

**NORRIS CITY COUNCIL  
REGULAR MEETING  
June 12, 2023 – 7:00 p.m.**

Agenda

- I. Call to Order**
- II. Hear the Public**
- III. Minutes/Notes**
  - a) Consideration of Approving May 8, 2023 Regular Meeting Minutes
  - b) Consideration of Approving May 8, 2023 Public Hearing Minutes
  - c) Consideration of Approving May 2, 2023 Special Meeting Minutes
  - d) Consideration of Approving May 22, 2023 Special Meeting Minutes
- IV. Old Business**
  - a) Update on Safe Routes to Schools Project
  - b) Update on SIA Sawmill Road Project
  - c) Update on Hwy 61/441 Lighting Project
  - d) Update on Facilities Condition
  - e) Capital Outlay Note – Utility
  - f) Consideration of the Second Reading of Ordinance #646, entitled, “An Ordinance Amending Title 10, Chapter 2, Dogs and Cats, by Adding Language to Regulate the Disposal of Animal Waste and Introduce a Trial Period for Adopting Pets”
  - g) Consideration of the Second Reading of Ordinance #647, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023”
  - h) Consideration of the Second Reading of Ordinance #649, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Title 1, Chapter 1, City Council, by Changing the Time of Regular Meetings”
  - i) Consideration of Resolution #3-2023, entitled, “A Resolution Approving Agreements Between the City of Norris/Norris Water Commission and Exempt Employees”
  - j) Consideration of the Second Reading of Ordinance #648, entitled, “An Ordinance of the City of Norris, Tennessee, Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024
  - k) Setting a Date on a Meeting Surrounding the Future of the Community Building
- V. New Business**
  - a) Linda Tafelski to Address the Council on Forgiveness of Property Tax Penalties
  - b) Consideration of Resolution #4-2023, entitled, “A Resolution Approving an Agreement Between the City of Norris and Community Development Partners, LLC for Parks and Recreation Master Plan”
  - c) Consideration of the First Reading of Ordinance #651, entitled, “An Ordinance to Title 3 of the Norris Municipal Code Regarding Municipal Courts”
  - d) Consideration of the First Reading of Ordinance #650, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title 17, Refuse and Trash Disposal, Chapter 1: Refuse, Section 17-107, Refuse Collection Fees”
  - e) Consideration of Going Out for Bids on 2023-24 Street Improvement Projects
  - f) Consideration of the First Reading of Ordinance #653, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title (1), General Administration Chapter (3), City Manager, Section 1-305 Exceptions to Manager’s Powers, Duties, and Responsibilities”
  - g) Consideration of the First Reading of Ordinance #654, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title (18), Water and Sewer Chapter (1), Water and Sewers, Sections 18-101, 18-104, and 18-110”
  - h) Consideration of the First Reading of Ordinance #652, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend the Personnel Policy of the City of Norris”

- i) Message from the Mayor – Review & Comments
- j) Consideration of the First Reading of Ordinance #655, entitled, “An Ordinance to Amend Title 16 of the Norris Municipal Code Regarding Outdoor Advertising”
- k) Discussion on the City of Norris Purchasing Policies

**VI. Department Reports**

- a) City Manager
- b) Police
- c) Fire
- d) Water & Sewer
- e) Public Works

**VII. Bills Payable**

**VIII. 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

**IX. Adjourn**

**Norris City Council  
Regular Meeting**

**May 8, 2023  
7:00 p.m.**

**Minutes**

The regular meeting of the City Council of Norris Tennessee convened May 8, 2023 at 7:00 pm.

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

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager, 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**

No changes were made.

**HEAR FROM THE PUBLIC**

George Miceli, Butternut Drive, spoke regarding a street light that is out at Highway 61, and that area is very dark. Mr. Ledford will contact CUB to have the light checked out.

Don Nathan, Dogwood Road, spoke regarding the stormwater run-off near Dogwood Road and for the new extension of the road at the middle school construction project. He strongly advised council or the school needs to address this issue. Mr. Nathan stated this type of issue is an Environmental Protection Agency (EPA) issue and it needs to be addressed as soon as possible. Mayor Mitchell and Council agreed this is an issue and they will address it at their earliest convenience. Mr. Ledford will reach out to Dr. Parrott, Superintendent, Anderson County Schools, and will report back to Council the results of their conversation.

Councilmember Grinder requested to speak as a citizen instead of a Councilmember to address the comments made in the May 3, 2023 Courier News stating the recent resignations of the Norris Water Commissioners (NWC). The Courier stated "The Norris Water Commission has been criticized as ineffective and derelict in its duties recently as a result of a lack of long-term maintenance on the sewer system, which has resulted in fines and mandates for improvements by state environmental regulators." Councilmember Grinder stated he didn't know who had criticized them or their effectiveness, but he felt sure it wasn't a whole lot of people. He stated the prior Water Commissioners resigned because of their own personal reasons and they were doing a really, really good job. Councilmember Grinder expressed his hope that in the future, the Courier News reporter will use better judgement in his wording. He also stated this kind of verbiage is hurtful to the commissioners and it's inaccurate. He stated the stormwater issues is not a recent problem, but it is a result of 10, 20, 30 and 40 years of past Water Commissioners and City Council's failure to identify and address the issues. Councilmember Grinder expressed his hope that in the future, the Courier News reporter will use better judgement in his wording.

**MINUTES**

**APPROVAL OF THE APRIL 10, 2023 REGULAR MEETING** – Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting "Aye."

**APPROVAL OF THE APRIL 10, 2023 PUBLIC HEARING** - Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting "Aye."

**APPROVAL OF THE APRIL 24, 2023 BEER PERMIT BOARD SPECIAL MEETING** - Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting "Aye."

**OLD BUSINESS**

**SAFE ROUTES TO SCHOOL, SIA SAWMILL ROAD PROJECT AND HWY 61/441 LIGHTING PROJECT**

Mr. Ledford reported he has no new updates.

**UPDATE ON FACILITIES CONDITION** - Mr. Ledford reported he met with the library staff and they worked out a path over the next few months on how to identify those issues they talked about and how to move forward. He stated most of these issues will be addressed over the next two-three months. Mr. Ledford stated there was not a roof repair on the library and they left the idea of the siding open and they are going to get back with him regarding their recommendation on siding with the understanding most of the siding will need to be replaced. Roof repair information will be forthcoming. Spencer Boardman, resident, asked Mr. Ledford to observe the lighting issues at the outdoor stairway of the library, it appears there is little to no light at night and could be a hazard. Mr. Ledford added that to his list of issues to remediate.

**CAPITAL OUTLAY NOTE** - Mayor Mitchell stated he believes the status is, it is ready and they will act on it whenever the need is there.

**SECOND READING OF ORDINANCES**

**ORDINANCE#642, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, ADOPTING REVISED PERSONNEL POLICIES”** - Councilmember Grieve made a motion to approve the ordinance, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**ORDINANCE #643, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023”** - Councilmember Painter made a motion to approve the amendments to the ordinance, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**NEW BUSINESS**

**FIRST READING OF ORDINANCES**

**ORDINANCE #647, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023”** - Councilmember Painter made a motion to approve the first reading of ordinance, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**ORDINANCE #646, ENTITLED, “AN ORDINANCE AMENDING TITLE 10, CHAPTER 2, DOGS AND CATS, BY ADDING LANGUAGE TO REGULATE THE DISPOSAL OF ANIMAL WASTE AND INTRODUCE A TRIAL PERIOD FOR ADOPTING PETS”** - Councilmember Grieve made a motion to approve the first reading of ordinance, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**ORDINANCE #648, 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 made a motion to table this item and discuss further details at a special called meeting and public hearing on Monday, May 22, 2023 at 6:00 p.m. and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**CONSIDERATION OF APPROVING 2023 FIREWORKS** - Councilmember Painter made a motion to approve the purchase of the fireworks, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

**FIRST READING OF ORDINANCE**

**ORDINANCE #649, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING TITLE 1, CHAPTER 1, CITY COUNCIL, BY CHANGING THE TIME OF REGULAR MEETINGS”** - Councilmember Grinder made a motion to approve on first reading which changes the meeting time from 7:00 p.m. to 6:00 p.m., and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

Councilmember Grinder also made a motion to schedule Public Hearings on Monday, June 12, 2023 at 6:30 p.m. on the following Ordinances:

- 1) Ordinance #646, Entitled, "An Ordinance of the City of Norris, Tennessee, Amending Title 10, Chapter 2, Dogs and Cats, By Adding Language to Regulate the Disposal of Animal Waste and Introduce a Trial Period for Adopting Pets"
- 2) Ordinance #647, Entitled, "An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023"
- 3) Ordinance #649, Entitled, "An Ordinance of the City of Norris, Tennessee, Amending Title 1, Chapter 1, City Council, by Changing the Time of Regular Meetings"

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

Ploomie Granado, Hilltop Lane, spoke regarding an article that was in the Courier Newspaper regarding the Norris Water Commissioners (NWC) and she stated she made a phone call to the Courier News and questioned Chambers Williams, editor of the Courier News, as to who made the comments about the Norris Water Commission that he reported in the May 3, 2023 edition. Ms. Granado stated it was very hurtful to the city and if you were misquoted then it needs to be addressed, and she stressed she hopes this never happens again. She stated you are never going to get people to volunteer when they are spoken to negatively.

#### **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** – Nothing to report

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

**RECREATION COMMISSION** – Brianne Kibler, Chair, reported they are getting ready for 2023 Summer Recreation Program, the program will last for seven (7) weeks, and the same two (2) employees returning.

**WATERSHED BOARD** – Councilmember Grieve reported the burns went well although some spots didn't get done. Spencer Boardman reported the trail maintenance projects for the summer have been identified.

**TREE COMMISSION** – Spence Boardman thanked the volunteers who helped with the tree planting along Highway 61 and the grass seed that was spread, and for the people volunteering to take care of the honor trees planted throughout the city. He also thanked Public Works Department, and the Anderson County Sheriff's Department they were a big help. He stated there was great utilization of the water wagon.

**ANIMAL SHELTER COMMISSION** – No report

**COMMUNITY DEVELOPMENT** – Councilmember Grinder reported the 2023 Concerts on the Commons are fully planned. They start on the first Friday of June and continue on Fridays through June. The final concert will be held on Norris Day.

**LITTLE THEATRE** – May Boardman reported they are on tract for their commitment to the City's 75<sup>th</sup> Anniversary Celebration play in 2024.

**PLANNING/BZA** – Training of new members is continuing.

**ADJOURNMENT**

Councilmember Grieve made a motion to adjourn at 8:31 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting "Aye."

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

June 10, 2023

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Chris Mitchell, Mayor

**Norris City Council  
Special Called Meeting  
Public Hearing**

**May 8, 2023  
6:30 p.m.**

**Minutes**

The special called meeting of the City Council of Norris Tennessee convened May 8, 2023 at 6:30 pm.

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

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

Meeting was called to order by Mayor Mitchell and public hearing was open.

**PUBLIC HEARING OF ORDINANCE #642, AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO REPEAL THE PERSONNEL POLICY OF THE CITY OF NORRIS AND THE NORRIS WATER COMMISSION AND REPALCE IT WITH THE REVISED PERSONNEL POLICY.**

**PUBLIC HEARING OF ORDINANCE #643, AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.**

The public hearings was closed and meeting adjourned at 6:45 p.m.

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

June 12, 2023

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Chris Mitchell, Mayor

**Norris City Council  
Special Called Meeting**

**May 2, 2023  
5:30 p.m.**

**Minutes**

The special called meeting of the City Council of Norris Tennessee convened May 2, 2023 at 5:0 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 representatives of the press from Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

**Consideration of Establishing the Norris City Council as the Interim Norris Water Commission (NWC) to Perform the Duties Required of the Board Under TCA 7-35-406 to TCA 7-35-410 and Norris City Code Ordinances. The Norris City Council to have all the powers, duties, and responsibilities imposed upon the NWC board, and all references to the board shall refer to the Norris City Council acting in said capacity.** – Councilmember Grinder made a motion to approve the ordinance as amended on first reading and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Councilmember Grinder made a motion to remove the following items below and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

**Consideration of the First Reading of Ordinance #644, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Title 18: Water and Sewers, Section 18-102: Composition and Term of Commission”.**

**Consideration of the First Reading of Ordinance #645, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Title 20: Miscellaneous, Section 20-102: Governing Board”.**

**Consideration of Appointment to the Anderson County Solid Waste Advisory Board** - Mayor Mitchell nominated Charles Adam Ledford, City Manager and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

**Adjournment**

Councilmember Grieve made a motion to adjourn at 6:14 p.m. Councilmember Nicholson 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**

June 12, 2023

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Chris Mitchell, Mayor



**Norris City Council  
Special Called Meeting**

**March 22, 2023  
6:00 p.m.**

**Minutes**

The special called meeting of the City Council of Norris Tennessee convened May 22, 2023 at 6:00 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, and representatives of the press from Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

**FIRST READING OF ORDINANCE**

**Ordinance #648 - An Ordinance of the City of Norris, Tennessee, Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024** – Councilmember Nicholson made a motion to approve the ordinance as amended on first reading and Councilmember Grinder seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

**SCHEDULE A PUBLIC HEARING DATE FOR ORDINANCE** - Councilmember Grinder made a motion to schedule a public hearing for Ordinance #648 on Monday, June 12, 2023 at 6:00 p.m. and Councilmember Nicholson seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

**Adjournment**

Councilmember Grieve made a motion to adjourn at 7:23 p.m. 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**

June 12, 2023

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Chris Mitchell, Mayor

## Bailey Whited

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**From:** Andrew Padgett <Andrew.Padgett@tn.gov>  
**Sent:** Wednesday, June 7, 2023 11:42 AM  
**To:** citymanager@norrilstn.gov  
**Cc:** Kerry Hevel; assistantcitymanager@norrilstn.gov; Pamela M. Cobb  
**Subject:** RE: Hwy 61/441 Lighting Project  
**Attachments:** Anderson SR-61 @ SR-71 (Unsignalized) Study.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Mr. Ledford,

The TDOT Region 1 Traffic Office has finalized a traffic study at the intersection of State Route 61 with State Route 71, US-441, in Norris.

Based on our review, the intersection operates at an acceptable level of service.

