather than taxes. [See Holman v. City of Dierks, 233 S.W.2d 392 (Ark. 1950); Vandiver v. Washington County, 628 S.W.2d 1 (Ark. 1982).]

In either case, a person who obtains or continues electric, water, even sewer, or most other utility services is a voluntary “user” of the service to a degree that does not typically apply to the user of a stormwater utility. In providing that the “user’s contribution [fee] shall be based on factors such as the amount of *impervious areas utilized by the user*, the water quality of user’s stormwater runoff or the volume or rate of stormwater runoff,” Tennessee Code Annotated, § 68-221-1107, contemplates that virtually all developed property will be subject to a mandatory stormwater management fee. In addition, the stormwater user’s fee connected to the impervious areas of land under that statute is more closely tied to the land than is the fee for most other utility services. The stormwater utility service is always “on” with respect to the impervious surface of the land no matter who is the beneficial user of other utility services that serve the land. The decision to develop the land on the part of its owner (or even by its occupant) may be voluntary, but any development that leads to the creation of impervious area leads to the involuntary subjection of the land to a stormwater user’s fee. The only way the owner (or occupant) of the land can voluntarily “shut-off” the stormwater utility service is perhaps to return the land to its natural state. Finally, the impervious area component of stormwater management would necessarily apply to *all* developed land, including presently-developed land for which development decisions have already been made, many years ago. Generally, the extent to which property is developed is a function of the past and future decisions of the owner of the property.

Some of the literature dealing with stormwater utilities also distinguishes between stormwater “user” fees which are billed to utility customers in much the same manner as are other utility bills, and stormwater assessment fees, which are billed to property owners. There is no general law in Tennessee authorizing cities to impose special assessments for stormwater purposes, but some cities may have provisions in their charters generally authorizing them to levy special assessments on property. Those provisions in *some* cases may be sufficient authority for a particular city to impose the stormwater user’s fee as a special assessment on property. Special assessments are generally not taxes. The question of whether a particular charter permits the stormwater user’s fee to be levied as a special assessment should be determined on a case-by-cases basis.

## Appendix C

### **Section 68-221-1101 - Legislative purpose**

The purpose of this part is to facilitate compliance with the Water Quality Act of 1977, by municipalities which are affected by environmental protection agency (EPA) storm water regulations, particularly those arising from § 405 of the Water Quality Act of 1987, and § 402(p) of the Clean Water Act of 1977, regulating storm water discharges to protect water quality. This part shall enable municipalities to regulate such discharges, to establish a system of drainage facilities, and to fix and require payment of fees for the privilege of discharging storm water. This part shall also enable municipalities to construct and operate a system of drainage facilities for storm water management and flood control.

### **Section 68-221-1102 - Part definitions**



As used in this part, unless the context otherwise requires:

**(1)** "Agricultural land" means land used for agriculture, as defined in § 1-3-105;

*§ 1-3-105 (2) (A) Agriculture means:*

*(i) The land, buildings and machinery used in the commercial production of farm products and nursery stock;*

*(ii) The activity carried on in connection with the commercial production of farm products and nursery stock; and*

*(iii) Recreational and educational activities on land used for the commercial production of farm products and nursery stock;*

**(2)** "Construction" means the erection, building, acquisition, alteration, reconstruction, improvement or extension of storm water facilities; preliminary planning to determine the economic and engineering feasibility of storm water facilities; the engineering, architectural, legal, fiscal and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action necessary in the construction of storm water facilities; and the inspection and supervision of the construction of storm water facilities;

**(3)** "Contaminant" means any physical, chemical, biological, or radiological substance or matter in water;

**(4)** "Municipality" means any incorporated city or town, county, metropolitan or consolidated government, or special district of this state empowered to provide storm water facilities;

**(5)** "Person" means any and all persons, natural or artificial, including any individual, firm or association and any municipal or private corporation organized or existing under the laws of this or any other state or country;

**(6)** "Qualified farmer or nurseryman" has the meaning as defined in § 67-6-207;

*§ 67-6-207 ((E) For purposes of this section, "a qualified farmer or nurseryman" means a person who meets one (1) or more of the following criteria:*

*1. The person is the owner or lessee of agricultural land from which one thousand dollars (\$1,000) or more of agricultural products were produced and sold during the year, including payments from government sources;*

*2. The person is in the business of providing for-hire custom agricultural services for the plowing, planting, harvesting, growing, raising or processing of agricultural products or for the maintenance of agricultural land;*

*3. The person is the owner of land that qualifies for taxation under the Agricultural Forest and Open Space Land Act of 1976, compiled in chapter 5, part 10 of this title;*

*4. The person's federal income tax return contains one (1) or more of the following:*

*a. Business activity on IRS schedule F, profit or loss from farming; and*

*b. Farm rental activity on IRS form 4835, farm rental income and expenses or schedule E, supplemental income and loss; and*

*5. The person otherwise establishes to the satisfaction of the commissioner that the person is actively engaged in the business of raising, harvesting or otherwise producing agricultural commodities as defined in § 67-6-301(c)(2).*

**(7)** "Storm water" means storm water runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration (other than infiltration contaminated by seepage from sanitary sewers or by other discharges) and drainage;

**(8)** "Storm water facilities" means the drainage structures, conduits, combined sewers, sewers, and all device appurtenances by means of which storm water is collected, transported, pumped, treated or disposed of; and

**(9)** "Surface water" includes waters upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other water courses, lakes, and reservoirs.

### **Section 68-221-1103 - Authorization of storm water facilities or flood control improvements by municipality**

The governing body of any municipality may authorize the construction, extension, enlargement, or acquisition of necessary storm water facilities or flood control improvements within its corporate boundaries. The improvements may include, but are not limited to, the extension, enlargement, construction, or acquisition of storm water facilities or flood control improvements; the widening, straightening, or relocating of streams, surface waters, or water courses; and the acquisition, extension, enlargement, or construction of any works necessary to regulate the quantity or quality of water for the protection of streams, water courses, surface waters, life, and property; provided, that the municipality obtains all applicable permits and complies with all applicable state and federal laws.

### **Section 68-221-1105 - Municipal authority**

**(a)** In order to protect the public health, municipalities authorized to provide storm water and flood control facilities by this part are authorized by appropriate ordinance or resolution to:

- (1)** Exercise general regulation over the planning, location, construction, and operation and maintenance over storm water facilities in the municipality, whether owned and operated by the municipality or not;
- (2)** Adopt any rules and regulations deemed necessary to accomplish the purposes of this part, including the adoption of a system of fees for services and permits;
- (3)** Establish standards to regulate the quantity of storm water discharged and to regulate storm water contaminants as may be necessary to protect water quality;
- (4)** Review and approve plans and plats for storm water management in proposed subdivisions or commercial developments;
- (5)** Issue permits for storm water discharges, or for the construction, alteration, extension, or repair of storm water facilities;
- (6)** Suspend or revoke permits when it is determined that the person has violated any applicable ordinance, resolution, or condition of the permit;
- (7)** Regulate and prohibit discharges into storm water facilities of sanitary, industrial, or commercial sewage or waters that have otherwise been contaminated; and
- (8)** Expend funds to remediate or mitigate the detrimental effects of contaminated land or other sources of storm water contamination, whether public or private.

**(b)** Municipalities may only exercise the authority granted by subsection (a) in a manner consistent with all requirements of state and federal law that apply to such activities.

**(c)** In counties with a metropolitan form of government, the legislative body may, by ordinance, assign responsibility for the planning, location, construction, and operation and maintenance over storm water facilities in the metropolitan county to any department, board or commission.

**(d)** In counties having governments other than metropolitan or consolidated governments, the county shall only be empowered to exercise the authority granted by this part outside the jurisdiction of an incorporated city or town.

**Section 68-221-1106 - Civil penalty for violation of ordinance**

(a) A municipality may establish by ordinance or resolution that any person who violates any ordinance or resolution regulating storm water discharges or facilities shall be subject to a civil penalty of not less than fifty dollars (\$50.00) or more than five thousand dollars (\$5,000) per day for each day of violations. Each day of violation may constitute a separate violation. A municipality shall give the violator reasonable notice of the assessment of any penalty. A municipality may also recover all damages proximately caused to the municipality by such violations.

(b) In assessing a civil penalty, the following factors may be considered:

- (1) The harm done to the public health or the environment;
- (2) Whether the civil penalty imposed will be substantial economic deterrent to the illegal activity;
- (3) The economic benefit gained by the violator;
- (4) The amount of effort put forth by the violator to remedy this violation;
- (5) Any unusual or extraordinary enforcement costs incurred by the municipality;
- (6) The amount of penalty established by ordinance or resolution for specific categories of violations; and
- (7) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.

(c) The municipality may also assess damages proximately caused by the violator to the municipality which may include any reasonable expenses incurred in investigating and enforcing violations of this part, or any other actual damages caused by the violation.

(d) The municipality shall establish a procedure for a review of the civil penalty or damage assessment by either the governing body of the municipality or by a board established to hear appeals by any person incurring a damage assessment or a civil penalty. If a petition for review of such damage assessment or civil penalty is not filed within thirty (30) days after the damage assessment or civil penalty is served in any manner authorized by law, the violator shall be deemed to have consented to the damage assessment or civil penalty and it shall become final. The alleged violator may appeal a decision of the governing body or board pursuant to title 27, chapter 8.

(e) Whenever any damage assessment or civil penalty has become final because of a person's failure to appeal the municipality's damage assessment or civil penalty, the municipality may apply to the appropriate chancery court for a judgment and seek execution of such judgment. The court, in such proceedings, shall treat the failure to appeal such damage assessment or civil penalty as a confession of judgment.

**Section 68-221-1107 - Facilities user's fee**

(a) All municipalities constructing, operating, or maintaining storm water or flood control facilities are authorized to establish a graduated storm water user's fee which may be assessed and collected from each user of the storm water facilities provided by the municipality. These fees shall be reasonable in amount and used exclusively by the municipality for purposes set forth in this part. Such a graduated storm water user's fee shall be based on actual or estimated use of the storm water and/or flood control facilities of the municipality, and each user or user class shall only be required to pay its proportionate share of the construction, administration, operation and maintenance including replacement costs of such facilities based on the user's actual or estimated proportionate contribution to the total storm water runoff from all users or user classes. To ensure a proportionate distribution of all costs to each user or user class, the user's contribution shall be based on factors such as the amount of impervious area utilized by the user, the water quality of user's storm water runoff or the volume or rate of storm

water runoff. Persons whose storm water runoff is not discharged into or through the storm water or flood control facilities, or both, of the municipality; and owners and/or operators of agricultural land, in the municipality, upon which the owner and/or operator conducts activities that enable the owner and/or operator to satisfy the requirements of a qualified farmer or nurseryman shall be exempted from payment of the graduated storm water user fee authorized by this section. The fee structure shall provide adjustments for users who construct facilities to retain and control the quantity of storm water runoff. Prior to establishing or amending such user's fees, the municipality shall advertise its intent to do so by notice published in a newspaper of general circulation in such municipality at least thirty (30) days in advance of the meeting of the governing body which shall consider such adoption or amendment.

**(b)** The municipality providing such service is authorized to enter into a contract for the collection of such storm water facilities fees with any public or private corporation or municipal utilities board or commission operating a water, gas, or electric system other than an electric cooperative incorporated under the Electric Cooperative Law, compiled in title 65, chapter 25, part 2, in the area of the storm water facilities or to make contracts with any other city, town, or utility district to bill and collect storm water fees as a designated item on its utility bill or, in any county which is not in the state's computer assisted appraisal system (CAAS), to enter into a contract or interlocal agreement with the county in which such municipality is located to bill and collect storm water fees for the municipality as a designated item on the ad valorem tax notice issued by the county trustee. In addition, if any county which is not in the state's CAAS constructs, operates or maintains storm water or flood control facilities and establishes and assesses on each user of the storm water facilities provided by the county a graduated storm water user's fee in accordance with this chapter, then the county trustee of such county is authorized to bill and collect such storm water fees for such county as a designated item on the ad valorem tax notice issued by the county trustee. The contract may provide for the discontinuance of utility service to storm water facility users who fail or refuse to pay storm water facility user charges, including the right not to accept payment of the utility bill from any user without receiving at the same time payment of any storm water facility charges owed by such user and not to re-establish utility services until such time as all past due storm water facility service charges owed by such user have been paid and/or the user of the storm water facility has performed all acts and discharged all obligations required by the ordinances or resolutions of the municipality.

#### **Section 68-221-1108 - Financing of facilities**

A municipal legislative body may finance storm water facilities under the Local Government Public Obligations Act of 1986, compiled in title 9, chapter 21. To protect the public health and to assure payment of bonds issued for storm water facilities, the municipality may by appropriate ordinance or resolution use the procedures set forth in §§ 68-221-208 and 68-221-209, for payment and collection of charges.

#### **Section 68-221-1110 - Permit conditions for discharges**

To the extent practicable, municipalities shall provide permit conditions for storm water discharges associated with industrial activities that are consistent with any permits issued pursuant to the National Pollution Discharge Elimination System (NPDES), unless the discharge contains hazardous substances in excess of reporting quantities, or the facility and the municipality are not in compliance with applicable provisions of the NPDES permits issued to them for storm water, or the discharge materially affects the municipal storm water facilities through either the quantity of wastewater or its contamination.

#### **Section 68-221-1111 - Water quality regulation authority not limited by this part**

Nothing herein shall be construed to limit the power or authority of the department of environment and conservation or of the Tennessee board of water quality, oil and gas with respect to regulation of the

waters of the state. Any ordinances or regulations adopted or imposed by municipalities shall be subject to regulation and oversight by the department of environment and conservation or the Tennessee board of water quality, oil and gas.

Amended by 2018 Tenn. Acts, ch. 839, s 24, eff. eight (8) months immediately following the receipt of notification from the secretary of the interior that this state has been approved to exercise primacy over the regulation of surface coal mining and reclamation operations within its territorial boundaries. Acts 1993, ch. 257, § 11.

**Section 68-221-1112 - Notice of federally mandated charges**

Any bill rendered as a result of this part shall contain the following statement with respect to the charges assessed under this part, which statement shall be printed in bold-faced type:

**"THIS FEE HAS BEEN MANDATED BY CONGRESS."**

## Section 68-221-1101 - Legislative purpose

The purpose of this part is to facilitate compliance with the Water Quality Act of 1977, by municipalities which are affected by environmental protection agency (EPA) storm water regulations, particularly those arising from § 405 of the Water Quality Act of 1987, and § 402(p) of the Clean Water Act of 1977, regulating storm water discharges to protect water quality. This part shall enable municipalities to regulate such discharges, to establish a system of drainage facilities, and to fix and require payment of fees for the privilege of discharging storm water. This part shall also enable municipalities to construct and operate a system of drainage facilities for storm water management and flood control.