The traffic signal warrant analysis was performed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), which by statute, has been adopted in the State of Tennessee as a guide in determining the proper traffic control for the State's highway system. The traffic signal warrant analysis, which is based upon the traffic count, is the metric used to determine if a traffic signal should be installed. The signal analysis concluded that this location did not meet for warrants 1,2, or 3. These warrants require a minimum traffic volume be met for eight (8) hours for warrant 1, four (4) hours for warrant 2, or one (1) hour to be met for warrant 3. This location did not meet the crash warrant as it requires a minimum of five (5) correctible crashes within a single year. The MUTCD states that "vehicular delay and the frequency of some types of crashes are sometimes greater under traffic signal control than under stop sign control".

From the traffic study, the crash analysis, traffic count, and location, the Region One Traffic Office would not recommend the installation of a traffic signal, however will modify turn lane striping to provide better warning of the upcoming intersection. We appreciate your request to evaluate the intersection. If you have any further questions, please let me know.

Thank you,



**Andrew Padgett, P.E.** | Region 1 Traffic Engineer  
Region 1 Traffic Office  
Transportation Management Center, 2<sup>ND</sup> Floor  
7238 Region Lane  
Knoxville, TN 37914  
p. 865-594-2456  
[Andrew.Padgett@tn.gov](mailto:Andrew.Padgett@tn.gov)  
[tn.gov/tdot](http://tn.gov/tdot)

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**From:** [citymanager@norrlistn.gov](mailto:citymanager@norrlistn.gov) <[citymanager@norrlistn.gov](mailto:citymanager@norrlistn.gov)>  
**Sent:** Wednesday, February 22, 2023 3:30 PM  
**To:** Andrew Padgett <[Andrew.Padgett@tn.gov](mailto:Andrew.Padgett@tn.gov)>; Pamela M. Cobb <[Pamela.M.Cobb@tn.gov](mailto:Pamela.M.Cobb@tn.gov)>  
**Cc:** Kerry Hevel <[norrispublicworks@gmail.com](mailto:norrispublicworks@gmail.com)>; [assistantcitymanager@norrlistn.gov](mailto:assistantcitymanager@norrlistn.gov)  
**Subject:** [EXTERNAL] RE: Hwy 61/441 Lighting Project

Pamela/Andrew,

I am free on March 8<sup>th</sup> to make just about any time of day work.

Thank you,

*Charles Adam Ledford, City Manager  
City of Norris, Tennessee  
20 Chestnut Drive  
PO Box 1090  
Norris, Tennessee 37828  
865-494-7645 (o)  
865-494-7302 (f)*



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**From:** Pamela M. Cobb <[Pamela.M.Cobb@tn.gov](mailto:Pamela.M.Cobb@tn.gov)> **On Behalf Of** Andrew Padgett  
**Sent:** Wednesday, February 22, 2023 11:21 AM  
**To:** [citymanager@norrlistn.gov](mailto:citymanager@norrlistn.gov)  
**Cc:** Andrew Padgett <[Andrew.Padgett@tn.gov](mailto:Andrew.Padgett@tn.gov)>  
**Subject:** Hwy 61/441 Lighting Project

Mr. Ledford,

I hope that this email finds you well. Andy would like to set up a meeting for further discussion. I have listed some **current** availability, so please let me know what works for you and your team.

- Monday, March 6<sup>th</sup>
- Tuesday, March 7<sup>th</sup>
- Wednesday, March 8<sup>th</sup>

Thank you for your time.



**Pamela Cobb** | A.S.A. 2 for Andrew Padgett  
Region 1 Traffic Office  
Transportation Management Center, 2<sup>ND</sup> Floor  
7238 Region Lane, Knoxville, TN 37914  
p. 865-594-2456  
[Pamela.M.Cobb@tn.gov](mailto:Pamela.M.Cobb@tn.gov)  
[tn.gov/tdot](http://tn.gov/tdot)

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**From:** [citymanager@norristn.gov](mailto:citymanager@norristn.gov) <[citymanager@norristn.gov](mailto:citymanager@norristn.gov)>  
**Sent:** Wednesday, February 15, 2023 8:47 AM  
**To:** Andrew Padgett <[Andrew.Padgett@tn.gov](mailto:Andrew.Padgett@tn.gov)>  
**Subject:** [EXTERNAL] Hwy 61/441 Lighting Project

**\*\*\* This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. \*\*\***

Mr. Padgett,

I started here in Norris in late October of last year. When I arrived, I learned they were looking at how to improve the safety at the intersection of Highway 61 and US 441. As you can see from the picture below, the interconnection runs along Highway 61 over a short length without any supporting lights. It is unclear to me how far this concern/request had advanced as a discussion item with the State.



If you are not the correct person to bring this issue to, please direct me down the right path.

Thank you,

*Charles Adam Ledford, City Manager*  
*City of Norris, Tennessee*  
*20 Chestnut Drive*  
*PO Box 1090*  
*Norris, Tennessee 37828*  
*865-494-7645 (o)*  
*865-494-7302 (f)*



**Intersection Study  
State Route 61 at  
State Route 71, US 441  
Town of Norris  
Anderson County  
06/01/2023**

The Region One Traffic Office performed an intersection study, including a signal warrant analysis, at the intersection of State Route 61 with State Route 71, US 441 in Anderson County. This intersection is within the incorporated limits of the Town of Norris.

**Anderson County, State Route 61** LM 22.440

- 5 – 12’ Lanes with curb and gutter
- Rural Major Collector
- Rolling Terrain
- AADT – 22,825 (2022)
- 45 MPH Posted Speed

**Anderson County, State Route 71, US 441** LM 4.910

- 2 – 12’ lanes with 5’ paved shoulders
- Rural Major Collector
- Rolling Terrain
- AADT – 1,411 (2022)
- 40 MPH Posted Speed Limit

**Discussion of Crashes**

There were no reported crashes in a period from March 2, 2020 to March 2, 2023. A further review was conducted to observe a period from January 1, 2015 to March 2, 2023. This review found two (2) crashes, neither of which resulted in an injury. There was one (1) rear-end type crash and once single vehicle collision.

**Discussion of the Signal Warrant**

The traffic signal warrant analysis was performed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), which by statute, has been adopted in the State of Tennessee as a guide in determining the proper traffic control for the State’s highway system. The traffic signal warrant analysis, which is based upon the traffic count, is the metric used to determine if a traffic signal should be installed. The signal analysis concluded that this location did not meet for warrants 1,2, or 3. These warrants require a minimum traffic volume be met for eight (8) hours for warrant 1, four (4) hours for warrant 2, or one (1) hour to be met for warrant 3. This location did not meet the crash warrant as it requires a minimum of five (5) correctible crashes within a single year. The MUTCD states that “vehicular delay and the frequency of some types of crashes are sometimes greater under traffic signal control than under stop sign control”.

**Conclusion**

Based on the crash analysis, traffic count, and location, the Region One Traffic Office would not recommend the installation of a traffic signal but will modify turn lane striping to provide better warning of the upcoming intersection.



CRASH SUMMARY REPORT

# Anderson SR-61 @ SR-71 (Unsignalized)

Created on March 8, 2023

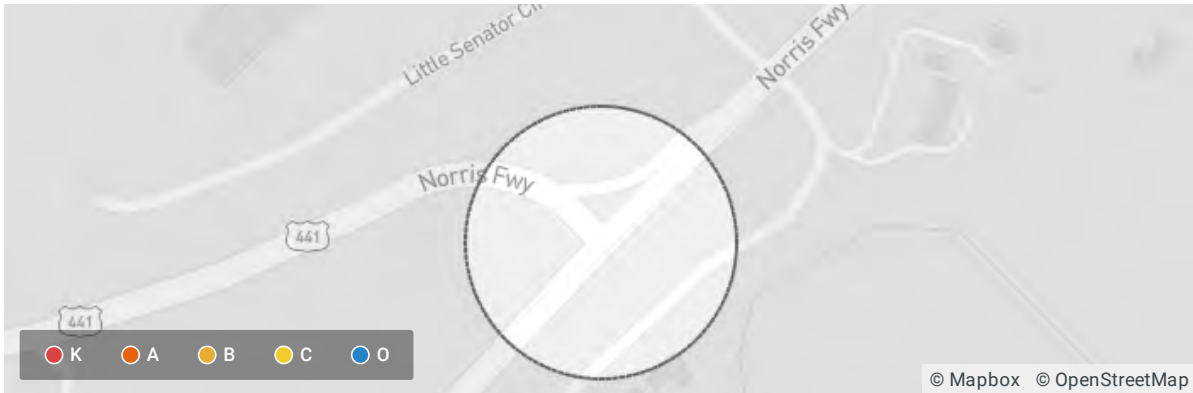
Created by Nicholas Barnard

Data extents: March 2, 2020 to March 2, 2023



## Applied Filters

Shape: Circle 250 ft



Total Crashes	0	Fatal Crashes	0
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<b>Summary</b>	Crash
+ 6 more	0
<b>Type of Crash</b>	Crash
+ 5 more	0
<b>Date of Crash (Year)</b>	Crash
+ 10 more	0
<b>Manner of First Collision</b>	Crash
+ 10 more	0
<b>First Harmful Event</b>	Crash
+ 64 more	0
<b>Crash Location</b>	Crash
+ 7 more	0
<b>Light Conditions</b>	Crash
+ 8 more	0
<b>Weather Conditions</b>	Crash
+ 12 more	0

CRASH SUMMARY REPORT

# Anderson SR-61 @ SR-71 (Unsignalized) 2015-2023YTD



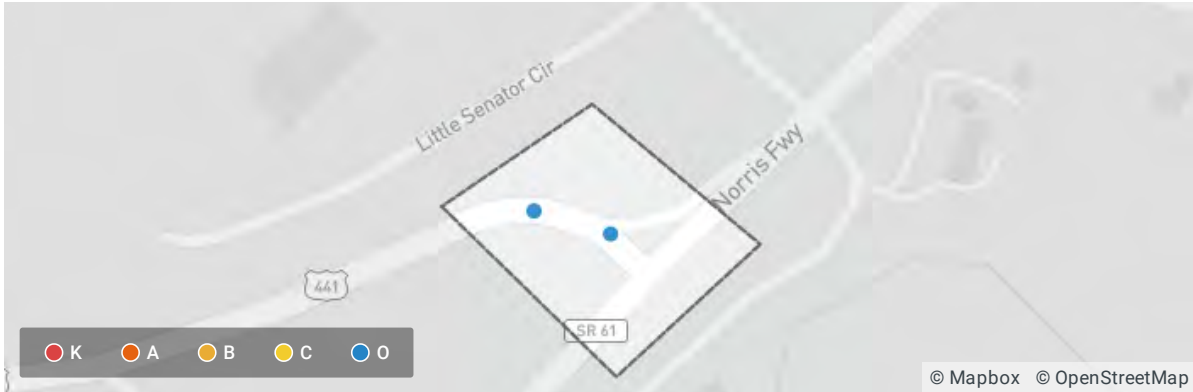
Created on March 8, 2023

Created by Nicholas Barnard

Data extents: January 1, 2015 to March 2, 2023

## Applied Filters

Shape: Polygon



Total Crashes	2	Fatal Crashes	0
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Summary	Crash	
Total Crashes	2	100.00%
+ 5 more	0	0%

Type of Crash	Crash	
(O) Property-Damage Only	2	100.00%
+ 4 more	0	0%

Date of Crash (Year)	Crash	
2019	1	50.00%
2016	1	50.00%
+ 8 more	0	0%

Manner of First Collision	Crash	
No Collision W/ Vehicle	1	50.00%
Rear-End	1	50.00%
+ 8 more	0	0%

First Harmful Event	Crash	
Highway Traffic Sign Post	1	50.00%
Vehicle in Transport	1	50.00%
+ 62 more	0	0%



Norris City Council Meeting  
6/12/2023

Crash Location		Crash
Along Roadway	2	100.00%
+ 6 more	0	0%
<b>Light Conditions</b>		
Dark-Not Lighted	2	100.00%
+ 7 more	0	0%
<b>Weather Conditions</b>		
Clear	1	50.00%
Rain	1	50.00%
+ 10 more	0	0%

**TENNESSEE DEPARTMENT OF TRANSPORTATION**  
Region One Traffic Office

SR-61 @ SR-71, US 441  
Major Rd: SR-61  
Minor Rd: SR-71, US 441  
Counted by: TW