## Section 68-221-1102 - Part definitions

As used in this part, unless the context otherwise requires:

**(1)** "Agricultural land" means land used for agriculture, as defined in § 1-3-105;

*§ 1-3-105 (2) (A) Agriculture means:*

*(i) The land, buildings and machinery used in the commercial production of farm products and nursery stock;*

*(ii) The activity carried on in connection with the commercial production of farm products and nursery stock; and*

*(iii) Recreational and educational activities on land used for the commercial production of farm products and nursery stock;*

**(2)** "Construction" means the erection, building, acquisition, alteration, reconstruction, improvement or extension of storm water facilities; preliminary planning to determine the economic and engineering feasibility of storm water facilities; the engineering, architectural, legal, fiscal and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action necessary in the construction of storm water facilities; and the inspection and supervision of the construction of storm water facilities;

**(3)** "Contaminant" means any physical, chemical, biological, or radiological substance or matter in water;

**(4)** "Municipality" means any incorporated city or town, county, metropolitan or consolidated government, or special district of this state empowered to provide storm water facilities;

**(5)** "Person" means any and all persons, natural or artificial, including any individual, firm or association and any municipal or private corporation organized or existing under the laws of this or any other state or country;

**(6)** "Qualified farmer or nurseryman" has the meaning as defined in § 67-6-207;

*§ 67-6-207 ((E) For purposes of this section, "a qualified farmer or nurseryman" means a person who meets one (1) or more of the following criteria:*

- |   |
|---|
| <ol style="list-style-type: none"><li>1. <i>The person is the owner or lessee of agricultural land from which one thousand dollars (\$1,000) or more of agricultural products were produced and sold during the year, including payments from government sources;</i></li><li>2. <i>The person is in the business of providing for-hire custom agricultural services for the plowing, planting, harvesting, growing, raising or processing of agricultural products or for the maintenance of agricultural land;</i></li><li>3. <i>The person is the owner of land that qualifies for taxation under the Agricultural Forest and Open Space Land Act of 1976, compiled in chapter 5, part 10 of this title;</i></li><li>4. <i>The person's federal income tax return contains one (1) or more of the following:</i></li></ol> |
| <ol style="list-style-type: none"><li>a. <i>Business activity on IRS schedule F, profit or loss from farming; and</i></li><li>b. <i>Farm rental activity on IRS form 4835, farm rental income and expenses or schedule E, supplemental income and loss; and</i></li></ol>   |
| <ol style="list-style-type: none"><li>5. <i>The person otherwise establishes to the satisfaction of the commissioner that the person is actively engaged in the business of raising, harvesting or otherwise producing agricultural commodities as defined in § 67-6-301(c)(2).</i></li></ol>   |

**(7)** "Storm water" means storm water runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration (other than infiltration contaminated by seepage from sanitary sewers or by other discharges) and drainage;

**(8)** "Storm water facilities" means the drainage structures, conduits, combined sewers, sewers, and all device appurtenances by means of which storm water is collected, transported, pumped, treated or disposed of; and

**(9)** "Surface water" includes waters upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other water courses, lakes, and reservoirs.

### **Section 68-221-1103 - Authorization of storm water facilities or flood control improvements by municipality**

The governing body of any municipality may authorize the construction, extension, enlargement, or acquisition of necessary storm water facilities or flood control improvements within its corporate boundaries. The improvements may include, but are not limited to, the extension, enlargement, construction, or acquisition of storm water facilities or flood control improvements; the widening, straightening, or relocating of streams, surface waters, or water courses; and the acquisition, extension, enlargement, or construction of any works necessary to regulate the quantity or quality of water for the protection of streams, water courses, surface waters, life, and property; provided, that the municipality obtains all applicable permits and complies with all applicable state and federal laws.

### **Section 68-221-1105 - Municipal authority**

**(a)** In order to protect the public health, municipalities authorized to provide storm water and flood control facilities by this part are authorized by appropriate ordinance or resolution to:

- (1)** Exercise general regulation over the planning, location, construction, and operation and maintenance over storm water facilities in the municipality, whether owned and operated by the municipality or not;

- (2) Adopt any rules and regulations deemed necessary to accomplish the purposes of this part, including the adoption of a system of fees for services and permits;
- (3) Establish standards to regulate the quantity of storm water discharged and to regulate storm water contaminants as may be necessary to protect water quality;
- (4) Review and approve plans and plats for storm water management in proposed subdivisions or commercial developments;
- (5) Issue permits for storm water discharges, or for the construction, alteration, extension, or repair of storm water facilities;
- (6) Suspend or revoke permits when it is determined that the person has violated any applicable ordinance, resolution, or condition of the permit;
- (7) Regulate and prohibit discharges into storm water facilities of sanitary, industrial, or commercial sewage or waters that have otherwise been contaminated; and
- (8) Expend funds to remediate or mitigate the detrimental effects of contaminated land or other sources of storm water contamination, whether public or private.

(b) Municipalities may only exercise the authority granted by subsection (a) in a manner consistent with all requirements of state and federal law that apply to such activities.

(c) In counties with a metropolitan form of government, the legislative body may, by ordinance, assign responsibility for the planning, location, construction, and operation and maintenance over storm water facilities in the metropolitan county to any department, board or commission.

(d) In counties having governments other than metropolitan or consolidated governments, the county shall only be empowered to exercise the authority granted by this part outside the jurisdiction of an incorporated city or town.

### **Section 68-221-1106 - Civil penalty for violation of ordinance**

(a) A municipality may establish by ordinance or resolution that any person who violates any ordinance or resolution regulating storm water discharges or facilities shall be subject to a civil penalty of not less than fifty dollars (\$50.00) or more than five thousand dollars (\$5,000) per day for each day of violations. Each day of violation may constitute a separate violation. A municipality shall give the violator reasonable notice of the assessment of any penalty. A municipality may also recover all damages proximately caused to the municipality by such violations.

(b) In assessing a civil penalty, the following factors may be considered:

- (1) The harm done to the public health or the environment;
- (2) Whether the civil penalty imposed will be substantial economic deterrent to the illegal activity;
- (3) The economic benefit gained by the violator;
- (4) The amount of effort put forth by the violator to remedy this violation;
- (5) Any unusual or extraordinary enforcement costs incurred by the municipality;
- (6) The amount of penalty established by ordinance or resolution for specific categories of violations; and
- (7) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.



(c) The municipality may also assess damages proximately caused by the violator to the municipality which may include any reasonable expenses incurred in investigating and enforcing violations of this part, or any other actual damages caused by the violation.

(d) The municipality shall establish a procedure for a review of the civil penalty or damage assessment by either the governing body of the municipality or by a board established to hear appeals by any person incurring a damage assessment or a civil penalty. If a petition for review of such damage assessment or civil penalty is not filed within thirty (30) days after the damage assessment or civil penalty is served in any manner authorized by law, the violator shall be deemed to have consented to the damage assessment or civil penalty and it shall become final. The alleged violator may appeal a decision of the governing body or board pursuant to title 27, chapter 8.

(e) Whenever any damage assessment or civil penalty has become final because of a person's failure to appeal the municipality's damage assessment or civil penalty, the municipality may apply to the appropriate chancery court for a judgment and seek execution of such judgment. The court, in such proceedings, shall treat the failure to appeal such damage assessment or civil penalty as a confession of judgment.

### **Section 68-221-1107 - Facilities user's fee**

(a) All municipalities constructing, operating, or maintaining storm water or flood control facilities are authorized to establish a graduated storm water user's fee which may be assessed and collected from each user of the storm water facilities provided by the municipality. These fees shall be reasonable in amount and used exclusively by the municipality for purposes set forth in this part. Such a graduated storm water user's fee shall be based on actual or estimated use of the storm water and/or flood control facilities of the municipality, and each user or user class shall only be required to pay its proportionate share of the construction, administration, operation and maintenance including replacement costs of such facilities based on the user's actual or estimated proportionate contribution to the total storm water runoff from all users or user classes. To ensure a proportionate distribution of all costs to each user or user class, the user's contribution shall be based on factors such as the amount of impervious area utilized by the user, the water quality of user's storm water runoff or the volume or rate of storm water runoff. Persons whose storm water runoff is not discharged into or through the storm water or flood control facilities, or both, of the municipality; and owners and/or operators of agricultural land, in the municipality, upon which the owner and/or operator conducts activities that enable the owner and/or operator to satisfy the requirements of a qualified farmer or nurseryman shall be exempted from payment of the graduated storm water user fee authorized by this section. The fee structure shall provide adjustments for users who construct facilities to retain and control the quantity of storm water runoff. Prior to establishing or amending such user's fees, the municipality shall advertise its intent to do so by notice published in a newspaper of general circulation in such municipality at least thirty (30) days in advance of the meeting of the governing body which shall consider such adoption or amendment.

(b) The municipality providing such service is authorized to enter into a contract for the collection of such storm water facilities fees with any public or private corporation or municipal utilities board or commission operating a water, gas, or electric system other than an electric cooperative incorporated under the Electric Cooperative Law, compiled in title 65, chapter 25, part 2, in the area of the storm water facilities or to make contracts with any other city, town,

or utility district to bill and collect storm water fees as a designated item on its utility bill or, in any county which is not in the state's computer assisted appraisal system (CAAS), to enter into a contract or interlocal agreement with the county in which such municipality is located to bill and collect storm water fees for the municipality as a designated item on the ad valorem tax notice issued by the county trustee. In addition, if any county which is not in the state's CAAS constructs, operates or maintains storm water or flood control facilities and establishes and assesses on each user of the storm water facilities provided by the county a graduated storm water user's fee in accordance with this chapter, then the county trustee of such county is authorized to bill and collect such storm water fees for such county as a designated item on the ad valorem tax notice issued by the county trustee. The contract may provide for the discontinuance of utility service to storm water facility users who fail or refuse to pay storm water facility user charges, including the right not to accept payment of the utility bill from any user without receiving at the same time payment of any storm water facility charges owed by such user and not to re-establish utility services until such time as all past due storm water facility service charges owed by such user have been paid and/or the user of the storm water facility has performed all acts and discharged all obligations required by the ordinances or resolutions of the municipality.

### **Section 68-221-1108 - Financing of facilities**

A municipal legislative body may finance storm water facilities under the Local Government Public Obligations Act of 1986, compiled in title 9, chapter 21. To protect the public health and to assure payment of bonds issued for storm water facilities, the municipality may by appropriate ordinance or resolution use the procedures set forth in §§ 68-221-208 and 68-221-209, for payment and collection of charges.

### **Section 68-221-1110 - Permit conditions for discharges**

To the extent practicable, municipalities shall provide permit conditions for storm water discharges associated with industrial activities that are consistent with any permits issued pursuant to the National Pollution Discharge Elimination System (NPDES), unless the discharge contains hazardous substances in excess of reporting quantities, or the facility and the municipality are not in compliance with applicable provisions of the NPDES permits issued to them for storm water, or the discharge materially affects the municipal storm water facilities through either the quantity of wastewater or its contamination.

### **Section 68-221-1111 - Water quality regulation authority not limited by this part**

Nothing herein shall be construed to limit the power or authority of the department of environment and conservation or of the Tennessee board of water quality, oil and gas with respect to regulation of the waters of the state. Any ordinances or regulations adopted or imposed by municipalities shall be subject to regulation and oversight by the department of environment and conservation or the Tennessee board of water quality, oil and gas.

Amended by 2018 Tenn. Acts, ch. 839, s 24, eff. eight (8) months immediately following the receipt of notification from the secretary of the interior that this state has been approved to

exercise primacy over the regulation of surface coal mining and reclamation operations within its territorial boundaries. Acts 1993, ch. 257, § 11.

**Section 68-221-1112 - Notice of federally mandated charges**

Any bill rendered as a result of this part shall contain the following statement with respect to the charges assessed under this part, which statement shall be printed in bold-faced type:

**"THIS FEE HAS BEEN MANDATED BY CONGRESS."**

## Storm Sewer Utility Q&A

### What are Stormwater and stormwater facilities?

The term stormwater means stormwater runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration, and drainage. Stormwater facilities means the drainage structures, conduits, conveyances, waterways, combined sewers, sewers, and all device appurtenances by means of which stormwater is collected, transported, pumped, treated, or disposed of.

### What is the stormwater drainage system?

The stormwater drainage system is the system that collects, conveys, stores, or otherwise affects stormwater or surface water. It can include a network of underground pipes, drainage ditches, culverts, and open channels designed for flood or drainage control which discharge to a receiving water body. The runoff contained within this system is not treated, so anything it picks up goes directly into the stream.

### Why is stormwater a problem?

When precipitation falls on undeveloped land, it is primarily absorbed into the ground or slowly runs off the land. However, development results in rooftops, paved and concreted areas to be created which prevent water from being absorbed and it runs off at a much faster rate. This causes quality and quantity issues in our local streams and water bodies.

### Are stormwater and sewer systems the same thing?

Stormwater and sewer systems are not the same thing. Sewer systems carry waste that is treated before it re-enters the environment whereas stormwater runoff is not treated and drains directly into the local creeks and streams.

### What is the City's responsibility for stormwater?

The City is responsible for managing stormwater within its corporate city limits. The City operates and maintains drainage facilities located within the public rights-of-way. The City does not maintain facilities located on private property or that fall under the jurisdiction of other governmental agencies.

Other components of the program include (this is not a complete list of projects or items):

1. Improved water quality through monitoring and reduction of illicit discharges and pollutants
2. Public information and education
3. Increased maintenance or repair of the city's stormwater system
4. Development of stormwater design standards and regulations
5. Field inspections and enforcement
6. Construction of identified drainage study projects
7. Mapping

### How does the City currently pay for its stormwater services?

The money currently comes from the City's general fund budget. The general fund budget is made up of revenues derived from property and sales taxes that are collected by the City. Stormwater competes for general fund revenue alongside police, fire, streets, parks, etc. Stormwater must develop a dedicated revenue stream and the stormwater user fee provides a reliable and fair method for collecting monies in order to allow the City to provide increased and improved stormwater management services.

**Why do we need to spend more for stormwater?**

Although the City has done a good job providing stormwater services on a very limited budget, the backlog of stormwater projects has grown and additional maintenance activities are required. Local, state, and federal laws also require that municipalities address the environmental impacts of stormwater pollution, but do not provide the funds to do it.

**Why should I pay for rain falling on my property?**

Property and/or business owners are being charged a utility service fee for the cost and privilege of discharging stormwater into the public stormwater system which the City is obligated under law to maintain. With a stormwater rate, users are charged a fee for runoff discharged from their property to the City's stormwater management system not by the amount of rain falling onto your property. Property owners control the level of development on their properties, which directly impacts the runoff characteristics of the parcel.

**Why is this a stormwater fee and not a property tax increase?**

Property taxes are based only on the assessed market value of a property without taking into consideration the contribution of stormwater runoff from a property. Charges derived from property values are not fairly and equitably allocated to stormwater services. A stormwater user fee is charged based upon the contribution of stormwater runoff to the City's stormwater management system. This is fairer and more equitable approach than charges based on overall property value.

**Is the stormwater utility fee legal?**

Stormwater utility fees are legal. Stormwater fees are necessary to maintain the public stormwater system and represent an equitable way for the community to share the cost of a public service. Stormwater utility fees are becoming more and more common throughout the country and are legislated by Congress, mandated by the EPA, authorized by TCA 68-221-1112, TCA 68-221-1107, TCA 68-221-1108, and enforced by the EPA and the Tennessee Department of Environment and Conservation (TDEC) Division of Water Pollution Control (WPC) through the National Pollution Discharge Elimination System (NPDES).

**How will the stormwater billing process work?**

Each parcel within the City limits will be charged a stormwater user fee based on the classifications within the stormwater utility ordinance. At the onset, the fee will be added to the resident's or business' existing utility bill.

**How often will the stormwater user fee be charged/updated?**

The fee is set by ordinance as adopted by the City Council. The budget, expenditures, and revenues for the stormwater utility fund will be examined on an annual basis in accordance with the budget process for the City.

**Where will our money go for stormwater projects?**

Money gathered through the stormwater utility fee will go towards better stormwater project management which includes drainage studies and drainage study project implementation, equipment purchases, and maintenance, regulatory compliance, and more.

**Will the creation of a stormwater utility result in a reduction of my property taxes?**

No. Historically, only a small amount of general fund revenues have been allocated to stormwater management activities. These limited dollars will simply be absorbed into other expanding programs such as Parks, Fire, and Police Departments.

**I am renting an apartment or house. Do I have to pay this charge?**

Multi-tenant residential properties will be billed the minimum charge, the same as the single-family residential fee, if the apartment unit is individually metered. If the apartment complex is master metered, then the customer of record for the master meter will be billed a storm water user fee for the entire property.

Individuals or businesses which rent property will receive billing for the stormwater user fee if the water and/or sewer meter is in the renter's name. Property owners are obligated to pay stormwater user fees. It will be up to the individual property owner and the renter to decide how to handle the assessed fee.

**Why are churches being billed?**

Churches, impact stormwater utility systems just like commercial and industrial sites. Providing for and addressing stormwater is a public service provided for by the City of Norris. All buildings contain impervious surfaces (a surface which prevents water from being infiltrated). Impervious surfaces on the parcels of churches and schools also place a demand on the stormwater system. Stormwater runoff generated by any property must be controlled and conveyed once it leaves the property so that it does not create problems for others. Both the quantity of stormwater and the quality of stormwater (i.e. making sure pollutants are limited), impact the entire stormwater system for the City of Norris.

**I have made inquiries about drainage issues and nothing has been done. Will you fix the problem now?**

Some drainage complaints the City receives are for problems on private property. It is not legal for the City to complete repairs on private property. The existence of a stormwater utility does not change that ruling.

**If I live on top of a hill and I don't have drainage problems, why would I have to pay for stormwater management fees? Or I live on the edge of the City and water drains on my property away from streets and public drainage structure, or live at the bottom of a hill and not the cause of increased flooding from uphill, why should I pay stormwater utility fees?**

Providing for and addressing stormwater is a public service provided by the City of Norris. All buildings contain impervious surfaces (surfaces which prevent water from being infiltrated into the ground). Impervious surfaces on your parcel inevitably place a demand on the stormwater system. Stormwater runoff generated by any property must be controlled and conveyed once it leaves the property so that it does not create problems for others. Both the quantity of stormwater and the quality of stormwater impacts the entire stormwater system for the City. All property owners receive indirect benefits from a properly maintained and operated stormwater management system for the entire City.

Stormwater management activities with broad benefits include keeping public streets drained and cleared, making necessary stormwater infrastructure upgrades, reducing erosion and other pollutants that enter streams and lakes, protecting and restoring streams and other aquatic habitat areas and collecting and conveying stormwater safely through all parts of town. A portion of the fees also provide for compliance with Federal, State, and local regulations for water quality improvements; administration of the City's stormwater management ordinance; public involvement and educational programs; responding to public health and safety issues that benefit all property owners.

**I have a septic tank. Why should I pay this fee?**

Septic tanks do not process or handle stormwater. The stormwater utility fee is used specifically to address City wide stormwater issues. A septic tank is used to treat wastewater at a specific location. Having a septic tank does not address the necessity of stormwater management.

**I have a detention pond on my property. Will the utility be responsible for the maintenance of the pond?**

No. The maintenance of a retention or detention pond remains the responsibility of the property owner.

**If I disagree with the amount I am being charged, what do I do?**

Contact the City Manager by calling 865-494-7645 and provide documentation as to why you feel you are not being charged the correct amount per the City's Stormwater Utility Ordinance and fee structure.

**What things can enter a storm drain?**

- Discharges from emergency fire-fighting vehicles
- Rising ground waters
- Uncontaminated groundwater
- Drinking water line flushing
- Uncontaminated landscaping irrigation/irrigation water/lawn watering
- Uncontaminated springs
- Uncontaminated footing drains and pumps
- Flows from riparian habitats and wetlands
- Street wash waters resulting from normal street cleaning operations
- Discharges within the constraints of (and allowed from) a NPDES permit from TDEC

Unlike wastewater, which is treated before it is released back into the environment, stormwater goes directly into a community's streams and lakes. Because stormwater comes in large amounts at unpredictable times, treating it as wastewater would be very expensive. However, there are Best management Practices (BMP) which can reduce the impact of stormwater.

**What are things that should never enter a storm drain? Examples include but are not limited to:**

- Oil, anti-freeze, paint, cleaning fluids
- Wash water from a car wash or personal vehicle
- Industrial discharges
- Contaminated foundation drains
- Wash waters from commercial/industrial activities
- Sanitary sewer discharges
- Washing machine discharges
- Chlorinated backwash and draining associated with swimming pools

**What is watershed?**

A watershed is a geographical area which drains to a specified point on a water course, usually a confluence of streams or rivers (also known as a drainage area or river basin).

**Why is it important to protect a watershed?**

Protecting watersheds can prevent water quality problems such as pesticides found in local wells, fish population decline, polluted streams, creeks and rivers, no swimming signs on creeks and rivers, etc.

## Winter

- Review Commercial and Residential Development Plans
- Mapping Updates
- One-Call Flagging

## Spring

- Spring Maintenance Flushing
- Maintain Open Storm Ditches
- Review Commercial and Residential Development Plans
- One-Call Flagging

## Summer

- Repair & Replace Lines and Intakes
- Maintain Open Storm Ditches
- Review Commercial and Residential Development Plans
- One-Call Flagging

## Fall

- Fall Maintenance Flushing
- Maintain Open Storm Ditches
- Review Commercial and Residential Development Plans
- Develop Annual Comprehensive Plan
- One-Call Flagging

## Potential Coverage

- Street Sweeping
- Street Curb Installation and Repair
- Water Retention Incentive Program
- Certification Training Classes



## **Current Practices**

- One-Call Flagging
- Maintenance
- Minor Repairs and Replacement
- Erosion Response Reactionary

## **Utility Practices**

- Potential Staffing Focus
- System Flushing (Spring/Fall)
- Mapping (Initial/Management)
- Review Development Plans
- Capital Outlays  
(Tools/Equipment/Materials)
- Trained and Certified (TDEC)
- Improvements & Repairs
- Erosion Planning



## City of Norris, Tennessee

### Position Description

<b>Job Title:</b>	Director of Stormwater Utilities
<b>Department:</b>	Stormwater
<b>FLSA Status:</b>	Exempt
<b>Classification:</b>	Administrative Supervision

#### I. Definition

The director of stormwater utilities is appointed by and reports to the city manager. This is a department head level position within the city's organizational structure tasked to perform a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of stormwater collection systems. The director has primary responsibility for the organization, operation, and overall performance of the department. This specifically includes the department and administration of the department budget and the supervision of all department employees. Independent judgment is used according to the situation, and different course of action must be taken to complete the department tasks. Work is performed in all kinds of weather conditions.

#### II. Essential Duties and Responsibilities

- Assist in the acquisition, design, construction, maintenance, and operation of the stormwater system, including operational and material expenses, and capital improvements designated in the capital improvement program.
- Assist in enforcement of the ordinance comprising this chapter and all regulations and procedures adopted relating to the design, construction, maintenance, operation, and alteration of the stormwater system, including, but not limited to, the quantity and quality of the stormwater conveyed thereby.
- Advise the city manager on matters relating to the stormwater fund, Equivalent Residential Units (ERU), user fee and other appropriate terms and conditions which affect the financial stability of the fund.
- Prepare, revise, and amend a comprehensive stormwater management plan for adoption by the municipality's governing body.
- Review construction plans and approve or deny, inspect, and accept extensions and connections to the city's stormwater system.
- Assist in the enforcement of regulations to protect and maintain water quality and quantity within the system in compliance with water quality standards established by local, state, and/or federal agencies as now adopted or hereafter amended.
- Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, civil penalties, and other revenues of the program. Manages departmental budget and procurement.
- Supervises all departmental employees, ensuring they are on time, directed, and that work is accomplished according to specifications.
- Keeps records and prepares various planned and requested reports.
- Makes recommendations to city manager regarding vendors, suppliers, and departmental procedures.

- Operates specific equipment in the absence of an operator and performs other tasks required of crew as necessary.
- Oversees cleanup and maintenance of tools and equipment. Performs equipment and electrical maintenance as necessary.
- Supervises and assists in all maintenance work on culverts, ditches, and other drainage systems.
- **Coordinates formal and on-the-job training programs for recruits and personnel development.**
- Other duties as assigned.

III. Required Knowledge, Skills, and Abilities

- Knowledge of utility operations, including construction, planning, engineering, maintenance, office, and business procedures.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the principles and methods of supervision **and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management, and public relations.**
- Ability to supervise the work of a small crew in accordance with written and oral instructions.
- Ability to use necessary tools and equipment in performance of required job functions.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely, and convincingly.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Must be in such physical condition as not to impair their performance of the required duties of the class.
- Valid Tennessee Driver's License

IV. Desired Qualifications

- College graduate preferred, graduation from an accredited high school required.
- Five years of progressively responsible experience in utility construction, maintenance, equipment operations or related fields, one year of which must have been in a responsible supervisory capacity.

\*Applicants may be required to take a physical examination and pass a drug screening given by a physician licensed to practice medicine in the State and designated by the City.

\*\*The City of Norris provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



## City of Norris, Tennessee

### Position Description

<b>Job Title:</b>	Director of Public Works
<b>Department:</b>	Public Works
<b>FLSA Status:</b>	Exempt
<b>Classification:</b>	Administrative Supervision

#### I. Definition

The Director of Public Works is appointed by and reports to the city manager. This is a department head level position within the city's organizational structure tasked to perform a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement within the Parks, Common Areas/Grounds, Streets, Alleys, Watershed, Sidewalks, Stormwater Utility Collection Systems, and Facilities. The director has primary responsibility for the organization, operation, and overall performance of the department. This specifically includes the department and administration of the department budget and the supervision of all department employees. Independent judgment is used according to the situation, and different course of action must be taken to complete the department tasks. Work is performed in all kinds of weather conditions.

#### II. Essential Duties and Responsibilities

- Assist in the acquisition, design, construction, maintenance, and operation of the public works department, including operational and material expenses, and capital improvements designated in the capital improvement program.
- Assist in enforcement of the ordinance comprising this chapter and all regulations and procedures adopted relating to the design, construction, maintenance, operation, and alteration within public works.
- Advise the city manager on matters relating to public works not limited to, but including, stormwater fund, Equivalent Residential Units (ERU), user fee and other appropriate terms and conditions.
- Prepare, revise, and amend a comprehensive stormwater management plan for adoption by the municipality's governing body.
- Review construction plans and approve or deny, inspect, and accept extensions and connections to the city's stormwater system.
- Assist in the enforcement of regulations to protect and maintain water quality and quantity within the system in compliance with water quality standards established by local, state, and/or federal agencies as now adopted or hereafter amended.
- Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, civil penalties, and other revenues within public works. Manages departmental budget and procurement.
- Supervises all departmental employees, ensuring they are on time, directed, and that work is accomplished according to specifications.
- Keeps records and prepares various planned and requested reports.
- Makes recommendations to city manager regarding vendors, suppliers, and departmental procedures.

- Operates specific equipment in the absence of an operator and performs other tasks required of crew as necessary.
- Oversees cleanup and maintenance of tools and equipment. Performs equipment and electrical maintenance as necessary.
- Supervises and assists in all maintenance work within the fields of operation.
- Coordinates formal and on-the-job training programs for recruits and personnel development.
- Assist the City Building Inspector when necessary.
- Other duties as assigned.

III. Required Knowledge, Skills, and Abilities

- Knowledge of public works operations, including construction, planning, engineering, maintenance, office, and business procedures.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the principles and methods of supervision.
- Ability to supervise the work of a small crew in accordance with written and oral instructions.
- Ability to use necessary tools and equipment in performance of required job functions.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely, and convincingly.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Must be in such physical condition as not to impair their performance of the required duties of the class.
- Valid Tennessee Driver's License
- Knowledge of the principles and methods of supervision and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management, and public relations.

IV. Desired Qualifications

- College graduate preferred, graduation from an accredited high school required.
- Five years of progressively responsible experience in construction, maintenance, equipment operations or related fields, one year of which must have been in a responsible supervisory capacity.
- Maintains state certification in applicable fields including stormwater grades.

\*Applicants may be required to take a physical examination and pass a drug screening given by a physician licensed to practice medicine in the State and designated by the City.

\*\*The City of Norris provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS**

**WHEREAS**, the Norris City Council passed Ordinance No. 660 to Amend the Personnel Policy of the City of Norris and the Norris Water Commission; and

**WHEREAS**, the City of Norris has historically sought to provide information about its activities to citizens through print, television, and online media; and,

**WHEREAS**, the City has an interest in continuing and expanding its information flow to, and civic engagement with, citizens; and,

**WHEREAS**, the prevalence of online social media has made personal expression on public websites feasible; and

**WHEREAS**, the establishment of clear rules and guidelines should enable social media to be used by the City, its employees, its officials, and its citizens In compliance with state and federal laws and rights.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Norris, Tennessee that:

**Section 1.** Section IX – MISCELLANEOUS POLICIES, Q. SOCIAL MEDIA USE AND INTERNET POSTING POLICY will be repealed and replaced as follows:

**SECTION 2:** Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

**SECTION 3:** Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4:** Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Adopted Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Signed, Mayor

\_\_\_\_\_  
Attest, City Manager

## **SOCIAL MEDIA POLICY**

The City of Norris recognizes the importance social media has in improving communication and interaction with the public while reaching new and broader audiences from traditional media sources. The City supports an appropriate use of social media outlets to create, share, and exchange information and ideas with the public to promote the goals of the City and expand traditional communication methods.

### **Purpose**

The purpose of this policy is to provide guidelines for social media uses for the City of Norris. The City's use of social media is intended to convey information about the City and its events, activities, projects, programs, and information to the public for dissemination.

For purposes of this policy, social media is content created by individuals using accessible and scalable technologies through the internet. Examples of social media include but are not limited to: Facebook, blogs, RSS, YouTube, Snap Chat, Twitter, LinkedIn, discussion forums, and online collaborative information and publishing systems that are accessible to internal and external audiences (i.e. wikis, including Wikipedia).

This policy also ensures that the City's social media outlets maintain the professional image of the City of Norris and meet legal standards.

### **Scope**

This policy applies to City of Norris employees. Employees who violate the terms of this policy are subject to discipline up to and including termination.

**This policy does not apply to an individual employee or official's personal use of social media.**

### **Administration of Social Sites**

The Social Media Relations/Grants Coordinator must be able to immediately add, edit or remove content from all City sanctioned social media sites/accounts, including but not limited to access in a crisis situation. The Social Media Relations/Grants Coordinator will:

1. Maintain a list of social media tools that are approved for use for City business.
2. Maintain a registry of all City social media accounts, including log-in and password information.
3. Monitor content on City social media sites to ensure compliance with the City's Social Media Policy and the interests and goals of the City.
4. Create style and usage standards for specific social media tools as appropriate.
5. Work directly with departments to coordinate social media strategies and tactics, including digital communications for specific events and programs.
6. Set standards for measuring effectiveness of social media, working with departments to establish reporting techniques and success metrics.
7. Accounts inactive for 30 days will be subject to deactivation.

### **Employee Responsibilities**

Any Employee authorized to post items on any of the City's social media sites shall review, be familiar with, and comply with the City's Social Media Policy, the social media sites' use policies and terms and conditions and any related guidelines issues by the Social Media Relations/Grants Coordinator. By posting on the City's sites, an employee may be granting to

the City an irrevocable, perpetual, non-exclusive license to use and distribute content for any purpose, commercial, advertising, or otherwise.

Any employee authorized to post items on any of the City's social media sites shall sign a document stating they have read and understand policy guidelines. Postings on any of the City's social media sites shall be by an authorized City employee designated by the City Manager and shall only reflect the views or concerns of the City.

### **General**

At this time, social media use will be routed through the Social Media Relations/Grants Coordinator to maintain consistency and accuracy of content across departments and city wide. All new social media sites or administrative changes to existing sites shall be managed by the Social Media Relations/Grants Coordinator and approved by the City Manager.

1. The City will utilize social media to engage, build relationships with, and provide useful information to the City's residents, partners, and stakeholders. To build awareness of the City's mission through providing relevant and timely information and opportunities for interaction.
2. Our goals in using social media include:
  - a. Expanding visibility and outreach.
  - b. Increasing credibility with the public by posting credible, relevant information and transparency;
  - c. Creating a media presence that positively promotes the City and or its departments and programs;
  - d. Increasing engagement with residents/visitors/businesses/stakeholders/members;
  - e. Disseminating time-sensitive information efficiently and quickly.
3. The City's website ([www.cityofnorris.com](http://www.cityofnorris.com)) is the City's predominate internet presence.
  - a. Where appropriate, content posted to City social media sites will also be available on the City's official website.
  - b. Where appropriate, content posted to City social media sites should contain links directing users back to the City's official website for further information and services.
4. All official social media presences are to be listed on the City of Norris website to assist the public in identifying official social media presences.
5. Accounts and pages should, where possible, feature the official City of Norris name and logo.
6. All City social media sites shall comply with usage rules and regulations provided by the site provider, including privacy policies as well as local, state, and federal laws.
7. The City reserves the right to terminate any City social media site at any time without notice.

### **Creating Social Media Accounts**

Social Media Relations/Grants Coordinator will obtain approval prior to creating a social media site or account to the City Manager. Before creating a social media site or account, the Social Media Relations/Grants Coordinator will consider whether social media is appropriate and/or useful for the designated propose. All City social media sites shall utilize official City contact information for account set-up, monitoring, and access. The use of personal email accounts or phone numbers by any City employee, official or volunteer in not allowed for the purpose of setting up, monitoring, or updating a City social media site. All City social media sites directly or indirectly representing that they are an official site or statement of the City must be created pursuant to this policy and be approved by the City Manager or a designee appointed in writing by the City Manager.