File Name : Traffic Count  
Site Code :  
Start Date : 4/26/2023  
Page No : 1

Groups Printed- Cars +

Start Time	State Route 71 Southbound					State Route 61 Westbound					Northbound					State Route 61 Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
07:00 AM	14	0	5	0	19	0	151	3	0	154	0	0	0	0	0	2	86	0	0	88	261
07:15 AM	12	0	1	0	13	0	234	5	0	239	0	0	0	0	0	7	110	0	0	117	369
07:30 AM	10	0	5	0	15	0	250	9	0	259	0	0	0	0	0	5	166	0	0	171	445
07:45 AM	8	0	6	0	14	0	278	7	0	285	0	0	0	0	0	6	120	0	0	126	425
Total	44	0	17	0	61	0	913	24	0	937	0	0	0	0	0	20	482	0	0	502	1500
08:00 AM	3	0	1	0	4	0	182	7	0	189	0	0	0	0	0	5	115	0	0	120	313
08:15 AM	3	0	3	0	6	0	146	7	0	153	0	0	0	0	0	4	79	0	0	83	242
08:30 AM	3	0	3	0	6	0	115	5	0	120	0	0	0	0	0	8	101	0	0	109	235
08:45 AM	3	0	4	0	7	0	135	4	0	139	0	0	0	0	0	7	75	0	0	82	228
Total	12	0	11	0	23	0	578	23	0	601	0	0	0	0	0	24	370	0	0	394	1018
11:00 AM	8	0	5	0	13	0	102	8	0	110	0	0	0	0	0	4	96	0	0	100	223
11:15 AM	7	0	4	0	11	0	88	7	0	95	0	0	0	0	0	6	72	0	0	78	184
11:30 AM	2	0	6	0	8	0	106	15	0	121	0	0	0	0	0	4	104	0	0	108	237
11:45 AM	4	0	5	0	9	0	116	7	0	123	0	0	0	0	0	11	133	0	0	144	276
Total	21	0	20	0	41	0	412	37	0	449	0	0	0	0	0	25	405	0	0	430	920
12:00 PM	3	0	2	0	5	0	125	6	0	131	0	0	0	0	0	9	114	0	0	123	259
12:15 PM	3	0	5	0	8	0	113	9	0	122	0	0	0	0	0	7	130	0	0	137	267
12:30 PM	6	0	2	0	8	0	124	11	0	135	0	0	0	0	0	3	129	0	0	132	275
12:45 PM	6	0	6	0	12	0	119	4	0	123	0	0	0	0	0	2	130	0	0	132	267
Total	18	0	15	0	33	0	481	30	0	511	0	0	0	0	0	21	503	0	0	524	1068
02:00 PM	9	0	13	0	22	0	148	9	0	157	0	0	0	0	0	3	125	0	0	128	307
02:15 PM	9	0	7	0	16	0	115	5	0	120	0	0	0	0	0	9	150	0	0	159	295
02:30 PM	6	0	2	0	8	0	130	6	0	136	0	0	0	0	0	7	173	0	0	180	324
02:45 PM	6	0	7	0	13	0	124	8	0	132	0	0	0	0	0	4	149	0	0	153	298
Total	30	0	29	0	59	0	517	28	0	545	0	0	0	0	0	23	597	0	0	620	1224
03:00 PM	6	0	3	0	9	0	140	14	0	154	0	0	0	0	0	7	134	0	0	141	304
03:15 PM	1	0	5	0	6	0	132	5	0	137	0	0	0	0	0	11	126	0	0	137	280
03:30 PM	4	0	2	0	6	0	141	4	0	145	0	0	0	0	0	7	163	0	0	170	321
03:45 PM	7	0	1	0	8	0	142	9	0	151	0	0	0	0	0	6	155	0	0	161	320
Total	18	0	11	0	29	0	555	32	0	587	0	0	0	0	0	31	578	0	0	609	1225
04:00 PM	4	0	8	0	12	0	134	10	0	144	0	0	0	0	0	8	167	0	0	175	331
04:15 PM	12	1	9	0	22	0	122	12	0	134	0	0	0	0	0	13	173	0	0	186	342
04:30 PM	9	0	8	0	17	0	125	14	0	139	0	0	0	0	0	19	172	0	0	191	347
04:45 PM	6	0	7	0	13	0	150	10	0	160	0	0	0	0	0	3	189	0	0	192	365
Total	31	1	32	0	64	0	531	46	0	577	0	0	0	0	0	43	701	0	0	744	1385
05:00 PM	8	0	9	0	17	0	140	15	0	155	0	0	0	0	0	15	191	0	0	206	378
05:15 PM	8	1	5	0	14	0	125	10	0	135	0	0	0	0	0	12	183	0	0	195	344
05:30 PM	6	0	8	0	14	0	120	9	0	129	0	0	0	0	0	11	190	0	0	201	344
05:45 PM	12	0	7	0	19	0	97	12	0	109	0	0	0	0	0	12	166	0	0	178	306
Total	34	1	29	0	64	0	482	46	0	528	0	0	0	0	0	50	730	0	0	780	1372
Grand Total	208	2	164	0	374	0	4469	266	0	4735	0	0	0	0	0	237	4366	0	0	4603	9712
Apprch %	55.6	0.5	43.9	0		0	94.4	5.6	0		0	0	0	0		5.1	94.9	0	0		
Total %	2.1	0	1.7	0	3.9	0	46	2.7	0	48.8	0	0	0	0	0	2.4	45	0	0	47.4	

Norris City Council Meeting  
6/12/2023

Start Time	State Route 71 Southbound					State Route 61 Westbound					Northbound					State Route 61 Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:15 AM																					
07:15 AM	12	0	1	0	13	0	234	5	0	239	0	0	0	0	0	7	110	0	0	117	369
07:30 AM	10	0	5	0	15	0	250	9	0	259	0	0	0	0	0	5	166	0	0	171	445
07:45 AM	8	0	6	0	14	0	278	7	0	285	0	0	0	0	0	6	120	0	0	126	425
08:00 AM	3	0	1	0	4	0	182	7	0	189	0	0	0	0	0	5	115	0	0	120	313
Total Volume	33	0	13	0	46	0	944	28	0	972	0	0	0	0	0	23	511	0	0	534	1552
% App. Total	71.	0	28.	0		0	97.	1	2.9	0	0	0	0	0	0	4.3	95.	7	0	0	
PHF	.68	.00	.54	.00	.767	.00	.84	.77	.00	.853	.00	.00	.00	.00	.000	.82	.77	.00	.00	.781	.872
	8	0	2	0		0	9	8	0		0	0	0	0		1	0	0	0		

Peak Hour Analysis From 10:00 AM to 01:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 11:45 AM																					
11:45 AM	4	0	5	0	9	0	116	7	0	123	0	0	0	0	0	11	133	0	0	144	276
12:00 PM	3	0	2	0	5	0	125	6	0	131	0	0	0	0	0	9	114	0	0	123	259
12:15 PM	3	0	5	0	8	0	113	9	0	122	0	0	0	0	0	7	130	0	0	137	267
12:30 PM	6	0	2	0	8	0	124	11	0	135	0	0	0	0	0	3	129	0	0	132	275
Total Volume	16	0	14	0	30	0	478	33	0	511	0	0	0	0	0	30	506	0	0	536	1077
% App. Total	53.	0	46.	0		0	93.	5	6.5	0	0	0	0	0	0	5.6	94.	4	0	0	
PHF	.66	.00	.70	.00	.833	.00	.95	.75	.00	.946	.00	.00	.00	.00	.000	.68	.95	.00	.00	.931	.976
	7	0	0	0		0	6	0	0		0	0	0	0		2	1	0	0		

Peak Hour Analysis From 02:00 PM to 06:00 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:30 PM																					
04:30 PM	9	0	8	0	17	0	125	14	0	139	0	0	0	0	0	19	172	0	0	191	347
04:45 PM	6	0	7	0	13	0	150	10	0	160	0	0	0	0	0	3	189	0	0	192	365
05:00 PM	8	0	9	0	17	0	140	15	0	155	0	0	0	0	0	15	191	0	0	206	378
05:15 PM	8	1	5	0	14	0	125	10	0	135	0	0	0	0	0	12	183	0	0	195	344
Total Volume	31	1	29	0	61	0	540	49	0	589	0	0	0	0	0	49	735	0	0	784	1434
% App. Total	50.	1.6	47.	0		0	91.	7	8.3	0	0	0	0	0	0	6.2	93.	8	0	0	
PHF	.86	.25	.80	.00	.897	.00	.90	.81	.00	.920	.00	.00	.00	.00	.000	.64	.96	.00	.00	.951	.948
	1	0	6	0		0	0	7	0		0	0	0	0		5	2	0	0		

TRAFFIC SIGNAL WARRANT ANALYSIS - VOLUME WARRANTS

Intersection of State Route 61 and State Route 71, US-441  
Date of Count: 4/26/2023 Wednesday  
Day of Week of Count: Wednesday

City or County: Anderson State: TN

Are warranting volumes to be adjusted for built up area or speeds greater than 40 mph? **Yes**  
Adjustment factor for day of week and month of year of count: 1.00  
Number of Lanes: 2

Major Street Warrant 2: 1.00  
Minor Street Warrant 3: 1.00

Time	Major Street		Minor Street	
	Actual Volume	Adjusted Total Volume	Actual Volume	Adjusted Total Volume
Beginning	App #1	App #2	Total	Volume
6:00 am	937	502	1439	1439
7:00	601	394	995	995
8:00				
9:00 am				
10:00				
11:00	449	430	879	879
12:00 noon	511	524	1035	1035
1:00				
2:00	545	620	1165	1165
3:00 pm	587	609	1196	1196
4:00	577	744	1321	1321
5:00	528	780	1308	1308
6:00 pm				
7:00				
8:00				

Warrant 1A Min Vehicular Volume	
Percent of Warrant	
Major	Minor
0	0
343	58
237	22
0	0
0	0
209	39
246	31
0	0
285	28
315	61
311	61
0	0
0	0
0	0
0	0

Warrant 1B Inter of Cont Traffic	
Percent of Warrant	
Major	Minor
0	0
228	115
158	43
0	0
0	0
140	77
164	62
0	0
190	55
210	121
208	121
0	0
0	0
0	0
0	0

Warrant 1C 80% of Warrant 1A	
Percent of Warrant	
Major	Minor
0	0
428	73
296	27
0	0
0	0
262	49
308	39
0	0
356	35
393	76
389	76
0	0
0	0
0	0
0	0

Warrant 1D 80% of Warrant 1B	
Percent of Warrant	
Major	Minor
0	0
286	144
197	54
0	0
0	0
174	97
205	78
0	0
237	68
262	151
260	151
0	0
0	0
0	0
0	0

Warrant 2 Four Hour Volume	
Warrant - Percent of Warrant	
Volume	Percent of Warrant
0	0
60	102
60	38
0	0
0	0
70	59
60	55
0	0
60	48
60	107
60	107
0	0
0	0
0	0
0	0

Warrant 3 Peak Hour Volume	
Warrant - Percent of Warrant	
Volume	Percent of Warrant
0	0
80	76
120	19
0	0
0	0
140	29
110	30
0	0
80	36
80	80
80	80
0	0
0	0
0	0
0	0

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
420	No
105	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
630	No
53	No
4	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
336	No
84	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
504	No
42.4	No
4	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
60	No
48	No
3	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

Warranting Volumes	
Total Hours Meeting Warrant =	Warrant Met
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No
0	No

--- No adjustment made.  
--- Where more than one minor approach exists use the higher approach volume  
--- Number of hours shown is the minimum meeting the MUTCD requirements. Additional hours outside of the count period may meet the MUTCD specified volume levels.

Warrant 1 Met **No**

Warrant 1C Met **No**

Warrant 1D Met **No**

Warrant 2 Met **No**

Warrant 3 Met **No**

Comments: (include any information which may be useful to the reviewer)

Major: State Route 61 (All Traffic)  
Minor: State Route 71, US 441 (All Traffic)

Warrant 1 Met **No**

Warrant 1C Met **No**

Warrant 1D Met **No**

Warrant 2 Met **No**

Warrant 3 Met **No**

Analysis Prepared by: Name: Nicholas Barnard, E.I.  
Organization: TDOT R1 Traffic Engineering  
Date: 06/01/23  
Time: 14:36  
Developed by: T. Darcy Sullivan, P.E.  
Distributed by: SITE, Incorporated  
Updated by: Andrew Padgett, EI  
2/11/2008  
VC/R4

## SIGHT DISTANCE WORKSHEET

ROUTE SR-61  
COUNTY Anderson

DATE 5/10/2023  
LOG MILE 22.437

LOCATION SR-61 @ SR-71 North

ROADWAY DESCRIPTION \_\_\_\_\_ POSTED SPEED 45  
NO. LANES 5 PAVEMENT WIDTH 60

MEASURED SIGHT DISTANCE		
Street Name	EBL/NBL	WBL/SBL
SR-71 North	701	2100

Sight pole set back 14.5 feet from EOP



**NOTES:**

Greater sight distance may be available west bound  
Fix TWLTL striping

SR-71 North to SR-61 East



SR-71 North to SR-61 West





**ORDINANCE 646**

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 2, DOGS AND CATS, BY ADDING LANGUAGE TO REGULATE THE DISPOSAL OF ANIMAL WASTE AND INTRODUCE A TRIAL PERIOD FOR ADOPTING PETS**

**WHEREAS**, the City Council of Norris, Tennessee has established an Animal Commission, and

**WHEREAS**, when not properly disposed of, animal solid waste poses a threat to the health and safety of the individuals in the City of Norris, and

**WHEREAS**, the Animal Commission has recommended that action be taken to address issues of animal solid waste within the city, and

**WHEREAS**, the City Council of Norris, Tennessee is empowered to make changes to City Code per Article IV and Article V of the City Charter.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS FOLLOWS:**

**SECTION 1.** That section 10-216 of the Norris Municipal Code be deleted in its entirety and replaced with the following:

**10-216. Adoptions.** (1) Adoption of animals shall take place on a first come, first serve basis. No animal may be held without formal adoption in place.

(2) The city assumes no liability or financial responsibility for vetting or ownership costs after an adoption is finalized and no guarantees shall be made as to the health or history of the animal. Exceptions may be made on a case-by-case basis and only with approval by the Public Works Director or City Manager.

(3) Animals adopted from the Norris Animal Shelter may be returned to the Norris Animal Shelter for no reimbursement within three (3) weeks of the date of adoption.

**SECTION 3.** That the Norris Municipal Code Title 10, Chapter 2, Dogs and Cats, be amended by adding section 10-221 as follows:

**10-221. Removal of animal waste required.** The owner of every animal shall be responsible for the removal of any excreta deposited by his animal(s) on public walks, recreation areas, public parks, or private property not belonging to the owner/custodian of such animal.

(1) Nothing in this section shall be construed to apply to horse solid waste in the W1 -

Watershed District as defined by the City of Norris Zoning Ordinance.

(2) Violators will be subject to a \$50 fine for each violation.

**SECTION 3.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 4.** That this ordinance shall take effect from and after its final passage, the public welfare requiring it.

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

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

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

\_\_\_\_\_  
Chris Mitchell, Mayor

Attest:

\_\_\_\_\_  
City Manager





**ORDINANCE NUMBER 649**

**An Ordinance of the City of Norris, Tennessee, Amending Title 1, Chapter 1, City Council, by Changing the Time of Regular Meetings**

WHEREAS, Article V: Legislative Powers, Section 2, Council Meetings, establishes the second Monday of each and every month, or at such times the city council shall set by ordinance; and

WHEREAS, Title 1: General Administration, Chapter 1, City Council, establishes the time and date for regular meetings; and

WHEREAS, The City Council of the City of Norris wishes to alter the current time and dates;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS FOLLOWS:**

**SECTION 1:** Ordinance 1-101, Meetings, is hereby amended with the follow:

**1-101. Meetings.**

The regular meeting dates of the city council shall be the second and fourth Mondays of each calendar month at 6:00 P.M. (1972 Code, Section 1-101)

**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



### Resolution 3-2023

## A Resolution Approving an Agreement Between the City of Norris/Norris Water Commission and Exempt Employees

**WHEREAS**, the Council of the City of Norris desires to enter into employment agreements with current exempt employees; and

**WHEREAS**, it is the desire of the Council of the City of Norris that current exempt employees continue to serve in their respective positions.

**NOW, THEREFORE** in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into agreements with exempt employees, attached hereto, and the Mayor is hereby authorized to execute said agreements on behalf of the City.