### **Content Guidelines for Third Parties**

The content of the City of Norris social media sites shall pertain to City sponsored or City endorsed programs, services and events, or other content as approved by the City Manager or designee. Content includes but not limited to information, photographs, videos, and hyperlinks. The City reserves the right to restrict or remove any content that is deemed to be inappropriate or inconsistent with this policy. Content prohibited on the City's social media includes, but is not limited to, the items listed below:

1. Personal information or attacks of any kind;
2. Language that is profane, obscene, threatening, or harassing;
3. Obscene images;
4. Content that promotes, fosters, disparages, or perpetuates discrimination on the basis of race, creed, color, age, religion, sexual orientation, gender, marital status, status with regard to public assistance, disability status, national origin, physical or mental disability or veteran status;
5. Content meant to threaten or defame any person or organization;
6. Content that is hateful, incites violence, or is harassing;
7. Conduct of illegal activity;
8. Sexual content or links to sexual content;
9. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
10. Information that may compromise the safety or securing of the public or public system;
11. Links to third party sites and platforms; or
12. Content that violates a legal ownership interest of any other party.

These guidelines shall be posted as a disclaimer and are made available on the city's website.

Rights and permissions must be secured before posting, sharing, or distributing copyrighted materials, including but not limited to: music, art, copyrighted photographs or texts, portions of copyrighted video, or information considered proprietary by a City employee, vendor, affiliate, or contractor. Authorized employees must secure written permission prior to using/incorporating any copyrighted or proprietary materials except when such material is covered under Fair Use provisions.

An employee must not post content on City sites and platforms that might be embarrassing to an individual or that could be construed as placing a customer, employee, or other individual in a negative or false light. An employee must not post content that might cause someone to believe that his/her name, image, likeness, or other identifying aspect of his/her identity is being used, without permission, for commercial purposes. Employees shall not post any content to a city's social media site or platform for their financial gain or for the financial gain of any other person or entity. A City employee posting on a City social media site or platform shall take reasonable care not to disclose any confidential information in any posting.

### **Public Records**

All City social media sites and platforms are subject to the Tennessee's Public Records Act (T.C.A. § 10-7-101, et seq.), and no social media site or platform shall be used to circumvent or otherwise violate this law. All lawful records requests for information contained on a City social media site or platform shall be directed to the (the City Record's Clerk) and will be fulfilled by any employee whose assistance is necessitated. Every social media site or platform shall contain a clear and conspicuous statement referencing the state law. All official postings on a City social media site or platform shall be preserved to the extent possible in each platform in accordance with any applicable retention policy. All City social media sites shall comply with all other applicable City policies.

A social media site or platform shall also contain a clear and conspicuous statement that the purpose of the site or platform is to serve as a mechanism for communication between the City and its citizens/customers and that all postings are subject to review and deletion by the City, to the extent permitted by law. City of Norris social media sites and platforms shall include a disclaimer notifying the public that their images may be captured and included on the sites and platforms.

# City of Norris Personnel Policies

## **Q. SOCIAL MEDIA USE AND INTERNET POSTING POLICY**

The primary internet presence for the City shall be [www.cityofnorris.com](http://www.cityofnorris.com) All City social media sites, such as Facebook and Twitter, can be established only with the express approval of the City Manager. An employee shall not, without prior authorization:

1. Create public postings or have them available for public viewing.
2. Characterize himself or herself as representing the City, directly or indirectly, in any online posting.
3. Use the official City name, City email address, job title, or City seal as such shall be deemed an attempt to represent the City in an official capacity.
4. Identify himself or herself as an employee of the City, but if the posting on a non-city social media site makes it apparent that he or she is a city employee, it must be clearly state that the posting is in a private capacity.

## **R. MEDIA CONTACTS AND COMMUNICATION**

1. Media/Social Media Requests:

The Mayor or City Manager serve as the chief media spokespersons for the City of Norris. All media request shall be directed to the chief media spokespersons for determining the City representative most appropriate to make a response. Under certain circumstances, staff members may be directed to respond to the media request when matters touch upon their special areas of expertise. Any employee directly contacted or approached by the media for comments on issues related to the City of Norris or its subdivisions shall contact the chief media spokespersons prior to making a response.

2. News Releases and Media Advisories:

To ensure quality and appropriate formatting, all City of Norris contacts shall originate from the chief media spokespersons. One to two weeks' notice to generate releases is standard. The chief media spokespersons will work with City of Norris staff and members on releases pertaining to 'breaking news' as needed.

3. Publications:

To ensure quality and consistent branding, all City of Norris publications shall originate from the chief media spokespersons. Copy should be as complete as possible before it is given to the chief media spokespersons. Ideally, to create a small publication or template, one week is typically enough notice for projects. For large publications, a predesign review of the project will occur with the staff requesting it and the chief media spokespersons.

4. General Marketing:

The chief media spokespersons will consult with all departments on overall promotion, marketing, and communications strategy as needed to ensure that work is targeted, timely, and non-duplicative.

**Organization Profile:**

Organization: City of Norris, Tennessee

Type: City Government

Primary Contact: Bailey Whited, Assistant City Manager

Address: PO Box 1090, 20 Chestnut Dr., Norris, TN 37828

Address 2:

Email: [assistantcitymanager@norristn.gov](mailto:assistantcitymanager@norristn.gov)

Phone: (865) 494-7645

Fax: (865) 494-7302

Website: cityofnorris.com

**Project Title:** 2024 City of Norris Sport Complex and Park Accessibility Project

**Detailed Application Project Scope:**

Improvements and reconstruction of various elements of Eric Harold Park and adjacent recreational facilities including the following elements:

- Development and grading for the construction of new sport complex. (Est. \$50k)
- Construction of a multi-sport complex with spaces to play tennis, pickleball, and basketball. (Est. \$200k)
- Lighting for the multi-sport complex. (Est. \$50k)
- Refurbishment of existing restroom structure allowing for two public restrooms (one ADA-compliant). (Est. \$40k)
- Improvements to the pavilion at Eric Harold Park (including replacement of roof). (Est. \$30k)
- Accessibility improvements to parking lots (including new striping and signage) at each facility and construction of ADA-compliant walkways between and throughout each facility. (Est. \$80k)

In addition to improvements to those facilities, the grant would address accessibility issues at the city’s other two parks, including the construction of ADA-compliant walkways and parking spaces.

**Total Project Cost Estimate:**

\$450,000-\$500,000

Norris City Council Packet

General Fund Budget Balance Report

	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2022-23	
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budgeted	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	
Revenues	\$ 1,466,131	\$ 1,818,338	\$ 1,701,743	\$ 2,182,164	\$ 2,066,680	\$ 151,286	\$ 615,366	\$ 208,002	\$ 131,663	\$ 85,630	\$ 63,421	\$ 124,449	\$ 1,379,817	66.8%
Expenses														
<i>General Government</i>	\$ 273,423	\$ 281,555	\$ 298,842	\$ 474,205	\$ 837,500	\$ 71,750	\$ 59,227	\$ 105,526	\$ 69,266	\$ 54,311	\$ 45,742	\$ 68,660	\$ 474,482	56.7%
<i>Police</i>	\$ 507,317	\$ 487,500	\$ 529,446	\$ 580,704	\$ 935,109	\$ 117,242	\$ 71,913	\$ 85,974	\$ 56,239	\$ 120,572	\$ 52,347	\$ 92,834	\$ 597,121	63.9%
<i>Fire</i>	\$ 38,986	\$ 26,301	\$ 37,514	\$ 60,316	\$ 147,600	\$ 5,017	\$ 3,782	\$ 79	\$ 25,694	\$ 4,052	\$ 3,523	\$ 47,872	\$ 90,019	61.0%
<i>Public Works</i>	\$ 392,034	\$ 602,037	\$ 311,520	\$ 603,971	\$ 690,879	\$ 26,267	\$ 192,602	\$ 35,162	\$ 29,514	\$ 29,190	\$ 28,345	\$ 36,916	\$ 377,996	54.7%
<i>Parks &amp; Recreation</i>	\$ 5,629	\$ 13,917	\$ 20,121	\$ 31,725	\$ 180,092	\$ 5,011	\$ 5,987	\$ 544	\$ 9,258	\$ 1,071	\$ 342	\$ 428	\$ 22,641	12.6%
<i>Library &amp; Archives</i>	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,252	\$ 33,800	\$ 8,063	\$ -	\$ -	\$ 9,585	\$ -	\$ -	\$ 8,063	\$ 25,711	76.1%
<i>Conservation of NR - Landscaping</i>	\$ 678	\$ 1,595	\$ 3,180	\$ 5,716	\$ 3,500	\$ -	\$ 37	\$ -	\$ 248	\$ -	\$ 37	\$ 273	\$ 595	17.0%
<i>Other NR - Animal Shelter</i>	\$ 4,566	\$ 5,195	\$ 5,742	\$ 6,927	\$ 8,000	\$ 425	\$ 187	\$ 180	\$ 520	\$ 145	\$ 178	\$ 5,478	\$ 7,113	88.9%
<i>Community Development</i>	\$ -	\$ 5,000	\$ 5,608	\$ 6,019	\$ 6,230	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	4.0%
Total Expenses	\$ 1,254,879	\$ 1,455,346	\$ 1,244,219	\$ 1,801,835	\$ 2,842,711	\$ 234,025	\$ 333,735	\$ 227,465	\$ 200,324	\$ 209,341	\$ 130,514	\$ 260,524	\$ 1,595,928	56.1%
<i>Transfers &amp; Miscellaneous</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Balance	\$ 211,252	\$ 362,992	\$ 457,524	\$ 380,329	\$ (776,031)	\$ (82,739)	\$ 281,631	\$ (19,463)	\$ (68,661)	\$ (123,711)	\$ (67,093)	\$ (136,075)	\$ (216,111)	
Beginning Fund Balance	\$ 662,003	\$ 873,255	\$ 1,189,192	\$ 1,682,506	\$ 2,062,835	\$ 2,062,835	\$ 1,980,096	\$ 2,261,727	\$ 2,242,264	\$ 2,173,603	\$ 2,049,892	\$ 1,982,799	\$ 2,062,835	
Ending Fund Balance	\$ 873,255	\$ 1,189,192	\$ 1,682,506	\$ 2,062,835	\$ 1,286,804	\$ 1,980,096	\$ 2,261,727	\$ 2,242,264	\$ 2,173,603	\$ 2,049,892	\$ 1,982,799	\$ 1,846,724	\$ 1,846,724	
Capital Outlays					\$ 881,900	\$ 50,879	\$ 155,385	\$ 25,248	\$ 29,075	\$ 37,023	\$ 6,154	\$ 81,005	\$ 384,769	43.6%
						\$ (31,860)	\$ 437,016	\$ 5,785	\$ (39,586)	\$ (86,688)	\$ (60,939)	\$ (55,070)	\$ 168,658	

**State Street Aid Fund Balance Report**

	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	
Revenues	\$ 57,638	\$ 53,195	\$ 57,023	\$ 61,919	\$ 61,919	\$ 55,900	\$ 4,895	\$ 4,603	\$ 5,454	\$ 6,347	\$ 5,439	\$ 4,638	\$ 4,542	\$ 37,483	67.1%
Expenses	\$ -	\$ -	\$148,710	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Balance	\$ 57,638	\$ 53,195	\$ (91,687)	\$ 61,919	\$ 61,919	\$ (94,100)	\$ 4,895	\$ 4,603	\$ 5,454	\$ 6,347	\$ 5,439	\$ 4,638	\$ 4,542	\$ 37,483	
Beginning Fund Balance	\$ 176,944	\$ 234,582	\$287,777	\$196,090	\$ 221,529	\$ 258,009	\$ 258,009	\$ 262,904	\$ 267,507	\$ 272,961	\$ 279,308	\$ 284,747	\$ 289,385	\$ 258,009	
Ending Fund Balance	\$ 234,582	\$ 287,777	\$196,090	\$258,009	\$ 283,448	\$ 163,909	\$ 262,904	\$ 267,507	\$ 272,961	\$ 279,308	\$ 284,747	\$ 289,385	\$ 293,927	\$ 295,492	

**Solid Waste Fund Balance Report**

	2019-20	2020-21	2021-22	2022-23	2023-24	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	
Revenues	\$ 132,040	\$ 137,997	\$ 138,817	\$ 125,653	\$ 157,572	\$ 11,606	\$ 13,288	\$ 13,055	\$ 13,840	\$ 12,471	\$ 13,565	\$ 13,354	\$ 91,179	57.9%
Expenses	\$ 127,502	\$ 122,540	\$ 146,737	\$ 156,019	\$ 155,500	\$ 12,815	\$ 13,372	\$ 14,091	\$ 13,841	\$ 14,007	\$ 13,771	\$ 13,820	\$ 95,717	61.6%
Balance	\$ 4,538	\$ 15,457	\$ (7,920)	\$ (30,366)	\$ 2,072	\$ (1,209)	\$ (84)	\$ (1,036)	\$ (1)	\$ (1,536)	\$ (206)	\$ (466)	\$ (4,538)	
Beginning Fund Balance	\$ 38,840	\$ 43,378	\$ 58,835	\$ 50,915	\$ 20,549	\$ 20,549	\$ 19,340	\$ 19,256	\$ 18,220	\$ 18,219	\$ 16,683	\$ 16,477	\$ 20,549	
Ending Fund Balance	\$ 43,378	\$ 58,835	\$ 50,915	\$ 20,549	\$ 22,621	\$ 19,340	\$ 19,256	\$ 18,220	\$ 18,219	\$ 16,683	\$ 16,477	\$ 16,011	\$ 16,011	

**Watershed Fund Balance Report**

	2019-20	2020-21	2021-22	2022-23	2023-24	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	
Revenues	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 102,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 12,093	\$ 88,832	86.4%
Expenses	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 1,085	\$ 1,097	\$ 24,989	20.4%
Balance	\$ 23,259	\$ 46,884	\$ 13,641	\$ 33,873	\$ (19,588)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 63,843	
Transfer to Special Projects					\$ 5,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance after Transfer					\$ (25,488)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 63,843	
Beginning Fund Balance	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 296,278	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,125	\$ 296,278	
Ending Fund Balance	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 270,790	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,125	\$ 360,121	\$ 360,121	
Capital Outlays					\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	13.4%



Norris City Council Packet

Water Works Fund Balance Report

		2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
		ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual
<b>Revenues</b>														
	<i>Water Billing</i>	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 44,906	\$ 44,905	\$ 332,231 62.8%
	<i>Sewer Billing</i>	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 43,179	\$ 306,825 60.1%
	<i>Water Works Charges</i>	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 886,643	\$ 6,162	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 3,000	\$ 7,839	\$ 31,249 3.5%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>		\$ 921,925	\$ 969,533	\$ 963,286	\$ 1,037,725	\$ 1,926,343	\$ 96,876	\$ 91,409	\$ 99,448	\$ 98,703	\$ 96,860	\$ 91,086	\$ 95,923	\$ 670,305 34.8%
<b>Expenses</b>														
	<i>Admin &amp; General</i>	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 313,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,415	\$ 20,229	\$ 31,864	\$ 213,380 68.0%
	<i>Customer Billing</i>	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 23,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 2,116	\$ 76	\$ 21,161 92.0%
	<i>Wastewater Treatment &amp; Dispo</i>	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 20,882	\$ 21,926	\$ 155,882 72.9%
	<i>Wastewater Collection</i>	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 22,363	\$ 15,919	\$ 77,686 8.8%
	<i>Water Transmission &amp; Dist</i>	\$ 61,579	\$ 95,431	\$ 108,268	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,409	\$ 12,290	\$ 10,483	\$ 83,956 45.6%
	<i>Water Purification</i>	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 21,810	\$ 18,826	\$ 133,756 44.2%
<b>Total Expenses</b>		\$ 643,965	\$ 669,980	\$ 761,845	\$ 812,104	\$ 1,924,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,882	\$ 76,485	\$ 99,690	\$ 99,094	\$ 685,821 35.6%
<b>Balance</b>		\$ 277,960	\$ 299,553	\$ 201,441	\$ 225,621	\$ 2,239	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,171)	\$ (15,516)
<b>Depreciation</b>		\$ 98,000	\$ 104,004	\$ 107,316	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Available Flow</b>		\$ 179,960	\$ 195,549	\$ 94,125	\$ 193,247	\$ (97,761)	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,171)	\$ (15,516)
<b>Beginning Fund Balance</b>		\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,378,794	\$ 1,391,139
<b>Ending Fund Balance</b>		\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 1,293,378	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,378,794	\$ 1,375,623	\$ 1,375,623
<b>Capital Outlays</b>						\$ 986,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 9,250	\$ 11,676	\$ 10,218	\$ 81,621 8.3%

Norris City Council Packet  
**City of Norris**  
**Statement of Revenues - City**  
**January 2024**

**Template Name:** LGC Statement of Revenues -  
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Fund : **110** General Fund

**Monthly Comparative**

58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
31111	Real Property Taxes (Current)	703,000.00	(1,596.24)	(744,966.81)	(41,966.81)	-5.97%
31112	Personal Property Taxes (Current)	73,000.00	(214.92)	(7,159.36)	65,840.64	90.19%
31120	Public Utilities Property Tax (Current)	6,800.00	0.00	0.00	6,800.00	100.00%
31200	Property Taxes (Delinquent)	10,000.00	(1,433.53)	(19,916.18)	(9,916.18)	-99.16%
31300	Int, Penalty, And Court Cost On Prop Tax	1,800.00	0.00	(2,302.36)	(502.36)	-27.91%
31511	Pay In Lieu Of Tax -Electric Utilities	18,000.00	(1,033.10)	(7,231.64)	10,768.36	59.82%
31600	Local Option Sales Tax	262,000.00	(22,302.20)	(163,648.56)	98,351.44	37.54%
31710	Wholesale Beer Tax	61,500.00	(3,033.00)	(25,047.98)	36,452.02	59.27%
31720	Wholesale Liquor Tax	44,000.00	(3,092.94)	(25,702.34)	18,297.66	41.59%
31730	Mixed Drink Tax	2,700.00	(495.00)	(5,920.91)	(3,220.91)	-119.29%
31800	Business Taxes	14,000.00	(69.72)	(3,796.94)	10,203.06	72.88%
31912	Cable TV Franchise Tax	22,000.00	0.00	0.00	22,000.00	100.00%
32210	Beer Licenses	1,200.00	(300.00)	(400.00)	800.00	66.67%
32410	Animal Registration	1,000.00	0.00	(409.00)	591.00	59.10%
32600	Building And Related Permits	12,415.00	(50.00)	(7,651.50)	4,763.50	38.37%
33400	Police Supplements - State Grant	5,600.00	(35,033.32)	(35,033.32)	(29,433.32)	-525.60%
33430	T Dot Enhancement Grant	122,000.00	0.00	0.00	122,000.00	100.00%
33480	Local Planning Grant	5,400.00	0.00	0.00	5,400.00	100.00%
33510	State Sales Tax	190,000.00	(16,410.76)	(112,178.04)	77,821.96	40.96%
33520	State Income Tax	10,500.00	0.00	0.00	10,500.00	100.00%
33530	State Beer Tax	736.00	0.00	0.00	736.00	100.00%
33552	State-City Streets And Transportation	3,234.00	(244.11)	(1,708.77)	1,525.23	47.16%
33590	Bank Excise Tax	4,550.00	0.00	0.00	4,550.00	100.00%
33591	Gross Receipts - Tva	19,000.00	(4,898.97)	(9,797.94)	9,202.06	48.43%
33592	Sports Betting - State Shared Tax	1,500.00	0.00	(1,195.17)	304.83	20.32%
33730	Tenn Safety Grant	1,000.00	0.00	0.00	1,000.00	100.00%
33800	Local Agency Project	0.00	0.00	(50,000.00)	(50,000.00)	No Budget
33801	ARPA Funds	0.00	0.00	0.00	0.00	No Budget
34111	Duplicating Services	50.00	0.00	0.00	50.00	100.00%
34131	Administrative Services	88,275.00	(11,336.95)	(55,474.87)	32,800.13	37.16%
35110	City Court Fines And Costs	3,000.00	0.00	(993.75)	2,006.25	66.88%

Fund : **110** General Fund

**Monthly Comparative**

58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
35140	Drug Related Fines	300.00	0.00	(462.65)	(162.65)	-54.22%
35160	Court Fines And Costs From County Courts	200.00	(23.75)	(95.00)	105.00	52.50%
36100	Interest Earnings	38,000.00	(14,901.57)	(33,752.92)	4,247.08	11.18%
36211	Community Building Rental	400.00	(225.00)	(1,180.00)	(780.00)	-195.00%
36212	Tower Rent	29,000.00	(5,825.31)	(22,769.40)	6,230.60	21.48%
36213	Pavilion Rental	600.00	0.00	(420.00)	180.00	30.00%
36420	Osm Parking Contract	1,000.00	0.00	(1,000.00)	0.00	0.00%
36550	Tree Commission	3,000.00	0.00	0.00	3,000.00	100.00%
36700	Animal Shelter Contri And Donations	6,500.00	(1,290.00)	(6,043.35)	456.65	7.03%
36710	Recreation Comm. Donations	2,500.00	0.00	(522.00)	1,978.00	79.12%
36710	CDB Contri And Donations-Businesses	5,500.00	0.00	0.00	5,500.00	100.00%
36721	Contri And Donations-Organizations No.-1	650.00	0.00	0.00	650.00	100.00%
36730	Norris Recreation Comms. Donations	5,000.00	0.00	(50.00)	4,950.00	99.00%
36732	Trail Benches	1,500.00	0.00	0.00	1,500.00	100.00%
36735	Norris Little Theatre Donations	3,000.00	0.00	0.00	3,000.00	100.00%
36738	Norris Vol. Fire Dept. Donations	20,000.00	0.00	(500.00)	19,500.00	97.50%
36960	Operating Transfer In From Other Funds	45,290.00	0.00	0.00	45,290.00	100.00%
36990	Miscellaneous Refunds	1,000.00	0.00	(173.27)	826.73	82.67%
37199	Miscellaneous	20,000.00	(637.92)	(32,313.29)	(12,313.29)	-61.57%
<b>Total For Fund:</b>	<b>110</b>	<b>1,871,700.00</b>	<b>(124,448.31)</b>	<b>(1,379,817.32)</b>	<b>491,882.68</b>	<b>26.28 %</b>

Norris City Council Packet  
**City of Norris**  
**Statement of Revenues - City**  
**January 2024**

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Fund : **121** State Street Aid Fund

**Monthly Comparative** 58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
33551	State Gasoline And Motor Fuel Tax	55,900.00	(4,541.81)	(33,739.11)	22,160.89	39.64%
36100	Interest Earnings	0.00	(1,565.06)	(3,744.11)	(3,744.11)	No Budget
<b>Total For Fund:</b>	<b>121</b>	<b>55,900.00</b>	<b>(6,106.87)</b>	<b>(37,483.22)</b>	<b>18,416.78</b>	<b>32.95 %</b>

Fund : **123** Watershed Fund

**Monthly Comparative** 58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
36100	Interest Earnings	0.00	(2,817.21)	(4,970.96)	(4,970.96)	No Budget
36212	Tower Rent	28,000.00	(5,825.36)	(22,769.51)	5,230.49	18.68%
36690	Wood Permits	20.00	0.00	0.00	20.00	100.00%
36691	Hunting Permits	3,800.00	0.00	(3,500.00)	300.00	7.89%
36693	Rifle Range Permits	59,000.00	(3,450.00)	(54,851.00)	4,149.00	7.03%
37199	Miscellaneous	1,000.00	0.00	(2,740.00)	(1,740.00)	-174.00%
<b>Total For Fund:</b>	<b>123</b>	<b>91,820.00</b>	<b>(12,092.57)</b>	<b>(88,831.47)</b>	<b>2,988.53</b>	<b>3.25 %</b>

Norris City Council Packet  
**City of Norris**  
**Statement of Revenues - City**  
**January 2024**

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Fund : **128** Refuse/Recycle Fund

**Monthly Comparative** 58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
34410	Refuse Collection Charges	28,620.00	(2,712.50)	(17,903.40)	10,716.60	37.44%
34430	Refuse Collection And Disposal Charges	128,952.00	(10,642.00)	(73,276.00)	55,676.00	43.18%
<b>Total For Fund:</b>	<b>128</b>	<b>157,572.00</b>	<b>(13,354.50)</b>	<b>(91,179.40)</b>	<b>66,392.60</b>	<b>42.13 %</b>

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Norris City Council Packet  
**City of Norris**  
**Statement of Revenues - City**  
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Fund : **413** Water And Sewer

**Monthly Comparative**

58.33%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
33100	Federal Grants	815,140.00	0.00	0.00	815,140.00	100.00%
36100	Interest Earnings	3.00	(7,838.43)	(16,007.20)	(16,004.20)	-533473.33%
37110	Metered Water Sales	525,000.00	(44,597.44)	(330,076.33)	194,923.67	37.13%
37120	Flat Rate Water Sales To Gen Customers	4,000.00	(307.86)	(2,155.02)	1,844.98	46.12%
37130	Fire Service And Hydrant Rentals	12,200.00	0.00	0.00	12,200.00	100.00%
37191	Forfeited Discounts And Penalties	13,000.00	0.00	0.00	13,000.00	100.00%
37195	Installation Charges	4,800.00	0.00	(2,400.00)	2,400.00	50.00%
37196	Water Tap Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37199	Miscellaneous	2,000.00	0.00	(7,073.96)	(5,073.96)	-253.70%
37210	Sewer Service Charges	510,000.00	(43,179.38)	(306,825.18)	203,174.82	39.84%
37220	Sewer Inspection Fees	550.00	0.00	0.00	550.00	100.00%
37290	Other Operating Rev-Sewer Stoppages	150.00	0.00	0.00	150.00	100.00%
37293	Sale Of Parts	0.00	0.00	(267.60)	(267.60)	No Budget
37299	Miscellaneous	500.00	0.00	0.00	500.00	100.00%
37990	Other Revenue	11,000.00	0.00	(5,500.00)	5,500.00	50.00%
<b>Total For Fund:</b>	<b>413</b>	<b>1,899,443.00</b>	<b>(95,923.11)</b>	<b>(670,305.29)</b>	<b>1,229,137.71</b>	<b>64.71 %</b>

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41000</b>	<b>General Government</b>							
110			(268,421.00)	(268,421.00)	173,684.60	(94,736.40)	64.71%	32,244.30
	Personnel		0.00		0.00			0.00
114			(28,860.00)	(28,860.00)	14,787.70	(14,072.30)	51.24%	2,524.50
	Part-Time Personnel		0.00		0.00			0.00
134			(541.00)	(541.00)	2,641.40	2,100.40	488.24%	375.00
	Christmas Bonus		0.00		0.00			0.00
141			(22,783.00)	(22,783.00)	14,439.99	(8,343.01)	63.38%	2,651.62
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(50,841.00)	(50,841.00)	45,041.46	(5,799.54)	88.59%	9,382.32
	Hospital And Health Insurance		0.00		0.00			0.00
143			(11,154.00)	(11,154.00)	8,060.69	(3,093.31)	72.27%	1,539.67
	Retirement - Current		0.00		0.00			0.00
146			(1,200.00)	(1,200.00)	991.67	(208.33)	82.64%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	87.25	(262.75)	24.93%	83.19
	Unemployment Insurance		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	2,968.73	1,468.73	197.92%	0.00
	Employee Education And Training		0.00		0.00			0.00
211			(1,400.00)	(1,400.00)	794.63	(605.37)	56.76%	80.62
	Postage, Box Rent, Etc.		0.00		0.00			0.00
223			(500.00)	(500.00)	35.00	(465.00)	7.00%	0.00
	Publications, Reports, Etc.		0.00		0.00			0.00
224			(3,600.00)	(3,600.00)	2,113.39	(1,486.61)	58.71%	270.33
	Duplication (Mimeograph, Multilith, Microfilm,		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	3,991.60	(8.40)	99.79%	555.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	556.64	(1,443.36)	27.83%	0.00
	Advertising		0.00		0.00			0.00



Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
250			(11,000.00)	(11,000.00)	13,904.26	2,904.26	126.40%	4,523.24
	Professional Services		0.00		0.00			0.00
252			(7,000.00)	(7,000.00)	70,590.18	63,590.18	1008.43%	9,308.97
	Legal Services		0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	10,535.00	(2,465.00)	81.04%	3,535.00
	Accounting And Auditing Services		0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,557.50	(4,442.50)	72.23%	0.00
	Data Processing Services		0.00		0.00			0.00
259			(7,000.00)	(7,000.00)	1,500.88	(5,499.12)	21.44%	187.61
	Other Professional Services		0.00		0.00			0.00
280			(4,500.00)	(4,500.00)	1,943.99	(2,556.01)	43.20%	0.00
	Travel		0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	5,303.25	2,503.25	189.40%	(76.35)
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	4,092.50	3,592.50	818.50%	300.00
	Operating Supplies		0.00		0.00			0.00
510			(36,100.00)	(36,100.00)	37,648.00	1,548.00	104.29%	0.00
	Liability Insurance		0.00		0.00			0.00
551			(500.00)	(500.00)	1,052.00	552.00	210.40%	0.00
	Trustee Fees		0.00		0.00			0.00
555			(1,600.00)	(1,600.00)	1,852.70	252.70	115.79%	66.50
	Bank Service Charges		0.00		0.00			0.00
948			(8,000.00)	(8,000.00)	331.25	(7,668.75)	4.14%	0.00
	Computer Equipment		0.00		0.00			0.00
<b>41800</b>	<b>Community Government Buildings</b>							
241			(9,500.00)	(9,500.00)	4,203.25	(5,296.75)	44.24%	947.21
	Electric		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
242			(3,000.00)	(3,000.00)	1,765.18	(1,234.82)	58.84%	246.10
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	276.54	(923.46)	23.05%	122.60
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	4,510.02	(2,689.98)	62.64%	107.27
	Telephone And Other Communications		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	16,349.15	11,349.15	326.98%	447.83
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,400.00)	(1,400.00)	2,392.06	992.06	170.86%	0.00
	Other Contractual Services		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
<b>41900</b>	<b>Mcneeley Municipal Building</b>							
241			(5,500.00)	(5,500.00)	2,507.92	(2,992.08)	45.60%	(937.21)
	Electric		0.00		0.00			0.00
242			(1,600.00)	(1,600.00)	1,068.79	(531.21)	66.80%	81.97
	Water		0.00		0.00			0.00
260			(1,600.00)	(1,600.00)	10,303.17	8,703.17	643.95%	89.78
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,000.00)	(1,000.00)	597.64	(402.36)	59.76%	0.00
	Other Contractual Services		0.00		0.00			0.00
329			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
900			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
<b>42000</b>	<b>Police Dept.</b>							
110			(349,752.00)	(349,752.00)	222,886.86	(126,865.14)	63.73%	39,430.84
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	38,383.02	8,383.02	127.94%	4,718.12
	Over-Time Personnel		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(10,000.00)	(10,000.00)	9,305.79	(694.21)	93.06%	1,669.20
		Part-Time Personnel	0.00		0.00			0.00
119			(2,500.00)	(2,500.00)	1,250.00	(1,250.00)	50.00%	0.00
		Health Insurance Incentive	0.00		0.00			0.00
129			(19,500.00)	(19,500.00)	21,654.27	2,154.27	111.05%	0.00
		Holiday Pay	0.00		0.00			0.00
132			(5,600.00)	(5,600.00)	0.00	(5,600.00)	0.00%	0.00
		State Bonus	0.00		0.00			0.00
134			(10,050.00)	(10,050.00)	9,782.80	(267.20)	97.34%	0.00
		Christmas Bonus	0.00		0.00			0.00
141			(32,696.00)	(32,696.00)	23,032.64	(9,663.36)	70.44%	3,473.05
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(88,297.00)	(88,297.00)	51,703.33	(36,593.67)	58.56%	9,733.23
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,044.00)	(25,044.00)	14,197.13	(10,846.87)	56.69%	2,374.84
		Retirement - Current	0.00		0.00			0.00
146			(14,000.00)	(14,000.00)	11,569.37	(2,430.63)	82.64%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	156.79	(343.21)	31.36%	134.45
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	3,014.66	(485.34)	86.13%	0.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
216			(500.00)	(500.00)	77.13	(422.87)	15.43%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
237			0.00	0.00	75.20	75.20	No Budget	0.00
	Advertising		0.00		0.00			0.00
241			(6,000.00)	(6,000.00)	2,994.43	(3,005.57)	49.91%	459.82
	Electric		0.00		0.00			0.00
242			(1,200.00)	(1,200.00)	813.05	(386.95)	67.75%	98.97
	Water		0.00		0.00			0.00
244			(1,900.00)	(1,900.00)	463.87	(1,436.13)	24.41%	238.86
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	3,455.37	(1,544.63)	69.11%	196.94
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	2,740.50	(2,259.50)	54.81%	80.21
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
264			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Repair And Maint Traffic Lights, Parking Meters		0.00		0.00			0.00
266			0.00	0.00	753.00	753.00	No Budget	0.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(1,000.00)	(1,000.00)	270.00	(730.00)	27.00%	0.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
280			(1,500.00)	(1,500.00)	1,527.87	27.87	101.86%	0.00
	Travel		0.00		0.00			0.00
286			0.00	0.00	0.00	0.00	No Budget	0.00
	Vehicle Purchase		0.00		0.00			0.00
290			(8,000.00)	(8,000.00)	3,145.24	(4,854.76)	39.32%	333.28
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	165.00	(195.00)	45.83%	165.00
	Physical/Drug Testing		0.00		0.00			0.00
298			(500.00)	(500.00)	112.37	(387.63)	22.47%	0.00
	Collection Fees		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	1,389.19	(1,410.81)	49.61%	363.69
	Office Supplies And Materials		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
320			(500.00)	(500.00)	2,482.51	1,982.51	496.50%	0.00
	Operating Supplies		0.00		0.00			0.00
326			(4,000.00)	(4,000.00)	4,200.00	200.00	105.00%	0.00
	Clothing And Uniforms		0.00		0.00			0.00
327			(3,500.00)	(3,500.00)	2,896.00	(604.00)	82.74%	0.00
	Fire Arm Supplies		0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	8,232.11	5,232.11	274.40%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	7,923.23	(7,076.77)	52.82%	796.15
	Fuel Charges		0.00		0.00			0.00
333			(3,500.00)	(3,500.00)	357.70	(3,142.30)	10.22%	0.00
	Other Equipment (Dispatch 911)		0.00		0.00			0.00
334			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
900			(130,000.00)	(130,000.00)	146,110.63	16,110.63	112.39%	28,568.00
	Capital Outlay		0.00		0.00			0.00
<b>42200</b>	<b>Fire Protection And Control</b>							
141			0.00	0.00	206.55	206.55	No Budget	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			0.00	0.00	0.17	0.17	No Budget	0.00
	Hospital And Health Insurance		0.00		0.00			0.00
143			0.00	0.00	25.05	25.05	No Budget	0.00
	Retirement - Current		0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,611.85	(1,888.15)	46.05%	0.00
	Employee Education And Training		0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	3,340.64	(1,659.36)	66.81%	0.00
	Volunteer Firemen		0.00		0.00			0.00
216			(600.00)	(600.00)	651.95	51.95	108.66%	0.00
	Radio And Tv Services		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
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Fund : **110**