**BE IT FURTHER RESOLVED**, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on June 12, 2023.

---

Mayor

---

City Recorder

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Norris, State of Tennessee, a municipal corporation, (hereinafter called the "City"), as party of the first part, and \_\_\_\_\_, (hereinafter called "Employee"), as a part of the second part.

### WITNESSETH:

**WHEREAS**, the City desires to continue to employ the service of said as \_\_\_\_\_ of the City of Norris; and,

**WHEREAS**, it is the desire of the City Council to continue to provide certain benefits, establish/maintain certain conditions of employment, and to set working conditions of said Employee; and,

**WHEREAS**, it is the desires of the City Council to (1) continue to retain the services of the Employee and to provide inducement for them to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating Employee's service at such time as he may be unable to fully discharge his duties due to disability or when the City may desire to otherwise terminate his employment; and,

**WHEREAS**, Employee desires to continue employment as \_\_\_\_\_ of said City.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### Section 1. Term

The City agrees to continue to employ Employee for three (3) years pursuant to the terms of this Employment Agreement, and the Employee agrees to be so employed, commencing as of July 1, 2023 (hereinafter called the "Effective Date"). Employee's employment hereunder shall be "at will" and may be terminated by either the City or Employee at any time in accordance with Section 7 and the terms of this Employment Agreement. The period of time between the Effective Date and the termination of Employee's employment herein shall be referred to as the "Employment Term".

#### Section 2. Duties and Authority

The City agrees to continue to employ Employee as Public Works Director to perform the functions and duties specified in the Public Works Director Job Description and to perform other legally permissible and proper duties and functions as the City Manager may from time-to-time assign. It is recognized the Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, and must devote time outside of normal office hours to the business of the City. The Employee acknowledges the proper performance of the duties of the Public Works Director of Norris will require the Employee to generally observe normal business hours. The Employee agrees to maintain any and all continuing education, licenses, certifications, or any other professional standards necessary for the full and proper performance of the City's duties. The Employee agrees to devote such additional time as is necessary for the full and proper performance of the City's duties and that the compensation herein provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted the Employee, such as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City. During the term of employment, the Employee will devote all of his professional time, attention, skill, and efforts to the performance of his duties for the City, although Employee is allowed to manage his passive personal

investments so long as the activities in the aggregate do not materially interfere or conflict with Employee's duties hereunder or result in a business or fiduciary conflict, as determined in the sole discretion of the City.

### Section 3. Compensation

The City agrees to pay Employee an annual base salary of Fifty-one Thousand Dollars, ninety (\$51,090), payable in installments at the same time that the other employees of the City are paid ("Base Salary"). This Employment Agreement shall be automatically amended to reflect any salary adjustments that are provided by the City, and due consideration shall be given on an annual basis to increase the Employee's compensation in the sole discretion of the City. The employee is additionally provided any and all bonuses and incentives approved in the terms of the City of Norris and Norris Water Commission Personnel Policy.

### Section 4. Health, Disability, Retirement, Life Insurance, and Other Benefits

The City agrees to continue to provide, and the Employee shall be entitled to continue to participate in any employee benefit plan that the City has adopted or may adopt, maintain, or contribute to for the benefit of its employees generally and at the same level of benefits provided to other employees of the City, including those for health (activation consistent with the term of the City of Norris & Norris Water Commission Personnel Policy), retirement (match up to 3%), disability, life insurance, and any other benefits provided to other employees, subject to the applicable eligibility requirements and further subject to any subsequent modifications (including terminations) as enacted by the City with respect to such plans or benefits from time-to-time. No terms of this agreement shall be implied or interpreted to reset/replace existing benefits or terms of service.

### Section 5. Annual and Sick Leave

Beginning with the Employee's first day of employment, the Employee shall accrue sick and annual leave on an annual basis at the same rate provided to other employees and in accordance with any policies and plans adopted or modified by the City.

### Section 6. Termination of Employment

For the purposes of this Employment Agreement, Employee's employment and Employment Agreement shall terminate in a matter consistent with the term of the City of Norris & Norris Water Commission Personnel Policy unless the termination by the employer is determined to be without cause. In cases of termination without cause, the employee will be granted a severance equal to twelve (12) weeks of base compensation.

### Section 7. Performance Evaluations

Annually, within sixty (60) days of the anniversary of this employment agreement, the City shall review the performance of the Employee subject to a process, form, criteria, and format for the evaluation mutually agreed upon by the City and the Employee. Nothing in this section shall be construed as limiting the City's authority to conduct an evaluation of the Employee's performance at any time deemed appropriate by the City Manager.

### Section 8. Residency Requirement

Employee is not required to live within the corporate boundaries of the City of Norris, but must maintain a reasonable response time consistent with the responsibilities of the position.

Section 9. Professional Associations and Conferences

The City agrees to pay the cost of the Employee’s membership in associations deemed in the City’s interest and approved by the City Manager.

Section 10. Amendments

This Employment Agreement may be amended by the mutual consent of the City and the Employee.

Section 11. Effective Date and Severability

This Employment Agreement shall become effective on July 1, 2023 or as soon thereafter as both the City and Employee sign the Employee Agreement. The invalidity or partial invalidity of any portion of this Employee Agreement will not affect the validity of any other provision. In the event that any provision of this Employee Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and affect as if they have been executed by both subsequent to the expungement or judicial modification of the invalid provision.

Section 12. Governing Law

This Employment Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Tennessee, without regard to its conflict of laws principles.

Section 13. Headings

The section and other headings contained in this Employment Agreement are for reference purposes only and shall not in any way affect the meaning and interpretation of this Employment Agreement.

Section 14. Binding Nature

This Employment Agreement shall be binding and inure to the benefits of the heirs, legal representatives, successors, and assigns of the parties hereto. It may not be amended orally, but only by agreement in writing signed by all parties hereto.

Section 16. Entire Agreement.

This Employment Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements, arrangements, and understandings with respect hereto. No representation, promise, inducement, statement, or intention has been made by the parties hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not so set forth herein.

**IN WITNESS WHEREOF**, the City of Norris has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Manager and the Employee has signed and executed this agreement, in duplicate, the day and year first above written.

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Employee

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Norris, State of Tennessee, a municipal corporation, (hereinafter called the "City"), as party of the first part, and \_\_\_\_\_, (hereinafter called "Employee"), as a part of the second part.

### WITNESSETH:

**WHEREAS**, the City desires to continue to employ the service of said as \_\_\_\_\_ of the City of Norris; and,

**WHEREAS**, it is the desire of the City Council to continue to provide certain benefits, establish/maintain certain conditions of employment, and to set working conditions of said Employee; and,

**WHEREAS**, it is the desires of the City Council to (1) continue to retain the services of the Employee and to provide inducement for them to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating Employee's service at such time as he may be unable to fully discharge his duties due to disability or when the City may desire to otherwise terminate his employment; and,

**WHEREAS**, Employee desires to continue employment as \_\_\_\_\_ of said City.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### Section 1. Term

The City agrees to continue to employ Employee for three (3) years pursuant to the terms of this Employment Agreement, and the Employee agrees to be so employed, commencing as of July 1, 2023 (hereinafter called the "Effective Date"). Employee's employment hereunder shall be "at will" and may be terminated by either the City or Employee at any time in accordance with Section 7 and the terms of this Employment Agreement. The period of time between the Effective Date and the termination of Employee's employment herein shall be referred to as the "Employment Term".

#### Section 2. Duties and Authority

The City agrees to continue to employ Employee as City Recorder to perform the functions and duties specified in the City Recorder Job Description and to perform other legally permissible and proper duties and functions as the City Manager may from time-to-time assign. It is recognized the Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, and must devote time outside of normal office hours to the business of the City. The Employee acknowledges the proper performance of the duties of the City Recorder of Norris will require the Employee to generally observe normal business hours. The Employee agrees to maintain any and all continuing education, licenses, certifications, or any other professional standards necessary for the full and proper performance of the City's duties. The Employee agrees to devote such additional time as is necessary for the full and proper performance of the City's duties and that the compensation herein provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted the Employee, such as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City. During the term of employment, the Employee will devote all of his professional time, attention, skill, and efforts to the performance of his duties for the City, although Employee is allowed to manage his passive personal investments so long as the activities in the aggregate do not materially interfere or conflict with

Employee's duties hereunder or result in a business or fiduciary conflict, as determined in the sole discretion of the City.

### Section 3. Compensation

The City agrees to pay Employee an annual base salary of Fifty-nine Thousand, seven hundred and eighty-nine (\$59,789), payable in installments at the same time that the other employees of the City are paid ("Base Salary"). This Employment Agreement shall be automatically amended to reflect any salary adjustments that are provided by the City, and due consideration shall be given on an annual basis to increase the Employee's compensation in the sole discretion of the City. The employee is additionally provided any and all bonuses and incentives approved in the terms of the City of Norris and Norris Water Commission Personnel Policy.

### Section 4. Health, Disability, Retirement, Life Insurance, and Other Benefits

The City agrees to continue to provide, and the Employee shall be entitled to continue to participate in any employee benefit plan that the City has adopted or may adopt, maintain, or contribute to for the benefit of its employees generally and at the same level of benefits provided to other employees of the City, including those for health (activation consistent with the term of the City of Norris & Norris Water Commission Personnel Policy), retirement (match up to 3%), disability, life insurance, and any other benefits provided to other employees, subject to the applicable eligibility requirements and further subject to any subsequent modifications (including terminations) as enacted by the City with respect to such plans or benefits from time-to-time. No terms of this agreement shall be implied or interpreted to reset/replace existing benefits or terms of service.

### Section 5. Annual and Sick Leave

Beginning with the Employee's first day of employment, the Employee shall accrue sick and annual leave on an annual basis at the same rate provided to other employees and in accordance with any policies and plans adopted or modified by the City.

### Section 6. Termination of Employment

For the purposes of this Employment Agreement, Employee's employment and Employment Agreement shall terminate in a matter consistent with the terms of the City of Norris & Norris Water Commission Personnel Policy unless the termination by the employer is determined to be without cause. In cases of termination without cause, the employee will be granted a severance equal to twelve (12) weeks of base compensation.

### Section 7. Performance Evaluations

Annually, within sixty (60) days of the anniversary of this employment agreement, the City shall review the performance of the Employee subject to a process, form, criteria, and format for the evaluation mutually agreed upon by the City and the Employee. Nothing in this section shall be construed as limiting the City's authority to conduct an evaluation of the Employee's performance at any time deemed appropriate by the City Manager.

### Section 8. Residency Requirement

Employee is not required to live within the corporate boundaries of the City of Norris, but must maintain a reasonable response time consistent with the responsibilities of the position.

### Section 9. Professional Associations and Conferences

The City agrees to pay the cost of the Employee's membership in associations deemed in the City's interest and approved by the City Manager.

Section 10. Amendments

This Employment Agreement may be amended by the mutual consent of the City and the Employee.

Section 11. Effective Date and Severability

This Employment Agreement shall become effective on July 1, 2023 or as soon thereafter as both the City and Employee sign the Employee Agreement. The invalidity or partial invalidity of any portion of this Employee Agreement will not affect the validity of any other provision. In the event that any provision of this Employee Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and affect as if they have been executed by both subsequent to the expungement or judicial modification of the invalid provision.

Section 12. Governing Law

This Employment Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Tennessee, without regard to its conflict of laws principles.

Section 13. Headings

The section and other headings contained in this Employment Agreement are for reference purposes only and shall not in any way affect the meaning and interpretation of this Employment Agreement.

Section 14. Binding Nature

This Employment Agreement shall be binding and inure to the benefits of the heirs, legal representatives, successors, and assigns of the parties hereto. It may not be amended orally, but only by agreement in writing signed by all parties hereto.

Section 16. Entire Agreement.

This Employment Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements, arrangements, and understandings with respect hereto. No representation, promise, inducement, statement, or intention has been made by the parties hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not so set forth herein.

**IN WITNESS WHEREOF**, the City of Norris has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Manager and the Employee has signed and executed this agreement, in duplicate, the day and year first above written.

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Employee



**EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Norris, State of Tennessee, a municipal corporation, (hereinafter called the "City"), as party of the first part, and \_\_\_\_\_, (hereinafter called "Employee"), as a part of the second part.

**WITNESSETH:**

**WHEREAS**, the City desires to continue to employ the service of said as \_\_\_\_\_ of the City of Norris; and,

**WHEREAS**, it is the desire of the City Council to continue to provide certain benefits, establish/maintain certain conditions of employment, and to set working conditions of said Employee; and,

**WHEREAS**, it is the desires of the City Council to (1) continue to retain the services of the Employee and to provide inducement for them to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating Employee's service at such time as he may be unable to fully discharge his duties due to disability or when the City may desire to otherwise terminate his employment; and,

**WHEREAS**, Employee desires to continue employment as \_\_\_\_\_ of said City.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Term

The City agrees to continue to employ Employee for three (3) years pursuant to the terms of this Employment Agreement, and the Employee agrees to be so employed, commencing as of July 1, 2023 (hereinafter called the "Effective Date"). Employee's employment hereunder shall be "at will" and may be terminated by either the City or Employee at any time in accordance with Section 7 and the terms of this Employment Agreement. The period of time between the Effective Date and the termination of Employee's employment herein shall be referred to as the "Employment Term".

Section 2. Duties and Authority

The City agrees to continue to employ Employee as Police Chief to perform the functions and duties specified in the Police Chief Job Description and to perform other legally permissible and proper duties and functions as the City Manager may from time-to-time assign. It is recognized the Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, and must devote time outside of normal office hours to the business of the City. The Employee acknowledges the proper performance of the duties of the Police Chief of Norris will require the Employee to generally observe normal business hours. The Employee agrees to maintain any and all continuing education, licenses, certifications, or any other professional standards necessary for the full and proper performance of the City's duties. The Employee agrees to devote such additional time as is necessary for the full and proper performance of the City's duties and that the compensation herein provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted the Employee, such as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City. During the term of employment, the Employee will devote all of his professional time, attention, skill, and efforts to the

performance of his duties for the City, although Employee is allowed to manage his passive personal investments so long as the activities in the aggregate do not materially interfere or conflict with Employee's duties hereunder or result in a business or fiduciary conflict, as determined in the sole discretion of the City.