Monthly Comparative:

58.33%

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220			(400.00)	(400.00)	350.00	(50.00)	87.50%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
245			(600.00)	(600.00)	845.18	245.18	70.32%	0.00
		Telephone And Other Communications	0.00		0.00			0.00
246			(12,200.00)	(12,200.00)	0.00	(12,200.00)	0.00%	0.00
		Fire Hydrant Rental	0.00		0.00			0.00
261			(12,000.00)	(12,000.00)	5,665.49	(6,334.51)	47.21%	356.59
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
291			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	3,768.97	(6,231.03)	37.69%	191.74
		Operating Supplies	0.00		0.00			0.00
322			(500.00)	(500.00)	710.77	210.77	142.15%	121.97
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(600.00)	(600.00)	1,827.06	1,227.06	304.51%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,100.00)	(1,100.00)	551.36	(548.64)	50.12%	0.00
		Fuel Charges	0.00		0.00			0.00
333			0.00	0.00	478.00	478.00	No Budget	0.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(10,500.00)	(10,500.00)	2,880.22	(7,619.78)	27.43%	33.89
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
900			(19,000.00)	(19,000.00)	67,107.01	48,107.01	353.19%	47,167.20
		Capital Outlay	0.00		0.00			0.00
<b>43000</b>		<b>Public Works</b>						
110			(179,199.00)	(179,199.00)	108,168.00	(71,031.00)	60.36%	21,461.04
		Personnel	0.00		0.00			0.00
112			(500.00)	(500.00)	941.10	441.10	188.22%	941.10
		Over-Time Personnel	0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
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Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(4,800.00)	(4,800.00)	3,200.00	(1,600.00)	66.67%	800.00
	Part-Time Personnel		0.00		0.00			0.00
134			(6,433.00)	(6,433.00)	2,874.84	(3,558.16)	44.69%	0.00
	Christmas Bonus		0.00		0.00			0.00
135			0.00	0.00	300.00	300.00	No Budget	0.00
	Animal Control Bonus		0.00		0.00			0.00
141			(14,607.00)	(14,607.00)	8,726.99	(5,880.01)	59.75%	1,754.48
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(51,327.00)	(51,327.00)	32,902.57	(18,424.43)	64.10%	6,267.48
	Hospital And Health Insurance		0.00		0.00			0.00
143			(6,254.00)	(6,254.00)	5,885.49	(368.51)	94.11%	1,411.39
	Retirement - Current		0.00		0.00			0.00
146			(7,560.00)	(7,560.00)	6,247.51	(1,312.49)	82.64%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(200.00)	(200.00)	77.55	(122.45)	38.78%	69.62
	Unemployment Insurance		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	25.00	(975.00)	2.50%	0.00
	Employee Education And Training		0.00		0.00			0.00
235			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
241			(2,400.00)	(2,400.00)	1,348.92	(1,051.08)	56.21%	203.93
	Electric		0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	573.79	(426.21)	57.38%	81.97
	Water		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	1,860.03	(3,139.97)	37.20%	41.66
	Telephone And Other Communications		0.00		0.00			0.00
247			(25,000.00)	(25,000.00)	14,551.69	(10,448.31)	58.21%	2,160.43
	Street Lighting (Electric And Maint.)		0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	10,276.78	2,276.78	128.46%	589.35
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00

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Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
265			(20,000.00)	(20,000.00)	638.55	(19,361.45)	3.19%	0.00
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00
266			(14,000.00)	(14,000.00)	796.29	(13,203.71)	5.69%	271.26
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(5,000.00)	(5,000.00)	4,929.41	(70.59)	98.59%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
269			(12,000.00)	(12,000.00)	1,883.73	(10,116.27)	15.70%	0.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00
280			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
310			(500.00)	(500.00)	79.98	(420.02)	16.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	499.59	(2,200.41)	18.50%	89.51
		Operating Supplies	0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	2,359.22	(640.78)	78.64%	284.80
		Clothing And Uniforms	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	6,463.50	(8,536.50)	43.09%	273.36
		Fuel Charges	0.00		0.00			0.00
334			(2,000.00)	(2,000.00)	200.14	(1,799.86)	10.01%	168.19
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	1,064.78	64.78	106.48%	46.44
		Consumable Tools	0.00		0.00			0.00
342			(600.00)	(600.00)	1,387.61	787.61	231.27%	0.00
		Sign Parts And Supplies	0.00		0.00			0.00
471			(5,000.00)	(5,000.00)	2,690.37	(2,309.63)	53.81%	0.00
		Asphalt And Asphalt Filler	0.00		0.00			0.00
900			(122,000.00)	(122,000.00)	0.00	(122,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00



Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940			(14,000.00)	(14,000.00)	157,039.65	143,039.65	1121.71%	0.00
		Machinery And Equipment	0.00		0.00			0.00
<b>44400</b>		<b>Recreation</b>						
110			0.00	0.00	4,107.97	4,107.97	No Budget	0.00
		Personnel	0.00		0.00			0.00
114			(6,500.00)	(6,500.00)	0.00	(6,500.00)	0.00%	0.00
		Part-Time Personnel	0.00		0.00			0.00
141			(497.00)	(497.00)	314.26	(182.74)	63.23%	0.00
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
147			(195.00)	(195.00)	12.32	(182.68)	6.32%	0.00
		Unemployment Insurance	0.00		0.00			0.00
237			0.00	0.00	78.46	78.46	No Budget	0.00
		Advertising	0.00		0.00			0.00
241			(650.00)	(650.00)	339.60	(310.40)	52.25%	76.72
		Electric	0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	3,161.54	(338.46)	90.33%	0.00
		Water	0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
312			(2,200.00)	(2,200.00)	936.66	(1,263.34)	42.58%	350.32
		Small Items Of Equipment	0.00		0.00			0.00
320			0.00	0.00	4,265.36	4,265.36	No Budget	0.00
		Operating Supplies	0.00		0.00			0.00
325			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
		Fireworks Supplies	0.00		0.00			0.00
329			(2,000.00)	(2,000.00)	953.41	(1,046.59)	47.67%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
720			0.00	0.00	350.00	350.00	No Budget	0.00
		Grants And Donations To Other Institutions	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
900			(150,000.00)	(150,000.00)	8,121.68	(141,878.32)	5.41%	0.00
	Capital Outlay		0.00		0.00			0.00
<b>44800</b>	<b>Libraries</b>							
329			(950.00)	(950.00)	1,523.29	573.29	160.35%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
720			(32,250.00)	(32,250.00)	24,187.50	(8,062.50)	75.00%	8,062.50
	Grants And Donations To Other Institutions		0.00		0.00			0.00
<b>45100</b>	<b>Conservation Of Natural Resources</b>							
269			(200.00)	(200.00)	321.81	121.81	160.91%	0.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
320			(3,300.00)	(3,300.00)	273.00	(3,027.00)	8.27%	273.00
	Operating Supplies		0.00		0.00			0.00
551			0.00	0.00	0.00	0.00	No Budget	0.00
	Trustee Fees		0.00		0.00			0.00
<b>45160</b>	<b>Other Natural Resources</b>							
241			(1,000.00)	(1,000.00)	480.77	(519.23)	48.08%	127.08
	Electric		0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	573.79	(426.21)	57.38%	81.97
	Water		0.00		0.00			0.00
329			(6,000.00)	(6,000.00)	6,058.46	58.46	100.97%	5,269.54
	Other Oper. Supplies		0.00		0.00			0.00
<b>47100</b>	<b>Economic Development Administration</b>							
237			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Advertising		0.00		0.00			0.00
320			(5,500.00)	(5,500.00)	250.00	(5,250.00)	4.55%	0.00
	Operating Supplies		0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
900			(5,400.00)	(5,400.00)	0.00	(5,400.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00

Template Name: LGC Stmt of Exp & Enc - City  
 Created by: LGC

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

User: Sandy Johnson  
 Date/Time: 2/6/2024 10:28 AM  
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Fund : **110**

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>Total For Fund:</b>	<b>110</b>		(2,363,671.00)	(2,363,671.00)	1,595,924.27	(767,746.73)	67.52 %	260,520.25
			0.00		0.00			0.00

Template Name: LGC Stmt of Exp & Enc - City  
 Created by: LGC

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

User:  
 Date/Time:

Sandy Johnson  
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Fund : **121**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43100 Highways And Streets</b>								
268			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
<b>Total For Fund: 121</b>			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00 %	0.00
			0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **123**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>45100</b>	<b>Conservation Of Natural Resources</b>							
114			(18,600.00)	(18,600.00)	5,517.15	(13,082.85)	29.66%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(1,423.00)	(1,423.00)	422.05	(1,000.95)	29.66%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(30.00)	(30.00)	16.56	(13.44)	55.20%	0.00
	Unemployment Insurance		0.00		0.00			0.00
220			(1,000.00)	(1,000.00)	1,713.00	713.00	171.30%	0.00
	Printing, Duplicating, Typing, And Binding		0.00		0.00			0.00
259			0.00	0.00	3,796.15	3,796.15	No Budget	586.15
	Other Professional Services		0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	571.25	(928.75)	38.08%	0.00
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	6,418.09	(7,081.91)	47.54%	150.57
	Repair And Maintenance Grounds And Ground		0.00		0.00			0.00
290			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(85.00)	(85.00)	0.00	(85.00)	0.00%	0.00
	Office Supplies And Materials		0.00		0.00			0.00
320			(200.00)	(200.00)	29.61	(170.39)	14.81%	0.00
	Operating Supplies		0.00		0.00			0.00
331			(350.00)	(350.00)	192.50	(157.50)	55.00%	0.00
	Fuel Charges		0.00		0.00			0.00
342			(400.00)	(400.00)	359.97	(40.03)	89.99%	359.97
	Sign Parts And Supplies		0.00		0.00			0.00
551			(1,670.00)	(1,670.00)	1,052.00	(618.00)	62.99%	0.00
	Trustee Fees		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **123**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
900			(36,500.00)	(36,500.00)	4,900.00	(31,600.00)	13.42%	0.00
	Capital Outlay		0.00		0.00			0.00
<b>51600 Operating Transfers Out</b>								
759			(45,290.00)	(45,290.00)	0.00	(45,290.00)	0.00%	0.00
	Transfers To General Funds		0.00		0.00			0.00
<b>Total For Fund: 123</b>			(122,408.00)	(122,408.00)	24,988.33	(97,419.67)	20.41 %	1,096.69
			0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
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Fund : **128**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43230</b>		<b>Solid Waste Collection</b>						
248			(47,500.00)	(47,500.00)	29,040.98	(18,459.02)	61.14%	4,231.28
		Recycle/Residential Contract	0.00		0.00			0.00
249			(75,500.00)	(75,500.00)	46,408.60	(29,091.40)	61.47%	6,732.36
		Refuse/Residential Contract	0.00		0.00			0.00
254			0.00	0.00	0.00	0.00	No Budget	0.00
		Architectural, Engineering, And Landscaping	0.00		0.00			0.00
258			(32,500.00)	(32,500.00)	20,267.13	(12,232.87)	62.36%	2,856.28
		Commercial Refuse	0.00		0.00			0.00
<b>Total For Fund:</b>	<b>128</b>		(155,500.00)	(155,500.00)	95,716.71	(59,783.29)	61.55 %	13,819.92
			0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52113</b>		<b>Purification</b>						
110			(69,777.00)	(69,777.00)	32,898.60	(36,878.40)	47.15%	5,845.26
	Personnel		0.00		0.00			0.00
112			(3,800.00)	(3,800.00)	2,600.00	(1,200.00)	68.42%	400.00
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	26,767.83	17,147.83	278.25%	4,081.57
	Part-Time Personnel		0.00		0.00			0.00
134			(217.00)	(217.00)	216.56	(0.44)	99.80%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,700.00)	(1,700.00)	0.00	(1,700.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(6,512.00)	(6,512.00)	4,712.88	(1,799.12)	72.37%	778.44
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(34,539.00)	(34,539.00)	9,736.62	(24,802.38)	28.19%	1,595.46
	Hospital And Health Insurance		0.00		0.00			0.00
143			(2,627.00)	(2,627.00)	1,227.91	(1,399.09)	46.74%	217.33
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	336.77	(163.23)	67.35%	100.00
	Employee Education And Training		0.00		0.00			0.00
170			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(40,500.00)	(40,500.00)	19,854.68	(20,645.32)	49.02%	3,337.95
	Electric		0.00		0.00			0.00
244			(6,000.00)	(6,000.00)	2,643.93	(3,356.07)	44.07%	1,047.99
	Gas		0.00		0.00			0.00
245			(6,000.00)	(6,000.00)	2,446.58	(3,553.42)	40.78%	0.00
	Telephone And Other Communications		0.00		0.00			0.00
260			(15,000.00)	(15,000.00)	2,428.13	(12,571.87)	16.19%	788.61
	Repair And Maintenance Services		0.00		0.00			0.00



Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(2,500.00)	(2,500.00)	7,294.66	4,794.66	291.79%	0.00
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	14,603.63	(396.37)	97.36%	631.40
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
329			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
389			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Independent Lab Anaylsis		0.00		0.00			0.00
900			(41,000.00)	(41,000.00)	5,983.50	(35,016.50)	14.59%	0.00
	Capital Outlay		0.00		0.00			0.00
<b>52114</b>	<b>Transmission And Distribution</b>							
110			(37,980.00)	(37,980.00)	19,642.34	(18,337.66)	51.72%	5,522.64
	Personnel		0.00		0.00			0.00
112			(4,600.00)	(4,600.00)	3,785.15	(814.85)	82.29%	1,399.40
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	5,927.37	(3,692.63)	61.62%	1,081.86
	Part-Time Personnel		0.00		0.00			0.00
134			(108.00)	(108.00)	108.28	0.28	100.26%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(4,117.00)	(4,117.00)	2,249.08	(1,867.92)	54.63%	610.16
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(22,334.00)	(22,334.00)	662.95	(21,671.05)	2.97%	299.13
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,538.00)	(1,538.00)	152.19	(1,385.81)	9.90%	45.78
	Retirement - Current		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
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Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
260			(1,000.00)	(1,000.00)	4,212.35	3,212.35	421.24%	0.00
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	355.00	115.00	147.92%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	1,068.46	68.46	62.00%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			0.00	0.00	450.00	450.00	No Budget	0.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(9,000.00)	(9,000.00)	4,897.76	(4,102.24)	54.42%	353.08
		Fuel Charges	0.00		0.00			0.00
332			(3,000.00)	(3,000.00)	1,843.83	(1,156.17)	61.46%	204.00
		Motor Vehicle Parts	0.00		0.00			0.00
338			(26,000.00)	(26,000.00)	20,707.24	(5,292.76)	79.64%	335.72
		Repair Parts For Water Or Sewer Lines, Meters,	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	831.55	(168.45)	83.16%	632.50
		Consumable Tools	0.00		0.00			0.00
391			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Water Meters	0.00		0.00			0.00
900			(44,000.00)	(44,000.00)	10,728.57	(33,271.43)	24.38%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(15,000.00)	(15,000.00)	6,335.00	(8,665.00)	42.23%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
<b>52211</b>		<b>Sewer Collection (Lines)</b>						
110			(19,118.00)	(19,118.00)	8,965.40	(10,152.60)	46.90%	2,338.80
		Personnel	0.00		0.00			0.00
112			(6,600.00)	(6,600.00)	580.12	(6,019.88)	8.79%	580.12
		Over-Time Personnel	0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(9,620.00)	(9,620.00)	5,559.03	(4,060.97)	57.79%	1,050.07
	Part-Time Personnel		0.00		0.00			0.00
134			0.00	0.00	108.28	108.28	No Budget	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(2,761.00)	(2,761.00)	1,153.83	(1,607.17)	41.79%	300.09
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(11,513.00)	(11,513.00)	3,471.76	(8,041.24)	30.16%	1,105.69
	Hospital And Health Insurance		0.00		0.00			0.00
143			(921.00)	(921.00)	0.00	(921.00)	0.00%	0.00
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	100.00	(400.00)	20.00%	100.00
	Employee Education And Training		0.00		0.00			0.00
241			(1,300.00)	(1,300.00)	606.55	(693.45)	46.66%	90.03
	Electric		0.00		0.00			0.00
260			(7,500.00)	(7,500.00)	14,682.25	7,182.25	195.76%	136.83
	Repair And Maintenance Services		0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	659.86	(340.14)	65.99%	0.00
	Operating Supplies		0.00		0.00			0.00
900			(10,000.00)	(10,000.00)	13,588.04	3,588.04	135.88%	371.04
	Capital Outlay		0.00		0.00			0.00
934			(815,140.00)	(815,140.00)	28,210.51	(786,929.49)	3.46%	9,846.76
	Drainage, Water Supply And Storage, Sewage		0.00		0.00			0.00
<b>52213</b>	<b>Sewer Treatment And Disposal</b>							
110			(64,597.00)	(64,597.00)	48,771.38	(15,825.62)	75.50%	9,792.30
	Personnel		0.00		0.00			0.00

Norris City Council Packet  
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58.33%

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112			(6,100.00)	(6,100.00)	1,961.76	(4,138.24)	32.16%	200.00
		Over-Time Personnel	0.00		0.00			0.00
134			(2,008.00)	(2,008.00)	108.28	(1,899.72)	5.39%	0.00
		Christmas Bonus	0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(5,677.00)	(5,677.00)	3,845.44	(1,831.56)	67.74%	754.91
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	14,948.49	(2,778.51)	84.33%	3,121.16
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,319.00)	(4,319.00)	2,423.56	(1,895.44)	56.11%	445.44
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	900.00	400.00	180.00%	100.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	2,867.50	(1,132.50)	71.69%	0.00
		Fees	0.00		0.00			0.00
241			(35,000.00)	(35,000.00)	19,484.11	(15,515.89)	55.67%	2,495.46
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	2,425.19	(2,574.81)	48.50%	291.70
		Telephone And Other Communications	0.00		0.00			0.00
260			(16,500.00)	(16,500.00)	15,097.28	(1,402.72)	91.50%	108.52
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	9,709.67	(5,290.33)	64.73%	2,528.10
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	2,316.74	(7,683.26)	23.17%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(21,000.00)	(21,000.00)	12,863.46	(8,136.54)	61.25%	1,401.35
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	3,595.24	(1,404.76)	71.90%	607.95
		Clothing And Uniforms	0.00		0.00			0.00

Norris City Council Packet  
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329			0.00	0.00	345.64	345.64	No Budget	80.81
	Other Oper. Supplies		0.00		0.00			0.00
934			0.00	0.00	14,219.25	14,219.25	No Budget	0.00
	Drainage, Water Supply And Storage, Sewage		0.00		0.00			0.00
<b>52316 Customer Accounting &amp; Collection</b>								
211			(6,000.00)	(6,000.00)	4,419.82	(1,580.18)	73.66%	75.61
	Postage, Box Rent, Etc.		0.00		0.00			0.00
255			(14,000.00)	(14,000.00)	16,740.74	2,740.74	119.58%	0.00
	Data Processing Services		0.00		0.00			0.00
<b>52317 Administrative &amp; General Expenses</b>								
110			(99,999.00)	(99,999.00)	64,901.05	(35,097.95)	64.90%	10,961.55
	Personnel		0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	4,615.28	(4,384.72)	51.28%	1,500.01
	Secretary/Treasury Personnel		0.00		0.00			0.00
112			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			0.00	0.00	448.20	448.20	No Budget	0.00
	Part-Time Personnel		0.00		0.00			0.00
133			(750.00)	(750.00)	375.00	(375.00)	50.00%	0.00
	City Bonus		0.00		0.00			0.00
134			(217.00)	(217.00)	216.56	(0.44)	99.80%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(6,000.00)	(6,000.00)	6,000.00	0.00	100.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(8,566.00)	(8,566.00)	5,813.91	(2,752.09)	67.87%	946.79
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	12,018.63	(5,708.37)	67.80%	2,198.79
	Hospital And Health Insurance		0.00		0.00			0.00
143			(6,597.00)	(6,597.00)	3,897.78	(2,699.22)	59.08%	690.16
	Retirement - Current		0.00		0.00			0.00

Norris City Council Packet  
**City of Norris**  
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**January 2024**

Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146			(10,100.00)	(10,100.00)	8,346.00	(1,754.00)	82.63%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(500.00)	(500.00)	25.00	(475.00)	5.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			(1,250.00)	(1,250.00)	1,730.23	480.23	138.42%	88.62
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(3,000.00)	(3,000.00)	2,243.76	(756.24)	74.79%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(800.00)	(800.00)	160.00	(640.00)	20.00%	0.00
		Advertising	0.00		0.00			0.00
250			(88,275.00)	(88,275.00)	55,686.37	(32,588.63)	63.08%	11,336.95
		Professional Services	0.00		0.00			0.00
252			(800.00)	(800.00)	586.15	(213.85)	73.27%	586.15
		Legal Services	0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	10,535.00	(2,465.00)	81.04%	3,535.00
		Accounting And Auditing Services	0.00		0.00			0.00
256			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Consultant's Services	0.00		0.00			0.00
280			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	2,250.71	(249.29)	90.03%	20.15
		Office Supplies And Materials	0.00		0.00			0.00
320			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
510			(22,064.00)	(22,064.00)	29,905.00	7,841.00	135.54%	0.00
		Liability Insurance	0.00		0.00			0.00
555			(2,000.00)	(2,000.00)	1,013.29	(986.71)	50.66%	0.00
		Bank Service Charges	0.00		0.00			0.00

Template Name: LGC Stmt of Exp & Enc - City  
 Created by: LGC

Norris City Council Packet  
**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**January 2024**

User:  
 Date/Time:

Sandy Johnson  
 2/6/2024 10:28 AM  
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Fund : **413**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
734			0.00	0.00	56.09	56.09	No Budget	0.00
	Customer Reimbursement		0.00		0.00			0.00
948			(3,000.00)	(3,000.00)	2,555.10	(444.90)	85.17%	0.00
	Computer Equipment		0.00		0.00			0.00
<b>52523 Depreciation</b>								
540			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Depreciation		0.00		0.00			0.00
<b>Total For Fund: 413</b>			(1,963,105.00)	(1,963,105.00)	685,817.69	(1,277,287.31)	34.94 %	99,095.19
			0.00		0.00			0.00

**TO: Norris City Council**  
**DATE: February 12, 2024**  
**FROM: Adam Ledford**  
**RE: City Manager's Report**

**1. 2023-24 Year to Date Budget**

Revenues and Expenditures:

- a. General fund revenues through the first half of the fiscal year totaled \$1,379,817 or 66.8% of the plan, well above the level loaded average of 58.3%. The number was behind last year at this time by roughly \$391,708. This shift is directly related to 2 unique revenues from last year that were not anticipated to be continuing sources (the City received \$104,000 from the County as a match associated with a project and the City received COVID direct allocation funds). If you take those 2 numbers out, organically, the current year is out performing last year by roughly \$102,798.
- b. General fund expenditures of \$1,595,928 reflect 56.1% of planned expenses, adjusted for proposed budget amendments, giving consideration for annual expenditures planned at the beginning of the fiscal year, rolled over capital projects, legal fees, and anticipated 1-time capital expenditures approved for the current fiscal year. The January number higher than last year by roughly \$441,941.
- c. General fund expended 43.6%, or \$384,769 of the updated capital expenditures plan for the fiscal year.
- d. Water/Sewer revenues is estimated to be \$670,305 or 34.8% of the adjusted plan, however if you remove anticipated grant funds, the total represented 60.3% of organic revenue anticipated. The number outpacing last year by roughly \$79,738.
- e. Water/Sewer expenditures totaled \$685,821 or 35.6% of the fiscal year adjusted plan. The number more than last year by roughly \$194,791. This increase is partially driven by \$81,621 of planned capital expenditures or 8.3% of the fiscal year budget.
- f. Watershed revenues of \$88,832 represents 86.4% of adjusted fiscal year revenue expectations headed by rifle range permits. This is a slight increase of last year by about \$9,596 through the same period.
- g. Watershed expended 13.4%, or \$4,900 of the planned capital expenditures for the fiscal year. The remaining expenditures are backend loaded for the 4<sup>th</sup> quarter of the fiscal year.
- h. Street Aid revenues of \$37,483 presented a consistent mark slightly beating expectations at 60.4%.
- i. Solid Waste expenditures are currently \$95,717 which is 61.6% of anticipated cost. Revenues are at \$91,179 or 57.9% of planned. This shows that after city's fee adjustment and the contractor's annual rate increase the City is slightly behind matching revenues to expenses. I will remind the Council that negotiations to reduce contract expenses through adjustments in services was rejected by the contractor. The agreement will be up for reconsideration in the next 1.5 years.

**2. Utility Audit Services**

The vendor is currently conducting the audit and should have results in the next 30 days.

**3. Oak Road Park Pavilion Project**

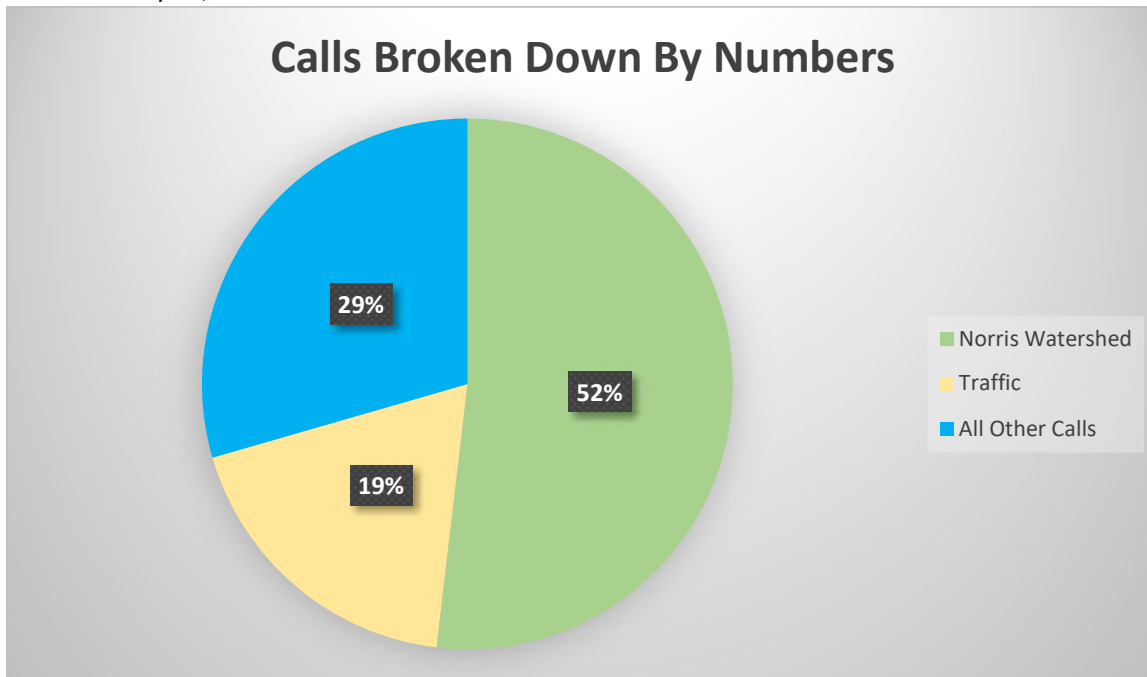
The vendor is set to proceed anytime.

**4. Police/Fire Roof Project**

The vendor is set to proceed anytime.



To: Adam Ledford, City Manager  
 From: Mike Poole, Chief  
 Subject: January Monthly Report  
 Date: February 7<sup>th</sup>, 2024



The Above is the total number of calls broken down into three categories. “Norris Watershed”, includes all calls for service and patrols conducted inside the watershed. Traffic Enforcement is the total amount of all documented sessions and stops within the city. The “All Other Calls” category includes all other calls for service, both officer-initiated calls and incoming calls from residents are grouped into this category.

Below are some of the calls taken by police this month:

<b>Assist Fire</b>	<b>1</b>	<b>Motor Vehicle Accidents</b>	<b>3</b>
<b>Lift Assist</b>	<b>4</b>	Assist Other Agency	1
<b>Alarm – Burglar / Fire / other</b>	<b>7</b>	Ordinance Violation	1
<b>Animal Complaint</b>	<b>3</b>	Open Door / Gate	2
<b>B.O.L.O – A.P.B.</b>	<b>2</b>	Public Assist	6
<b>Case Follow Up Investigations</b>	<b>2</b>	Suspicious Person-vehicle-Activity	7
<b>Civil Matter</b>	<b>1</b>	Theft of Property	1
<b>Disturbance</b>	<b>2</b>	Traffic Enforcement	33
<b>Disabled Vehicle</b>	<b>8</b>	Traffic Complaint-Control-Hazard	5
<b>Domestic Problem- Domestic Standby</b>	<b>2</b>	Traffic Stops	17
<b>EDP / Suicidal Person</b>	<b>2</b>	Recovery of Stolen Property	1
<b>E.M.S. Assist / Lift Assist</b>	<b>11</b>	Watershed Patrol/property checks	134
<b>Firearms Complaint</b>	<b>1</b>	Welfare Check	6
<b>Officer Investigations</b>	<b>5</b>	Stationary Observation at Norris Dam	2
<b>Juvenile Problems</b>	<b>1</b>		

In the month of January, the Norris Police Department had documented a total of 500 Calls for service. Of the 500 Total entries, 129 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 114 Patrols and 20 property checks in and through the Norris Watershed. An additional 5 calls for service were answered. This accounted for a total of 139 calls for service and 34.90 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 714, which is up 20 permits from last year (2022-2023).
- The Norris Police Department has received the Can-Am side by side which was purchased through the Violent Crimes Grant through the State of TN. At the time of this report, it is scheduled to be delivered for vinyl striping. We hope to have it in use within the next few weeks following the installation of lights.
- I would like to commend all of the Norris Officers who fought the in-climate weather to make it in for duty during the January snow event. I would also like to thank the employees of the Norris Public Works and the Norris Water Department; their efforts greatly enhanced our ability to preform our jobs.