### Section 3. Compensation

The City agrees to pay Employee an annual base salary of Fifty-three Thousand Dollars (\$53,000), payable in installments at the same time that the other employees of the City are paid ("Base Salary"). This Employment Agreement shall be automatically amended to reflect any salary adjustments that are provided by the City, and due consideration shall be given on an annual basis to increase the Employee's compensation in the sole discretion of the City. The employee is additionally provided any and all bonuses and incentives approved in the terms of the City of Norris and Norris Water Commission Personnel Policy.

### Section 4. Health, Disability, Retirement, Life Insurance, and Other Benefits

The City agrees to continue to provide, and the Employee shall be entitled to continue to participate in any employee benefit plan that the City has adopted or may adopt, maintain, or contribute to for the benefit of its employees generally and at the same level of benefits provided to other employees of the City, including those for health (activation consistent with the term of the City of Norris & Norris Water Commission Personnel Policy), retirement (match up to 3%), disability, life insurance, and any other benefits provided to other employees, subject to the applicable eligibility requirements and further subject to any subsequent modifications (including terminations) as enacted by the City with respect to such plans or benefits from time-to-time. No terms of this agreement shall be implied or interpreted to reset/replace existing benefits or terms of service.

### Section 5. Annual and Sick Leave

Beginning with the Employee's first day of employment, the Employee shall accrue sick and annual leave on an annual basis at the same rate provided to other employees and in accordance with any policies and plans adopted or modified by the City.

### Section 6. Termination of Employment

For the purposes of this Employment Agreement, Employee's employment and Employment Agreement shall terminate in a matter consistent with the term of the City of Norris & Norris Water Commission Personnel Policy unless the termination by the employer is determined to be without cause. In cases of termination without cause, the employee will be granted a severance equal to twelve (12) weeks of base compensation.

### Section 7. Performance Evaluations

Annually, within sixty (60) days of the anniversary of this employment agreement, the City shall review the performance of the Employee subject to a process, form, criteria, and format for the evaluation mutually agreed upon by the City and the Employee. Nothing in this section shall be construed as limiting the City's authority to conduct an evaluation of the Employee's performance at any time deemed appropriate by the City Manager.

### Section 8. Residency Requirement

Employee is not required to live within the corporate boundaries of the City of Norris, but must maintain a reasonable response time consistent with the responsibilities of the position.

Section 9. Professional Associations and Conferences

The City agrees to pay the cost of the Employee’s membership in associations deemed in the City’s interest and approved by the City Manager.

Section 10. Amendments

This Employment Agreement may be amended by the mutual consent of the City and the Employee.

Section 11. Effective Date and Severability

This Employment Agreement shall become effective on July 1, 2023 or as soon thereafter as both the City and Employee sign the Employee Agreement. The invalidity or partial invalidity of any portion of this Employee Agreement will not affect the validity of any other provision. In the event that any provision of this Employee Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and affect as if they have been executed by both subsequent to the expungement or judicial modification of the invalid provision.

Section 12. Governing Law

This Employment Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Tennessee, without regard to its conflict of laws principles.

Section 13. Headings

The section and other headings contained in this Employment Agreement are for refence purposes only and shall not in any way affect the meaning and interpretation of this Employment Agreement.

Section 14. Binding Nature

This Employment Agreement shall be binding and inure to the benefits of the heirs, legal representatives, successors, and assigns of the parties hereto. It may not be amended orally, but only by agreement in writing signed by all parties hereto.

Section 16. Entire Agreement.

This Employment Agreement and the Leave Agreement jointly constitute the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements, arrangements, and understandings with respect hereto. No representation, promise, inducement, statement, or intention has been made by the parties hereto that is not embodied herein or the Leave Agreement, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not so set forth herein.

**IN WITNESS WHEREOF**, the City of Norris has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Recorder and the Employee has signed and executed this agreement, in duplicate, the day and year first above written.

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
Employee

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Norris, State of Tennessee, a municipal corporation, (hereinafter called the "City"), as party of the first part, and \_\_\_\_\_, (hereinafter called "Employee"), as a part of the second part.

### WITNESSETH:

**WHEREAS**, the City desires to continue to employ the service of said as Assistant City Manager of the City of Norris; and,

**WHEREAS**, it is the desire of the City Council to continue to provide certain benefits, establish/maintain certain conditions of employment, and to set working conditions of said Employee; and,

**WHEREAS**, it is the desires of the City Council to (1) continue to retain the services of the Employee and to provide inducement for them to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating Employee's service at such time as he may be unable to fully discharge his duties due to disability or when the City may desire to otherwise terminate his employment; and,

**WHEREAS**, Employee desire to continue employment as Assistant City Manager of said City.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### Section 1. Term

The City agrees to continue to employ Employee for three (3) years pursuant to the terms of this Employment Agreement, and the Employee agrees to be so employed, commencing as of \_\_\_\_\_ (hereinafter called the "Effective Date"). Employee's employment hereunder shall be "at will" and may be terminated by either the City or Employee at any time in accordance with Section 7 and the terms of this Employment Agreement. The period of time between the Effective Date and the termination of Employee's employment herein shall be referred to as the "Employment Term".

#### Section 2. Duties and Authority

The City agrees to continue to employ Employee as Assistant City Manager to perform the functions and duties specified in the Assistant City Manager Job Description and to perform other legally permissible and proper duties and functions as the City Manager may from time-to-time assign. It is recognized the Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside of normal office hours to the business of the City. The Employee acknowledges the proper performance of the duties of the Assistant City Manager of Norris will require the Employee to generally observe normal business hours. The Employee

agrees to devote such additional time as is necessary for the full and proper performance of the City's duties and that the compensation herein provided includes compensation for the performance of all such services. However, the City intends that reasonable time off be permitted the Employee, such as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City. During the term of employment, the Employee will devote all of his professional time, attention, skill, and efforts to the performance of his duties for the City, although Employee is allowed to manage his passive personal investments so long as the activities in the aggregate do not materially interfere or conflict with Employee's duties hereunder or result in a business or fiduciary conflict, as determined in the sole discretion of the City.

### Section 3. Compensation

The City agrees to pay Employee an annual base salary of Sixty-eight Thousand Dollars (\$68,000), payable in installments at the same time that the other employees of the City are paid ("Base Salary"). This Employment Agreement shall be automatically amended to reflect any salary adjustments that are provided by the City, and due consideration shall be given on an annual basis to increase the Employee's compensation in the sole discretion of the City.

### Section 4. Health, Disability, Retirement, Life Insurance, and Other Benefits

The City agrees to continue to provide, and the Employee shall be entitled to continue to participate in any employee benefit plan that the City has adopted or may adopt, maintain, or contribute to for the benefit of its employees generally and at the same level of benefits provided to other employees of the City, including those for health (activation consistent with the term of the City of Norris & Norris Water Commission Personnel Policy), retirement (match up to 3%), disability, life insurance, and any other benefits provided to other employees, subject to the applicable eligibility requirements and further subject to any subsequent modifications (including terminations) as enacted by the City with respect to such plans or benefits from time-to-time. No terms of this agreement shall be implied or interpreted to reset/replace existing benefits or terms of service.

### Section 5. Annual and Sick Leave

Upon commencing employment, the Employee shall be credited with six (6) days of annual leave. Beginning with the Employee's first day of employment, the Employee shall then accrue sick and annual leave on an annual basis at the same rate provided to other employees and in accordance with any policies and plans adopted or modified by the City.

### Section 6. Automobile Allowance

The Employee's duties will require exclusive and unrestricted use of an automobile. The City agrees to pay the Employee, during the term of this Employment Agreement and in addition to other salary and benefits herein provided, the sum of Three Hundred Dollars (\$300.00) per month, as a vehicle allowance. This allowance shall be paid in the Employee's regular paycheck so that record keeping will not be required, therefore most easily complying with IRS regulations. The Employee shall be solely responsible for paying for liability, property damage,

and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of the vehicle. Employee shall maintain a valid driver's license in good standing. Employee shall provide City with a copy of his driving record, if requested. Employee shall maintain his vehicle in a safe manner and shall ensure that his vehicle has all appropriate inspections/maintenance and is properly registered at all times.

#### Section 7. Termination of Employment

For the purposes of this Employment Agreement, Employee's employment and Employment Agreement shall terminate in a matter consistent with the term of the City of Norris & Norris Water Commission Personnel Policy unless the termination by the employer is determined to be without cause. In cases of termination without cause, the employee will be granted a severance equal to twelve (12) weeks of base compensation.

#### Section 8. Performance Evaluations

Annually, within sixty (60) days of the anniversary of this employment agreement, the City shall review the performance of the Employee subject to a process, form, criteria, and format for the evaluation mutually agreed upon by the City and the Employee. Nothing in this section shall be construed as limiting the City's authority to conduct an evaluation of the Employee's performance at any time deemed appropriate by the City Manager.

#### Section 9. Residency Requirement

Employee is not required to live within the corporate boundaries of the City of Norris.

#### Section 10. Professional Associations and Conferences

The City agrees to pay the cost of the Employee's membership in the Tennessee City Management Association (TCMA) and the International City/County Management Association (ICMA).

#### Section 11. Amendments

This Employment Agreement may be amended by the mutual consent of the City and the Employee.

#### Section 12. Effective Date and Severability

This Employment Agreement shall become effective on \_\_\_\_\_, 2023 or as soon thereafter as both the City and Employee sign the Employee Agreement. The invalidity or partial invalidity of any portion of this Employee Agreement will not affect the validity of any other provision. In the event that any provision of this Employee Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and affect as if they have been executed by both subsequent to the expungement or judicial modification of the invalid provision.

Section 13. Governing Law

This Employment Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Tennessee, without regard to its conflict of laws principles.

Section 14. Headings

The section and other headings contained in this Employment Agreement are for reference purposes only and shall not in any way affect the meaning and interpretation of this Employment Agreement.

Section 15. Binding Nature

This Employment Agreement shall be binding and inure to the benefits of the heirs, legal representatives, successors, and assigns of the parties hereto. It may not be amended orally, but only by agreement in writing signed by all parties hereto.

Section 16. Entire Agreement.

This Employment Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior oral or written agreements, arrangements, and understandings with respect hereto. No representation, promise, inducement, statement, or intention has been made by the parties hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not so set forth herein.

**IN WITNESS WHEREOF**, the City of Norris has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Recorder and the Employee has signed and executed this agreement, in duplicate, the day and year first above written.

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Recorder

BY: \_\_\_\_\_  
Employee

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE  
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1,  
2023 AND ENDING JUNE 30, 2024**

- WHEREAS, *Tennessee Code Annotated* § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the City of Norris has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL  
OF THE CITY OF NORRIS, TENNESSEE AS FOLLOWS:**

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein, presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2023, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

<b>General Fund</b>	<b>Actual 2021-2022</b>	<b>Estimated 2022-2023</b>	<b>Budgeted 2023-2024</b>
<b>Revenues</b>			
Local Taxes	\$ 1,197,602	\$ 1,194,700	\$ 1,218,800
Licenses and Permits	13,337	21,250	14,615
Intergovernmental	293,562	789,654	362,520
Charges for Services	28	100	88,325
Fines and Forfeitures	4,082	3,680	3,500
Miscellaneous Revenues	172,726	238,850	183,940
<b>Total Revenues</b>	<b>\$ 1,681,337</b>	<b>\$ 2,248,234</b>	<b>\$ 1,871,700</b>
<b>Appropriations</b>			
<b>Expenditures</b>			
General Government	\$ 298,842	\$ 470,582	\$ 732,550
Public Safety	566,960	667,925	866,799
Public Works	311,520	782,943	530,880
Parks and Recreation	20,121	31,757	173,842
Library and Archives	32,246	32,250	33,200
Conservation of Natural Resources	3,180	4,950	3,500
Other Natural Resources	5,742	6,950	8,000
Community Development	5,608	6,000	14,900
Transfers Out to Other Funds	-	-	-
<b>Total Operating &amp; Maint Appropriations</b>	<b>1,243,932</b>	<b>1,998,858</b>	<b>1,725,271</b>
<b>Total Capital Outlay</b>	<b>287</b>	<b>4,500</b>	<b>638,400</b>
<b>Total Appropriations</b>	<b>\$ 1,244,219</b>	<b>\$ 2,003,358</b>	<b>\$ 2,363,671</b>
<b>Transfers</b>	<b>\$ 22,300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Fund Balance</b>	<b>\$ 459,418</b>	<b>\$ 244,876</b>	<b>\$ (491,971)</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,223,088</b>	<b>\$ 1,682,506</b>	<b>\$ 1,927,382</b>
<b>Ending Fund Balance</b>	<b>\$ 1,682,506</b>	<b>\$ 1,927,382</b>	<b>\$ 1,435,411</b>
<b>Ending Fund Balance as % of Appropriations</b>	<b>135%</b>	<b>96%</b>	<b>61%</b>