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Mike Poole  
Chief of Police



## Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 02/01/2024

The Norris Fire Department was dispatched to 40 calls for service in January. However, fire department personnel were only able to answer 16 calls due to the lack of coverage during normal business hours, (8-5 pm).

The fire department received requests for mutual aid on 26 calls for service. These calls were outside the Norris jurisdiction.

The fire department has received the complete order of wildland gear so graciously funded by the citizens of Norris. This gear will allow the firefighters to be protected from a wildland fire while offering the mobility to escape the event if necessary. Also, the firefighter's structure gear will no longer be used outside the scope of its intended use.

The fire department answered several weather-related incidents where sprinkler systems froze. The cold temperatures caused water lines to burst leaving three commercial facilities without fire protection. All facilities were instructed to conduct a fire-watch to ensure safety was a priority, and until the issue could be resolved.

The fire department also covered the jurisdiction of the Andersonville Fire Department while they attended the funeral of one of their longtime members. This was a task the Norris Fire Department was more than willing to do.

Rick Roach  
Norris Fire Chief

**V. Old Business:**

**0-1: Benny Carden Memorial:** Supt. Wilkerson has been in contact with the supplier and waiting on the drawing.

**0-2: WTP-Telemetry/Tank Project:** *Supt Wilkerson reports* installation of a new telemetry box at the Reservoir Tank, COMPLETED. Supt. Wilkerson reports wiring for GPM (Gallons Per Minute) on High Service Pumps are now SCADA friendly to our cell phones. *We are in process of calibrating parameters in closer.* As for wireless On/Off of high service pumps, plan is to have it in place by Feb 2024 and weather permitting, NWC Team perform a TRIAL RUN.

**0-3: WWTP:** Update on the following Directors Order/ City Council Update, CCI up-date-Open for Discussion

**Short Term STP Upgrades:** (July 2024)

- 2- recirculating pumps \$5,000.00
- 1- Mobile building (to house equipment) \$2,500.00
- 1- Electric install \$2,500.00
- 1- Piping/Fittings \$1,500.00
- 1- Baffle Wall-(RTE review/quote) \$7,000.00-\$10,000.00 reviewed and discussed with Engineers and RTE and design has been reduced BUT still will work as per CAP Plan.
  - Update of request (from previous NWC meeting) to TDEC asking for Norris to hold off or extend time frame of short-term improvements with Regionalization discussion.

**Also see #4 Supt Report**

**0-4: Distribution System:** See #7 in Supt Report

**0-5: Collection System:** See #9 Supt Report and

- NWC Staff visited 79 residents with Private identified Issues/NWC will need to re-smoke some areas identified
- Customer identified sites-Completed by customers- Response: \_15\_Qty-continuing to communicate with customers
- NWC is reviewing Public Identified issues-NWC side

**0-6: Cross Connection: (RPBP)**

- All completed except STP-blower room

**0-7: Galvanized Pipe replacement/Eliminate Projects**

- **NWC IS -IN PROGRESS**, Final inventory is required to be developed and submitted to TDEC no later than Oct. 16, 2024
- Visual Inspections are being conducted by NWC Team-It definitely will be time consuming and consist of manually hand digging/machine digging some service lines to identify (Sites 65 locations inspected -Up to Date) Oak Road/Ridgeway Road-Completed
- Qty in need of replacement at this time is undetermined. Researching process in progress.

- LSLI \$250,000 Grant 80/20 has been submitted-Thank You CDP-Evans Sanders and the Mayor Chris Mitchell for both of their involvement, and for getting the grant submitted by the deadline, January 16, 2024.

**0-8: SB845 TN Board of Utility Regulation**

**0-9: Wastewater Regionalization Study-**( Grant awarded notification \$ 3.3 M with a match of \$177,000) Open for discussion

**0-10: Update Trees Near Fire Hydrants and Lines:** Supt. Wilkerson is in process of getting a date scheduled with other utilities for the removing one tree at 212 Oak Road, weather permitting. Open For Discussion

**0-11: Reservoir Hill:**-Fence Quote-Supt. Wilkerson made contact with other fence companies, Mr. Wilkerson has received 2 quotes and waiting on the third.

**0-12: Capitol Equipment Discussion:** Mini – Excavator//Jet Machine -Supt. Wilkerson has reached out to some providers, requesting them to submit a bid to Norris City Mgr. by Feb. 9,2024. The NWC Team appreciates the action by City Council in approving actions to seek bids for the mini ex. *Supt. Wilkerson has spoke with Contractors Machinery (Case) and Bobcat of Knoxville (Bobcat) and reviewed state bid contractor also with City Mgr and Asst. City Manager.*

**NEW BUSINESS:**

**N-1:** Service Agreement Review:

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: January 22, 2024

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached  
**Sold to ACWA: Alley- 646,500/Alley Road-324,900/Res. 967,100** - each location
2. **Water Budget**-see financial report see attached in packet

**Rainfall** December -5.22"-YTD-47.07:"(55.05 YTD AVG)(7.98" behind ending 2023) Source ok presently-January 2024 rain/snows does help the source.

3. **Operations Building:** clean
4. **WWTP-Non-Compliance-VIOLATIONS**—(1-time /12-10-2023)Rain Event-2.24"- In the month of December 2023-High Flow Alarm

- a. -Reports-Monthly to TDEC-(3 monthly-12 hours)
- b. Dailey Inspections (84 points to inspect) and Operations
  - i. Recorded Dailey on Log Book and Computer
  - ii. Dailey Testing performed
- c. **WWTP**-Training- December Xan Ridenour in training at STP
- d. **Press Sludge**- 2 times this month.
- e. **Supernatant**- 3 times
- f. **Pumped Aeration to Digester**- 6 times mth
  - Tons of sludge hauled-5.50
  - Rain:- 4.88 " at STP
  - Ferm Zone-Dailey mixing/logging
  - Ground Maintenance-once month
  - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection) Twice
  - Chemical-Sulfur dioxide (small Leak) isolated /repaired
  - RAS-return activated sludge return-rotated the in line tee to force more RAS into Ferm Zone
  - Xan Ridenour-training at the STP

5. **WTP-Water Plant:**

- a. -Reports-Monthly-to TDEC completed (5 monthly-12 hrs)
- b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
- c. Dailey Testing conducted morning /evening
  - i. Record Dailey on Log Book and Computer
- d. – Samples- Bacteriological ,Lagoon and quarterly Samples collected
- e. -Backwashed Filters- 5 this month-Requires 6 hours each BW. (coating)

- i. -Adam Roberson-is training in the operations of the WTP/Distribution System
- f. Propane-ordered filled container
- g. Water Samples-Nitrate-p/u at entry point at plant
- h. High Service #1-operated
- i. Painting-started painting feed lines within plant and Labeling them
- j. Chlorinators-worked on them-malfunctioning

**6. Distribution System:**

- a. -Read Meters/Rereads-4 day
- b. b.-Bact Samples-Collected 2-regular and 1 repair
- c. c.-Spring – checked 3 times this month
- d. -Service Calls- for the month of December 2023 \_\_\_\_\_Qty
- e. Water Valves Inspection-XR/AR-identifying and inspecting (Starting)
- f. Meter Program: changed 3 meters
- g. Dogwood Road-Orchard Road-dressed up areas from digging
- h. Reservoir Hill-8” water main repair
- i. Jamestown Trailer Park-2” water line repair
- j. East Circle-6” water main repair
- k. TVA-Meet with Supervisor-about how to fill 140,000 gallon sump and when

**7. Flushing Program:** NWC Team flushed -Orchard Road, Oak Road-Pine Road -East Circle

**8. Sewer Collection System:**

- East Circle-manhole and sewer line -on list to repair
- Sewer stoppages-

**CITY OF NORRIS  
DEPARTMENT OF PUBLIC WORKS  
MONTHLY REPORT  
January Year 2024**

Community building Maint.	55
Public Works Building Maint.	20.5
Public Safety Building Maint.	2
McNeeley Building Maint.	6
Lions Pavilion & Gazebo	0
Equip. & Vehicle Maintenance	80.5
Watershed, Rifle Range, Trash & Litter	75
Street and Roads	193
Mowing	0
Sidewalks	0
Leaf Collection	32
Brush Pickup, Pruning, Mulching, Tree	47.5
Drainage (Gutter/Basins) Maintenance	12
Eric Harold Park	5
Oak Road Park	4
Ridgeway Park	3
Town Clean Up/ garbage, Litter in Tow	23
Animal control	5.5
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	30

**Loads**

4	Leaves
5	Brush
0	Chips

Administration Work

**City Ordinance Department**

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

**Vehicle Report**

	Current Mileage	Miles for the Month
2017 Chev	61118	696
2013 Chev	55558	697
2000 Ford	n/a	
2005 Dump Truck	56896	116
2022 Kenworth	2950	64

**Equipment Report**

Chipper, Vermeer 1995		CUB Walk Behin
Leaf Vacuum 2000		
		Hustler
Bobcat		CUB
Kubota		Kubota Tractor



**PUBLIC WORKS MONTHLY REPORT**  
**Month & Year Work Completed**  
**Page 2**

**1 Community**

a)

**2 Community Building**

- a) Weekly cleaning and set ups
- b) Repair of down spout and rotten wood
- c) Storage closets cleaned out for possible file storage
- d) Removed snow from parking lot and sidewalks

**3 McNeeley Municipal Building**

- a) Weekly cleaning
- b) Removed snow from parking lot

**4 Lion's Pavillion and Gazebo**

- a) Trash ( in trash cans ) picked up weekly

**5 Vehicles and Equipment**

- a) Monthly checklist performed
- b) Repair of salt spreader
- c) Repair of 2013 Chevrolet heater controls
- d) Repair of 2013 Door cable
- e) Repair of 2017 tailgate cable
- f) Ordered new blades for snow plows

**6 Public Works Building**

- a) Weekly cleaning
- b) Gravel for lot

**7 Public Safety Building**

- a) Plan for new roof over Fire bay

**7 Drainage**

- a) Cleaned as needed
- b) Pine Road catch basin cleaned out and the rest of town cleared

**8 Streets / Sidewalks / Right of Ways**

- a) Leaf pick up ended with a total of 57 loads
- b) Plowed and salted Roads for snow fall
- c) Brush pick up
- d) Litter pick up

**9 Parks**

- a) Monthly checklist performed
- b) Working on safety issues at Parks
- c) Signs removed from parks and sanded and repainted

**10 Watershed**

- a) Cut fallen trees off main trails
- b) Bushhogged wildlife openings
  - Rifle Range
    - 1) 1/4 2 boards replaced
    - 2) 1/18 2 boards replaced and 4 post
    - 3) 1/25 1 board replaced
    - 4) purchased more R.R. ties and OSB

**11 Brush Dump**

1)

**12 Animal Control**

- a) Animals fed in the morning daily and walked if needed
- b) 1 cat in

**13 Comments:**

**Public Works Department Appreciates all the  
Thanks for keeping the roads clear after the  
Snow storm.**

## Parks and Recreation Director’s Report

January 2024

1. Conducted informal walkthrough of parks with Recreation Commission, pointed out main priorities for safety-related improvements.
2. Continued coordination with Hicks Construction on the Pavilion project at Oak Rd. Park.
3. Discussed with public works director the potential for improvements to Oak Rd. Park including replacement of playground barriers and installation of rubber mulch.
4. Began early development of parks and recreation facilities capital planning.
5. Researched and gathered documents to assist CDP with the completion of the Norris Parks and Rec Master Plan.
6. Attended webinar on the LPRF Grant Intent to Apply process.

Improvements at Parks and Rec Facilities		
Project	Park(s)	Description
Sign Updates	Eric Harold, Oak Road, Ridgeway	Public Works stained and painted lettering on park signs
Kiosks	Eric Harold, Oak Road, Ridgeway	Ordered kiosks for posting of information, PW to install
Cleaning	Ridgeway	PW removed stains from play equipment

**COMMUNITY DEVELOPMENT BOARD**  
**MEETING MINUTES: DECEMBER 28, 2023**

**Members Present:** Will Grinder (exp.: Council Term), George Miceli (exp.: Feb 28, 2027), Lisa Barger (exp.: Sep.30, 2025), Blake Knight (exp. Dec 31, 2025), Charlie Murphy (exp.: Feb 28, 2026), Alex Munro (exp.: Apr 30, 2026)

**Members Absent:** Laurie Templin (exp.: April 30, 2024)

**Location:** Norris Community Building

**Guest (s) in Attendance:** Loretta Painter

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP (Who/What/When)
Called to order TIME	6:00 PM	
Hear from the Public		
Approval of minutes	Reviewed prior minutes; motion by Knight to approve, Miceli seconded, motion passed.	
Old Business	Motion by Grinder to finalize bands for Concerts on the Commons along with finalized budget, including pay raised to \$1000.00 for 110 In The Shade. Munro seconded; motion passed. Discussed transition of responsibilities for Concerts to the Recreation Commission.	
New Business	<ol style="list-style-type: none"> <li>1. Entrance signs: Discussed last quote given on signs and materials, sign structure and specific verbiage.</li> <li>2. Discussed taking final proposal to City Council. Barger motioned, Murphy seconded; motion passed.</li> </ol>	
Adjournment	6:54 PM Grinder made a motion to adjourn, second by Munro.	

**MINUTES  
NORRIS PLANNING COMMISSION  
January 2, 2024**

**I. Call to Order:**

Chairman Feeman called the meeting to order at 6pm.

Members Present: Joe Feeman: Chairman, Loy Johnson: Vice Chairman, Chris Mitchell: Mayor, Loretta Painter, Alex Munro: Secretary, Bob Sain, and Mike Carberry

Members Absent: None

Others Present: Joe Deathridge: Chairman BZA, Bailey Whited, Assistant City Manager, Kathryn Baldwin - East TN Development District

**II. Adoption of Agenda**

Motion made by Ms. Painter, seconded by Mr. Munro to add Shane Carney (Knoxville Regional TPO) to the Agenda under New Business. All present voted aye, motion carried.

**III. Minutes – December 4, 2023**

Ms. Johnson made a motion to approve the Minutes of the December 4, 2023, Planning Commission meeting as presented. Ms. Painter seconded the motion, all present voted aye. Motion carried.

**IV. Business Items**

**1. Discussion of 2024 Goals**

Commission members discussed the goals for 2024. Commission members expressed interest in reviewing both the Norris Master Plan and Zoning Ordinance. They agreed to perform a cursory review of the Comprehensive Master Plan to ensure familiarity with the document and make changes, as necessary. This would be followed by a review

of the Zoning Ordinance with emphasis on Site Plans and performance criteria for Non-residential zone districts.

**V. New Business**

1. Shane Carney: ETDD

Mayor Mitchell requested an update on the inclusion of Norris to the Knoxville Regional Transportation Planning Organization. Ms. Baldwin provided information on the extension of the Urbanized Area of Knoxville based on the 2020 Census and the inclusion of Norris in the boundary and in the TPO organization.

**VI. Adjournment**

Mr. Munro made a motion to adjourn the Planning Commission meeting at 7:30, seconded by Ms. Johnson. All present voted aye. Motion carried.

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**Alex Munro, Secretary**  
**Date**