<b>State Street Aid Fund</b>	<b>Actual 2021-2022</b>	<b>Estimated 2022-2023</b>	<b>Budgeted 2023-2024</b>
<b>Revenues</b>			
State Gas and Motor Fuel Taxes	\$ 57,023	\$ 62,000	\$ 55,900
<b>Total Revenues</b>	\$ 57,023	\$ 62,000	\$ 55,900
<b>Appropriations</b>			
<b>Expenditures</b>			
State Street Aid Expenditures	\$ 148,710	\$ -	\$ 150,000
<b>Total Appropriations</b>	\$ 148,710	\$ -	\$ 150,000
<b>Change in Fund Balance</b>	\$ (91,687)	\$ 62,000	\$ (94,100)
<b>Beginning Fund Balance</b>	\$ 203,629	\$ 111,942	\$ 173,942
<b>Ending Fund Balance</b>	\$ 111,942	\$ 173,942	\$ 79,842
<b>Ending Fund Balance as % of Appropriations</b>	0%	0%	53%
<b>Drug Fund</b>			
<b>Revenues</b>			
City Court Revenue	\$ -	\$ 1,000	\$ -
<b>Total Revenues</b>	\$ -	\$ 1,000	\$ -
<b>Appropriations</b>			
<b>Expenditures</b>			
Drug Fund Expenditures	-	-	-
<b>Total Appropriations</b>	\$ -	\$ -	\$ -
<b>Change in Fund Balance</b>	\$ -	\$ 1,000	\$ -
<b>Beginning Fund Balance</b>	\$ 1,565	\$ 1,565	\$ 2,565
<b>Ending Fund Balance</b>	\$ 1,565	\$ 2,565	\$ 2,565
<b>Ending Fund Balance as % of Appropriations</b>			
<b>Solid Waste Fund</b>			
<b>Revenues</b>			
Charges for Services	\$ 138,816	\$ 144,500	\$ 157,572
Miscellaneous Revenues	-	-	-
<b>Total Revenues</b>	\$ 138,816	\$ 144,500	\$ 157,572
<b>Appropriations</b>			
<b>Expenditures</b>			
Sanitation Services	\$ 146,737	\$ 156,550	\$ 155,500
<b>Total Appropriations</b>	\$ 146,737	\$ 156,550	\$ 155,500
<b>Change in Net Position</b>	\$ (7,921)	\$ (12,050)	\$ 2,072
<b>Beginning Fund Balance</b>	\$ 49,103	\$ 41,182	\$ 29,132
<b>Ending Fund Balance</b>	\$ 41,182	\$ 29,132	\$ 31,204
<b>Ending Fund Balance as % of Appropriations</b>	28%	19%	20%
<b>Watershed Fund</b>			
<b>Revenues</b>			
Permits	\$ 47,805	\$ 64,880	\$ 62,820
Other Revenues	28,276	25,800	29,000
<b>Total Revenues</b>	\$ 76,081	\$ 90,680	\$ 91,820
<b>Appropriations</b>			
<b>Expenditures</b>			
Conservation of Natural Resources	\$ 60,548	\$ 64,958	\$ 122,408
<b>Total Operating &amp; Maint Appropriations</b>	\$ 60,548	\$ 64,958	\$ 85,908
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 36,500
<b>Total Appropriations</b>	\$ 60,548	\$ 64,958	\$ 122,408
<b>Change in Fund Balance</b>	\$ 15,533	\$ 25,722	\$ (30,588)
<b>Beginning Fund Balance</b>	\$ 268,840	\$ 284,373	\$ 310,095
<b>Ending Fund Balance</b>	\$ 284,373	\$ 310,095	\$ 279,507
<b>Ending Fund Balance as % of Appropriations</b>	469.67%	477.38%	228.34%

Norris City Council Meeting  
6/12/2023

<b>Water Works Fund</b>	<b>Actual 2021-2022</b>	<b>Estimated 2022-2023</b>	<b>Budgeted 2023-2024</b>
<b>Revenues</b>			
Charges for Services	\$ 53,837	\$ 37,702	\$ 33,603
Wastewater Charges	425,398	492,550	510,700
Water Charges	484,052	508,000	529,000
	\$ 963,287	\$ 1,038,252	\$ 1,073,303
Operating Expenses	869,160	1,117,834	934,965
Net Operating Income (Expense)	\$ 94,127	\$ (79,582)	\$ 138,338
Net Nonoperating Revenues (Expenses)	\$ 3	\$ -	\$ (917,140)
<b>Change in Net Position</b>	\$ 94,130	\$ (79,582)	\$ (778,802)
<i>Less</i>			
Grants - Capital	\$ -	\$ -	\$ 815,440
Grants - Operating	\$ -	\$ -	\$ -
Capital Contributions	\$ -	\$ -	\$ -
<b>Change in Net Position Cash Basis</b>	\$ 94,130	\$ (79,582)	\$ 36,638
<b>Beginning Net Position</b>	\$ 3,153,438	\$ 3,247,568	\$ 3,167,986
<b>Ending Net Position</b>	\$ 3,247,568	\$ 3,167,986	\$ 2,389,184
<b>Ending Net Position as % of Appropriations</b>	373.64%	283.40%	255.54%
<b>GAAP Reconciliation</b>			
<i>Add</i>			
Capital Purchases	\$ -	\$ -	\$ 928,140
<i>Subtract</i>			
Depreciation Expenses	\$ -	\$ -	\$ 100,000
<i>Subtract</i>			
Capital Contributions	\$ -	\$ -	\$ 815,440
<b>Statutory Change In Net Position</b>	\$ 94,130	\$ (79,582)	\$ 49,338

SECTION 2:

At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

General Fund	\$ 1,927,382
State Street Aid Fund	\$ 173,942
Drug Control Fund	\$ 2,565
Solid Waste Fund	\$ 29,132
Watershed Fund	\$ 310,095
Waterworks Fund	\$ 3,167,986

SECTION 3:

That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Type of Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2023	FY 2023 Debt Interest	FY 2023 Debt Principal
	\$ -	\$0	\$0	\$0

SECTION 4:

During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Grants	Proposed Amount Financed by Debt	Total Proposed Capital Projects
Butternut Paving	\$ 150,000		\$ -	\$ 150,000
Fire Equipment	\$ 5,000	\$ 22,500	\$ -	\$ 27,500
Roof Repair	\$ 215,000		\$ -	\$ 215,000
Watershed Clear Creek Impro	\$ 23,500		\$ -	\$ 23,500
Watershed Ped Gates & Bridge	\$ 7,000		\$ -	\$ 7,000
Watershed Park & Road	\$ 6,000		\$ -	\$ 6,000
Utility Phase I Sewer		\$ 815,140	\$ -	\$ 815,140
Entrance Signage	\$ -	\$ 5,400	\$ -	\$ 5,400
Utility Raw Water	\$ 85,000		\$ -	\$ 85,000
Utility Alt. Water	\$ 15,000		\$ -	\$ 15,000
Utility Sewer Lift Pump	\$ 10,000		\$ -	\$ 10,000
HVAC Replacement	\$ 35,000		\$ -	\$ 35,000
Creamery Park	\$ 18,000		\$ -	\$ 18,000
McNeeley Improvements	\$ 40,000		\$ -	\$ 40,000
Police Vehicles	\$ 30,000		\$ -	\$ 30,000
Mowers	\$ 14,000		\$ -	\$ 14,000
Sidewalks	\$ -	\$ 122,000	\$ -	\$ 122,000
Computer Upgrade	\$ 11,000		\$ -	\$ 11,000
Park & Rec Improvements	\$ 57,000	\$ 75,000	\$ -	\$ 132,000
			Total Projects	\$ 1,761,540

SECTION 5:

No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.

SECTION 6:

Money may be transferred from one line to another in the same fund in an amount of up to the funded limit by the Mayor/City Manager, subject to such limitations and procedures as set in the Budget Policy adopted by the City Council in Ordinance No. 648 adopted on **Month Day, Year** by Tennessee Code Annotated § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7:

A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.

SECTION 8:

There is hereby levied a property tax of \$1.5439 per \$100 of assessed value on all real and personal property.

SECTION 9:

This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the Town/City has notes issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated or loan agreements with a public building authority issued pursuant to Title 12, Chapter 10, Tennessee Code Annotated approved by the Comptroller of the Treasury or Comptroller's Designee within fifteen (15) day of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21, Tennessee Code Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes, or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the government does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.

SECTION 10:

All unencumbered balances of appropriations remaining at the end of the fiscal year lapse and revert to the respective fund balances.

SECTION 11:

All ordinances or parts of ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION 12:

If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations.

SECTION 13:

This ordinance shall take effect JULY, 1, 2023 the public welfare requiring it.

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City Manager

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Mayor

City Office		Filled	Vacant	Total
	City Manager	1	0	1
	Assistant City Manager	1	0	1
	City Recorder	1	0	1
	Admin Assistant	1	0	1
	Records Clerk (Part Time)	1	0	1
Police Department				
	Police Chief	1	0	1
	Police Lieutenant	2	0	2
	Police Officer	4	0	4
Fire Department				
	Fire Marshall (Part Time)	1	0	1
Public Works				
	Public Works Director	1	0	1
	Equipment Operator	3	0	3
	Building Codes Official (Part Time)	1	0	1
Water Department				
	Superintendent	1	0	1
	Senior Operator	1	0	1
	Operator	2	0	2
	Senior Utility Worker	1	0	1
	Operator (Part Time)	1	0	1
	City Total (full time)	15	0	15
	City Total (part time)	3	0	3
	Water Total (full time)	5	0	5
	Water Total (part time)	1	0	1

Note 1: City Manager, City Recorder, Admins Assistant, and Records Clerk are considered a resource and are partially funded by the Water Works Fund.

Note 2: Other part time positions (seasonal or less than 20 hours a week) are not listed but include: Police Dispatch, Recreation, Watershed and future Building Manager.

**CITY OF NORRIS, TENNESSEE**  
**110 General Fund**

	<b>Actual 21-22</b>	<b>Estimated 22-23</b>	<b>Budgeted 23-24</b>
	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>REVENUES</b>			
<b>Local Taxes</b>			
31111 Property Taxes - Current (ACFR 21 end)	\$ 729,430	\$ 680,000	\$ 703,000
31112 Personal Property Taxes - Current	2,153	77,000	73,000
31120 Public Utilities Property Tax - Current	6,811	7,400	6,800
31200 Property Taxes - Delinquent	19,210	9,000	10,000
31300 Interest, Penalty & Court Costs - Prop Tax	1,918	2,300	1,800
31511 Payment In-Lieu-of Taxes - Electric Utility	17,918	18,500	18,000
31600 Local Option Sales Tax	252,463	270,000	262,000
31710 Wholesale Beer Tax	63,104	57,000	61,500
31720 Wholesale Liquor Tax	59,581	41,500	44,000
31730 Mixed Drink Tax	3,683	5,000	2,700
31800 Business Taxes	19,467	6,000	14,000
31912 Cable TV Franchise Tax	21,864	21,000	22,000
<b>Total Local Taxes</b>	<b>\$ 1,197,602</b>	<b>\$ 1,194,700</b>	<b>\$ 1,218,800</b>
<b>Licenses &amp; Permits</b>			
32210 Beer Licenses	\$ 700	\$ 1,200	\$ 1,200
32410 Animal Registration	1,014	1,550	1,000
32600 Building and Related Permits	11,623	18,500	12,415
<b>Total Licenses and Permits</b>	<b>\$ 13,337</b>	<b>\$ 21,250</b>	<b>\$ 14,615</b>
<b>Intergovernmental Revenue</b>			
33400 Police Supplements - State Grant	\$ 4,000	\$ 81,800	\$ 5,600
33430 TDOT Enhancement Grant - Sidewalk East	-	-	-
SRTS Sidewalk Grant	-	-	122,000
33450 GHSO Grant	-	-	-
33460 COVID 19 State Grant	-	-	-
33480 Local Planning Grant	-	-	5,400
33490 Local Gov Recovery (TN)	32,527	-	-
33510 State Sales Tax	182,592	192,000	190,000
33520 State Income Tax	5,278	10,500	10,500
33530 State Beer Tax	730	800	736
33552 State City Streets and Transportation	2,982	4,200	3,234
33590 Bank Excise Tax	4,894	4,500	4,550
33591 TVA In-Lieu-of Tax	16,602	19,000	19,000
33592 Sports Betting- State Shared Tax	1,557	1,520	1,500
33800 Local Agency Project Grant -SIA Sawmill Rd	42,400	-	-
33801 ARPA Funds	-	475,334	-
<b>Total Intergovernmental Revenue</b>	<b>\$ 293,562</b>	<b>\$ 789,654</b>	<b>\$ 362,520</b>
<b>Charges for Services</b>			
34111 Duplicating Services	\$ 28	\$ 100	\$ 50
34131 Administrative Services	\$ -	\$ -	\$ 88,275
<b>Total Charges for Services</b>	<b>\$ 28</b>	<b>\$ 100</b>	<b>\$ 88,325</b>
<b>Fines &amp; Penalties</b>			
35110 City Court Fines and Costs	\$ 3,603	\$ 2,700	\$ 3,000
35140 Drug Related Fines	308	350	300
35160 Court Fines and Costs From County Courts	171	630	200
<b>Total Fines &amp; Penalties</b>	<b>\$ 4,082</b>	<b>\$ 3,680</b>	<b>\$ 3,500</b>

**110 General Fund**

2021-2022	2022-2023	2023-2024
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**Other Revenue**

33730 Public Entity Partners Safety Grant	1,000	1,000	1,000
33800 E911 Funds	-	-	-
36100 Interest Income	1,893	1	38,000
36211 Community Building Rental	-	250	400
36212 Tower Rent	29,582	29,000	29,000
36213 Pavilion Rental	660	600	600
36330 Sale of Equipment	15,800	2,285	-
36420 OSM Parking Contract	1,000	1,000	1,000
36550 Tree Commission Donations	-	-	3,000
36700 Animal Shelter Donations	6,472	5,200	6,500
36710 Recreation Comm. Donations	10,024	1,300	2,500
36710-CDB Community Development Board Donations	-	5,000	5,500
36720 Recreation Tennis Court Improvements	-	-	-
36721 Donations - Organizations No. 1	-	-	650
36730 Recreation Donations- Fireworks	-	5,000	5,000
36732 Trail Benches	3,573	1,500	1,500
36735 Norris Little Theatre Donations	-	-	3,000
36738 Norris Volunteer Fire Dept. Donations	6,011	4,000	20,000
36739 Recycle Commission Donations	-	-	-
Operating Transfers In From Other Funds	-	-	-
36960 Watershed Fund	-	42,714	45,290
36990 Miscellaneous Refunds	78,337	-	1,000
37199 Miscellaneous Revenue	18,374	140,000	20,000
37494 Sale of Material	-	-	-
<b>Total Other Revenue</b>	<b>\$ 172,726</b>	<b>\$ 238,850</b>	<b>\$ 183,940</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,681,337</b>	<b>\$ 2,248,234</b>	<b>\$ 1,871,700</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,223,088</b>	<b>\$ 1,682,506</b>	<b>\$ 1,927,382</b>
<b>Available for Appropriation</b>	<b>\$ 2,904,425</b>	<b>\$ 3,930,740</b>	<b>\$ 3,799,082</b>

**110 General Fund**

	2021-2022	2022-2023	2023-2024
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**EXPENDITURES**

**41000 General Government - City Office**

110 Personnel	\$ 134,701	\$ 189,000	\$ 268,421
114 Part-Time Personnel	10,414	14,000	28,860
134 Bonus	433	4,183	541
141 Payroll Taxes	10,844	15,849	22,783
142 Hospital and Health Insurance	7,657	21,750	50,841
143 Retirement	3,047	5,350	11,154
146 Workers' Compensation	762	1,000	1,200
147 Unemployment Insurance	116	250	350
148 Training - Employee	1,305	1,500	1,500
211 Postage, Box Rent, Etc.	1,363	1,000	1,400
223 Publications, Reports, Etc.	580	550	500
224 Duplication	3,629	3,500	3,600
235 Memberships, Fees and Tuition	3,231	3,000	4,000
237 Advertising	2,247	2,500	2,000
250 Professional Services (ETDD, MTAS, Chamber	10,702	14,000	11,000
252 Legal Services	3,289	65,000	7,000
253 Accounting and Auditing Services	11,250	14,000	13,000
255 Data Processing Services - Local Government	13,048	14,000	16,000
259 Other Professional Services - Web Design	2,267	4,000	7,000
280 Travel	438	8,500	4,500
291 Physical/Drug Testing	135	550	300
310 Office Supplies and Materials	3,262	3,300	2,800
320 Operating Supplies	968	1,400	500
329 Other Operating Supplies	-	-	-
510 Liability Insurance	28,602	37,000	36,100
551 Trustee Fees	1,670	0	500
555 Bank Service Charges	2,731	1,800	1,600
948 Computer Equipment	287	4,500	8,000

**41800 Community Building - City Office**

241 Electric	8,325	8,750	9,500
242 Water	2,657	2,950	3,000
244 Gas	983	1,300	1,200
245 Telephone and Other Communications	13,090	10,000	7,200
260 Repair & Maintenance Services	5,801	4,200	5,000
290 Contractual Services - HVAC,FireAlarm, Pest C	1,707	1,500	1,400
900 Capital Outlay	-	-	150,000

**41900 McNeeley Building**

241 Electric	3,175	4,800	5,500
242 Water	1,271	1,400	1,600
260 Repair and Maintenance Services	1,511	2,000	1,600
266 Repair and Maintenance Buildings	9	1,000	-
290 Contractual Services - HVAC,FireAlarm, Pest C	1,335	1,200	1,000
329 Other Operating Supplies	-	-	100
900 Capital Outlay	-	-	40,000

<b>Total General Government</b>	<b>\$ 298,842</b>	<b>\$ 470,582</b>	<b>\$ 732,550</b>
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**110 General Fund**

	2021-2022	2022-2023	2023-2024
<b>42000 Police</b>			
110 Personnel	\$ 221,813	\$ 240,000	\$ 349,752
112 Overtime Personnel	29,407	28,000	30,000
114 Part-Time Personnel	19,026	16,000	10,000
119 Health Insurance Incentive	1,250	2,500	2,500
129 Holiday Pay	15,288	17,000	19,500
132 State Bonus	4,800	4,800	5,600
134 Bonus	11,833	25,000	10,050
141 Payroll Taxes	23,672	25,497	32,696
142 Hospital and Health Insurance	74,097	80,000	88,297
143 Retirement	34,611	19,038	25,044
146 Workers' Compensation	10,414	13,000	14,000
147 Unemployment Insurance	191	2,800	500
148 Training - Employee	2,913	3,000	3,500
211 Postage, Box Rent, Etc.	78	100	200
216 Radio and TV Services	280	600	500
220 Printing and Duplicating	53	550	800
235 Memberships, Fees and Tuition	700	1,000	1,500
237 Advertising	-	-	-
241 Electric	5,144	5,900	6,000
242 Water	1,084	1,200	1,200
244 Gas	1,981	1,800	1,900
245 Telephone and Other Communications	14,209	12,750	5,000
261 Repair and Maintenance Motor Vehicles	5,404	4,000	5,000
264 Repair and Maintenance Traffic Lights, Etc.	57	-	500
266 Repair and Maintenance Buildings - Roof Rep	843	300	-
269 Repair and Maintenance Other	677	750	1,000
280 Travel	1,657	2,000	1,500
286 Vehicle Purchase	-	54,000	-
290 Dispatch and other contractual serv.	14,797	7,500	8,000
291 Physical/Drug Testing	135	-	360
298 Collection Fees (litigation tax)	259	100	500
310 Office Supplies and Materials	2,173	2,800	2,800
320 Operating Supplies	215	500	500
326 Clothing and Uniforms	3,000	4,500	4,000
327 Fire Arm Supplies	2,447	3,500	3,500
329 Other Operating Supplies	7,880	4,500	3,000
331 Fuel Charges	14,070	14,000	15,000
333 Other Equipment	2,040	17,000	3,500
334 Tires, Tubes, Etc.	947	1,200	2,500
341 Consumable Tools	-	100	-
900 Capital Outlay	-	-	130,000
999 Other 911	-	-	-

**110 General Fund**

2021-2022	2022-2023	2023-2024
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**42200 Fire Department**

114 FireMarshall cost to 42000-110	(168)	-	-
141 Payroll Taxes	173	85	-
142 Hospital and Health Insurance	-	-	-
143 Retirement	-	-	-
147 Unemployment Insurance	-	-	-
148 Employee Education and Training	1,167	1,250	3,500
162 Volunteer Firemen	2,050	6,800	5,000
216 Radio and TV Services	128	900	600
220 Printing and Duplicating	-	105	400
245 Telephone and Other Communications	389	400	600
246 Fire Hydrant Rental	12,200	12,200	12,200
261 Repair and Maintenance Motor Vehicles	2,454	2,000	12,000
291 Physical/Drug Testing	666	600	600
320 Operating Supplies - gear-scba bottles	9,780	14,000	10,000
322 Chemical, Lab and Medical Supplies	-	-	500
329 Operating Expense -Active911, EmergRpt	643	1,600	600
331 Fuel Charges	966	700	1,100
333 Other Equipment - Truck 3 Equip	3,275	5,000	-
340 Norris Volunteer Fire Dept. Donation Expense	3,792	5,000	10,500
990 Capital Equipment	-	-	19,000
<b>Total Public Safety</b>	<b>\$ 566,960</b>	<b>\$ 667,925</b>	<b>\$ 866,799</b>

**110 General Fund**

	2021-2022	2022-2023	2023-2024
<b>43000 Public Works</b>			
110 Personnel	\$ 135,343	\$ 174,000	\$ 179,199
112 Overtime Personnel	589	600	500
114 Part-Time Personnel -Building Codes Insp	4,504	5,000	4,800
116 Temporary Personnel	243	-	-
134 Bonus	433	17,000	6,433
135 Animal Control Bonus	1,350	-	-
141 Payroll Taxes	10,669	15,040	14,607
142 Hospital and Health Insurance	48,165	41,000	51,327
143 Retirement	12,154	6,000	6,254
146 Workers' Compensation	6,096	7,560	7,560
147 Unemployment Insurance	135	180	200
148 Training - Employee	-	-	1,000
216 Radio & TV Services	104	-	-
220 Printing, Duplicating, Typing, & Binding	-	105	-
235 Memberships, Fees and Tuition	686	250	300
241 Electric	2,098	2,300	2,400
242 Water	1,096	1,000	1,000
245 Telephone and Other Communications	4,643	8,900	5,000
247 Street Lighting	22,331	25,000	25,000
261 Repair and Maintenance Motor Vehicles	10,243	11,000	8,000
265 Parks and Grounds Maintenance	20,828	16,000	20,000
266 Repair and Maintenance Buildings	3,936	3,000	14,000
268 Repair and Maintenance Roads and Streets	1,570	2,000	5,000
269 Repair and Maintenance Trees	3,237	3,000	12,000
280 Travel	-	-	200
291 Physical/Drug Testing	550	300	300
310 Office Supplies and Materials	390	100	500
320 Operating Supplies	1,046	2,800	2,700
326 Clothing and Uniforms	2,227	2,800	3,000
329 Other Operating Supplies	8	600	-
331 Fuel Charges	10,845	13,000	15,000
334 Tires, Tubes, Etc.	227	1,600	2,000
341 Consumable Tools and PPE	1,270	1,400	1,000
342 Signs, Parts and Supplies	781	500	600
471 Asphalt and Asphalt Filler	923	2,500	5,000
735 Local Agency Project - Norris Indust. Park	-	208,408	-
771 TDOT Enhancement Grant	-	-	-
775 Oil Recycling Expenses	-	-	-
776 Safe Route To School Grant	-	-	-
900 Capital Outlay	-	-	122,000
940 Machinery and Equipment	2,800	210,000	14,000
<b>Total Public Works</b>	<b>\$ 311,520</b>	<b>\$ 782,943</b>	<b>\$ 530,880</b>

**110 General Fund**

2021-2022	2022-2023	2023-2024
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**44400 Parks and Recreation**

110 Personnel	\$ 2,082	\$ -	\$ -
114 Part-Time Personnel	2,371	6,500	6,500
141 Payroll Taxes	362	497	497
147 Unemployment Insurance	14	195	195
241 Electric	542	650	650
242 Water	3,317	3,500	3,500
291 Physical/Drug Testing	270	300	300
310 Office Supplies & Materials	-	115	-
312 Small Items of Equipment	241	500	2,200
320 Operating Supplies	459	10,000	-
325 Fireworks Supplies	9,300	7,500	8,000
329 Other Operating Supplies	1,163	2,000	2,000
900 Capital Outlay	-	-	150,000
<b>Total Parks and Recreation</b>	<b>\$ 20,121</b>	<b>\$ 31,757</b>	<b>\$ 173,842</b>

110 General Fund	2021-2022	2022-2023	2023-2024
<b>44800 Library and Archives</b>			
720 Grants and Donations to Other Institutions	\$ 32,246	\$ 32,250	\$ 32,250
329 Other Operating (Archives)	\$ -	\$ -	\$ 950
<b>Total Library and Archives</b>	<b>\$ 32,246</b>	<b>\$ 32,250</b>	<b>\$ 33,200</b>
<b>45100 Conservation of Natural Resources Landscaping</b>			
269 Repair and Maintenance Other	\$ 1,980	\$ 1,250	\$ 200
320 Operating Supplies	1,200	3,000	3,300
551 Trustee Fees	0	700	-
<b>Total Conservation of Natural Resources</b>	<b>\$ 3,180</b>	<b>\$ 4,950</b>	<b>\$ 3,500</b>
<b>45160 Other Natural Resources Animal Shelter</b>			
241 Electric	\$ 803	\$ 950	\$ 1,000
242 Water	\$ 548	\$ 1,000	\$ 1,000
329 Other Operating Supplies	4,391	5,000	6,000
<b>Total Other Natural Resources</b>	<b>\$ 5,742</b>	<b>\$ 6,950</b>	<b>\$ 8,000</b>
<b>47100 Community Development</b>			
237 Advertising	\$ -	\$ 500	\$ 1,000
320 Operating Supplies (Concert on Commons)	\$ 5,608	\$ 5,500	\$ 5,500
329 Other Operating (Norris Little Theatre)	\$ -	\$ -	\$ 3,000
900 Capital Outlay	\$ -	\$ -	\$ 5,400
<b>Total Community Development</b>	<b>\$ 5,608</b>	<b>\$ 6,000</b>	<b>\$ 14,900</b>
<b>43000</b>			
761 Transfers Out to Other Funds	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ 22,300	\$ -	\$ -
Total Other Financing Sources	\$ 22,300	\$ -	\$ -
<b>TOTAL CAPTIAL EXPENSES</b>	<b>\$ 287</b>	<b>\$ 4,500</b>	<b>\$ 638,400</b>
<b>TOTAL O&amp;M EXPENSES</b>	<b>\$ 1,243,932</b>	<b>\$ 1,998,858</b>	<b>\$ 1,725,271</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,244,219</b>	<b>\$ 2,003,358</b>	<b>\$ 2,363,671</b>
<b>Excess (deficit) of revenues over (under) expenditures</b>	<b>\$ 459,418</b>	<b>\$ 244,876</b>	<b>\$ (491,971)</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,223,088</b>	<b>\$ 1,682,506</b>	<b>\$ 1,927,382</b>
<b>Ending Fund Balance</b>	<b>\$ 1,682,506</b>	<b>\$ 1,927,382</b>	<b>\$ 1,435,411</b>
<b>Beginning Cash Balance</b>	<b>\$ 1,423,592</b>	<b>\$ 1,883,010</b>	<b>\$ 2,127,886</b>
<b>Ending Cash Balance</b>	<b>\$ 1,883,010</b>	<b>\$ 2,127,886</b>	<b>\$ 1,635,915</b>

**CITY OF NORRIS, TENNESSEE**  
**121 State Street Aid Fund**

	<b>Actual</b>	<b>Estimated</b>	<b>Budgeted</b>
	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>REVENUES</b>			
33551 State Gas and Motor Fuel Taxes	\$ 57,023	\$ 62,000	\$ 55,900
<b>TOTAL REVENUES</b>	<b>\$ 57,023</b>	<b>\$ 62,000</b>	<b>\$ 55,900</b>
<b>Beginning Fund Balance</b>	<b>\$ 203,629</b>	<b>\$ 111,942</b>	<b>\$ 173,942</b>
<b>Available for Appropriation</b>	<b>\$ 260,652</b>	<b>\$ 173,942</b>	<b>\$ 229,842</b>
<b>EXPENDITURES</b>			
43100			
268 Repair and Maintenance of Roads and Streets	148,710	-	150,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 148,710</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>\$ (91,687)</b>	<b>\$ 62,000</b>	<b>\$ (94,100)</b>
<b>Ending Fund Balance</b>	<b>\$ 111,942</b>	<b>\$ 173,942</b>	<b>\$ 79,842</b>
<b>BEGINNING CASH BALANCE</b>	<b>\$ 190,686</b>	<b>\$ 98,999</b>	<b>\$ 160,999</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 98,999</b>	<b>\$ 160,999</b>	<b>\$ 66,899</b>

**CITY OF NORRIS, TENNESSEE  
DRUG CONTROL FUND**

	<b>Actual</b>	<b>Estimated</b>	<b>Budgeted</b>
	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
619			
<b>Revenues</b>			
35140 City Court Revenue	\$ -	\$ 1,000	\$ -
<b>Total Revenues</b>	\$ -	\$ 1,000	\$ -
<b>Beginning Fund Balance</b>	\$ 1,565	\$ 1,565	\$ 2,565
<b>Available for Appropriation</b>	\$ 1,565	\$ 2,565	\$ 2,565
42129 <b>Expenditures</b>			
328 Drug Education			
742 Special Investigative Funds	-	-	
Capital Outlay	-	-	
<b>Total Expenditures</b>	\$ -	\$ -	\$ -
<b>Revenues Over/(Under) Expenditures</b>	\$ -	\$ 1,000	\$ -
<b>Ending Fund Balance</b>	\$ 1,565	\$ 2,565	\$ 2,565
<b>Beginning Cash Balance</b>	\$ 1,565	\$ 1,565	\$ 2,565
<b>Ending Cash Balance</b>	\$ 1,565	\$ 2,565	\$ 2,565

**CITY OF NORRIS, TENNESSEE**  
**123 Watershed Fund**

	<b>Actual</b>	<b>Estimated</b>	<b>Budgeted</b>
	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>OPERATING REVENUES</b>			
36690 Wood Permits	\$ 25	\$ 30	\$ 20
36691 Hunting	3,855	3,850	3,800
36693 Rifle Range Permits	43,925	61,000	59,000
36212 Tower Rent	25,784	24,000	28,000
37199 Miscellaneous	2,492	1,800	1,000
<b>TOTAL REVENUES</b>	<b>\$ 76,081</b>	<b>\$ 90,680</b>	<b>\$ 91,820</b>
<b>45110 Conservation of Natural Resources Watershed</b>			
114 Part-Time Personnel	\$ 11,112	\$ 12,000	\$ 18,600
141 Payroll Taxes	717	918	1,423
142 Hospital and Health Insurance	-	-	-
147 Unemployment Insurance	28	40	30
220 Printing and Duplicating	1,640	300	1,000
259 Other Professional Services	-	-	-
261 Repair and Maintenance Motor Vehicles	6,121	500	1,500
265 Repair and Maintenance Grounds	15,119	5,000	13,500
290 Other Contractual Services (ETP)	504	1,000	1,500
291 Physical/Drug Testing	405	500	360
310 Office Supplies and Materials	-	-	85
320 Other Operating Supplies	188	500	200
331 Fuel Charges	-	100	350
342 Sign Parts and Supplies	744	100	400
551 Trustee Fees	1,670	1,000	1,670
900 Capital Outlay	-	-	\$ 36,500
759 Operating Transfers Out	\$ 22,300	\$ 43,000	\$ 45,290
<b>TOTAL CAPTIAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,500</b>
<b>TOTAL O&amp;M EXPENSES</b>	<b>\$ 60,548</b>	<b>\$ 64,958</b>	<b>\$ 85,908</b>
<b>Total Conservation of Natural Resources</b>	<b>\$ 60,548</b>	<b>\$ 64,958</b>	<b>\$ 122,408</b>
<b>Change in Fund Balance</b>	<b>\$ 15,533</b>	<b>\$ 25,722</b>	<b>\$ (30,588)</b>
<b>Beginning Fund Balance</b>	<b>\$ 268,840</b>	<b>\$ 284,373</b>	<b>\$ 310,095</b>
<b>Ending Fund Balance</b>	<b>\$ 284,373</b>	<b>\$ 310,095</b>	<b>\$ 279,507</b>
Beginning Cash	\$ 248,758	\$ 270,769	\$296,491
Estimated Cash Balance	<u>\$ 270,769</u>	<u>\$ 296,491</u>	<u>\$265,903</u>



**TOWN OF NORRIS, TENNESSEE**  
**128 Solid Waste Fund**

	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
<b>REVENUES</b>			
34410 Refuse Collection Charges	\$ 26,777	\$ 25,750	\$ 28,620
34430 Refuse Collection and Disposal Charges	112,039	118,750	128,952
36960 Transfers In From Other Funds	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 138,816</b>	<b>\$ 144,500</b>	<b>\$ 157,572</b>
<b>EXPENDITURES</b>			
43230			
248 Recycle/Residential Contract	\$ 43,786	\$ 47,750	\$ 47,500
249 Refuse/Residential Contract	69,951	75,900	75,500
258 Commercial Refuse	33,000	32,900	32,500
329 Other Operating Supplies	0	0	0
354 City Refuse/Recycle Containers	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 146,737</b>	<b>\$ 156,550</b>	<b>\$ 155,500</b>
<b>Excess Revenues Over (Under) Expenditu</b>	<b>\$ (7,921)</b>	<b>\$ (12,050)</b>	<b>\$ 2,072</b>
<b>Beginning Fund Balance</b>	<b>\$ 49,103</b>	<b>\$ 41,182</b>	<b>\$ 29,132</b>
<b>Ending Fund Balance</b>	<b>\$ 41,182</b>	<b>\$ 29,132</b>	<b>\$ 31,204</b>
<b>BEGINNING CASH BALANCE</b>	<b>\$ 29,709</b>	<b>\$ 21,788</b>	<b>\$ 9,738</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 21,788</b>	<b>\$ 9,738</b>	<b>\$ 11,810</b>

**CITY OF NORRIS, TENNESSEE**  
413 **Water & Sewer Fund**

		<b>Actual</b>	<b>Estimated</b>	<b>Budgeted</b>
		<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>OPERATING REVENUES</b>				
<b>Charges for Services</b>				
33193	ARPA Grants	\$ -	\$ -	\$ -
33730	Tenn Safety Grant	\$ -	\$ -	\$ -
36100	Interest Earnings	\$ -	\$ 2	\$ 3
37130	Fire Service and Hydrant Rentals	\$ 12,200	\$ 12,200	\$ 12,200
37191	Forfeited Discounts and Penalties	12,429	6,000	13,000
37195	Installation Charges	4,800	3,000	4,800
37196	Water Tap Fees	2,775	500	1,100
37199	Miscellaneous	8,660	4,000	2,000
37293	Sale of Parts	123	-	-
37294	Installation Charges (Turn On)	-	-	-
37299	Miscellaneous	3,214	1,000	500
37990	Other Non-Operating (NDSP Contract)	9,636	11,000	
<b>Total Charges for Services</b>		<b>\$ 53,837</b>	<b>\$ 37,702</b>	<b>\$ 33,603</b>
<b>Wastewater Charges</b>				
37210	Sewer Service Charges	\$ 424,848	\$ 492,000	\$ 510,000
37220	Sewer Inspection Fees	550	550	550
37290	Other Operating Revenue - Sewer Stoppages	-	-	150
<b>Total Wastewater Charges</b>		<b>\$ 425,398</b>	<b>\$ 492,550</b>	<b>\$ 510,700</b>
<b>Water Charges</b>				
37110	Metered Water Sales	\$ 479,802	\$ 504,000	\$ 525,000
37120	Flat Rate Water Sales to Gen Customers	4,250	4,000	4,000
<b>Total Water Charges</b>		<b>\$ 484,052</b>	<b>\$ 508,000</b>	<b>\$ 529,000</b>
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 963,287</b>	<b>\$ 1,038,252</b>	<b>\$ 1,073,303</b>

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
<b>OPERATING EXPENSES</b>				
52113	<b>Water Purification</b>			
110	Personnel	\$ 32,571	\$ 70,000	\$ 69,777
112	Overtime Personnel	386	500	3,800
114	Part-Time Personnel	1,362	15,000	9,620
134	Christmas Bonus	-	2,717	217
137	Certification Bonus	-	-	1,700
141	Payroll Taxes	2,147	6,000	6,512
142	Hospital and Health Insurance	12,327	28,000	34,539
143	Retirement (with 3% hybrid match)	(2,160)	1,800	2,627
148	Employee Education and Training	219	500	500
170	Fees	-	-	1,000
241	Electric	24,008	40,000	40,500
244	Gas	3,117	6,500	6,000
245	Telephone and Other Communications	12,689	4,000	6,000
260	Repairs and Maintenance Services	17,088	15,000	15,000
291	Physical/Drug Testing (Random Drug Test)	-	-	240
320	Operating Supplies	5,777	500	2,500
322	Chemical, Lab and Medical Supplies	12,075	15,000	15,000
329	Other Operating Supplies (combined with 320)	808	500	1,000
389	Independent Lab Analysis	-	2,000	1,000
900	Capital Outlay	-	-	-
	<b>Total Purification</b>	<b>\$ 122,414</b>	<b>\$ 208,017</b>	<b>\$ 217,532</b>
52114	<b>Transmission and Distribution</b>			
110	Personnel	\$ 37,000	\$ 9,000	\$ 37,980
112	Overtime Personnel	-	200	4,600
114	Part-Time Personnel	14,751	8,500	9,620
134	Christmas Bonus	217	108	108
137	Certification Bonus	750	-	1,500
141	Payroll Taxes	4,063	1,300	4,117
142	Hospital and Health Insurance	11,454	5,000	22,334
143	Retirement (with 3% hybrid match)	(2,015)	300	1,538
260	Repairs and Maintenance Services (equipment rental)	-	-	1,000
291	Physical/Drug Testing (New and random)	520	340	240
320	Operating Supplies	-	500	1,000
322	Chemical, Lab and Medical Supplies	885	1,000	1,000
329	Other Operating Supplies	110	-	-
331	Fuel Charges	6,854	9,000	9,000
332	Motor Vehicle Parts	2,941	250	3,000
338	Repair Parts for Water Lines, Meters, Hydrants, etc.	38,258	25,000	26,000
341	Consumable Tools	910	500	1,000
391	Water Meters	-	959	1,000
900	Capital Outlay	-	-	-
934	Drainage, Water Supply&Storage, WW Disp.	-	-	-
	<b>Total Transmission and Distribution</b>	<b>\$ 116,698</b>	<b>\$ 61,957</b>	<b>\$ 125,037</b>

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
52211	<b>Sewage Collection</b>			
110	Personnel	\$ 8,330	\$ 17,000	\$ 19,118
112	Overtime Personnel	-	-	6,600
114	Part-Time Personnel	2,044	8,500	9,620
134	Christmas Bonus	-	1,250	-
137	Certification Bonus	-	-	750
141	Payroll Taxes	766	2,000	2,761
142	Hospital and Health Insurance	840	9,000	11,513
143	Retirement	(457)	100	921
148	Employee Education and Training	-	500	500
241	Electric (Lift Stations)	224	1,300	1,300
260	Repairs and Maintenance Services	165,354	200,000	7,500
291	Physical/Drug Testing	-	-	240
320	Operating Supplies	-	-	1,000
329	Other Operating Supplies	-	-	-
900	Capital Outlay	-	-	-
934	Drainage, Water Supply&Storage, WW Disp.	-	-	-
	<b>Total Sewage Collection</b>	<b>\$ 177,101</b>	<b>\$ 239,650</b>	<b>\$ 61,823</b>
52213	<b>Sewage Treatment and Disposal</b>			
110	Personnel	58,706	65,000	64,597
112	Overtime Personnel	2,186	3,600	6,100
134	Christmas Bonus	108	3,900	2,008
136	Time In Service Bonus	1,500	-	-
137	Certification Bonus	-	-	1,500
141	Payroll Taxes	4,760	5,000	5,677
142	Hospital and Health Insurance	15,437	16,000	17,727
143	Retirement	(30,585)	5,000	4,319
148	Employee Education and Training	-	-	500
170	Fees	3,907	4,000	4,000
241	Electric	33,841	31,000	35,000
245	Telephone and Other Communications	11,399	11,000	5,000
260	Repairs and Maintenance Services	14,822	16,000	16,500
295	Landfill Services	13,837	14,500	15,000
320	Operating Supplies	665	9,000	10,000
322	Chemical, Lab and Medical Supplies	19,408	20,000	21,000
326	Clothing and Uniforms	4,243	4,200	5,000
329	Other Operating Supplies	266	500	-
390	Other Supply Items	-	-	-
	<b>Total Sewage Treatment and Disposal</b>	<b>\$ 154,500</b>	<b>\$ 208,700</b>	<b>\$ 213,928</b>

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
<b>52316 Customer Billing</b>			
211 Postage, Box Rent, etc.	\$ 4,141	\$ 5,500	\$ 6,000
255 Data Processing Services	8,708	13,000	14,000
<b>Total Customer Billing</b>	<b>\$ 12,849</b>	<b>\$ 18,500</b>	<b>\$ 20,000</b>
<b>52317 Administrative and General</b>			
110 Personnel	\$ 125,707	\$ 142,000	\$ 99,999
111 Secretary/Treasury Personnel	6,006	6,000	9,000
112 Overtime Personnel	87	300	1,000
114 Part-Time Personnel	11,130	14,000	-
133 City Bonus	-	750	750
134 Christmas Bonus	109	6,500	217
136 Time In Service Bonus	5,000	-	-
137 Certification Bonus	2,250	6,000	6,000
141 Payroll Taxes	11,308	13,900	8,566
142 Hospital and Health Insurance	17,650	27,000	17,727
143 Retirement	(44,397)	8,000	6,597
146 Workers' Compensation	8,129	10,100	10,100
147 Unemployment Insurance	10	50	500
148 Employee Education and Training	540	200	500
220 Printing, Duplication, etc.	1,231	800	1,250
235 Memberships and Registration Fees	3,075	2,500	3,000
237 Advertising	925	400	800
250 Professional Services	-	-	88,275
252 Legal Services	169	4,000	800
253 Accounting and Auditing Services	11,250	12,000	13,000
256 Consultant Services	-	-	1,000
280 Travel	-	-	500
310 Office Supplies and Materials	2,149	1,500	2,500
320 Operating Supplies	83	300	500
329 Other Operating Supplies	-	10	-
510 Liability Insurance	17,681	20,200	22,064
555 Bank Service Charges	1,776	1,500	2,000
620 Notes - Series 2015	-	-	-
640 Interest on Notes (Loan 1)	2,032	-	-
741 Bad Debt Expense	-	-	-
948 Computer Equipment	2,812	5,000	-
<b>Total Administrative and General</b>	<b>\$ 186,712</b>	<b>\$ 283,010</b>	<b>\$ 296,645</b>

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
52523-540 Depreciation	\$ 98,886	\$ 98,000	\$ -
Transfers Out to Other Funds	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 869,160</b>	<b>\$ 1,117,834</b>	<b>\$ 934,965</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 94,127</b>	<b>\$ (79,582)</b>	<b>\$ 138,338</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
36100 Interest Income	\$ 3		
37990 Other Non-Operating Income (NDSP Contract)			\$ 11,000
Expense Debt Service Interest Payment			\$ -
Expense Debt Service Principal Payment			\$ -
Expense Capital Purchases			\$ 928,140
Expenses Other Non-Operating			\$ -
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ (917,140)</b>
Income (Loss) Before Capital Contributions	\$ 94,130	\$ (79,582)	\$ (778,802)
<b>CHANGE IN NET POSITION</b>	<b>\$ 94,130</b>	<b>\$ (79,582)</b>	<b>\$ (778,802)</b>
<i>Grants - Capital</i>	\$ -	\$ -	\$ 815,440
<i>Grants - Operating</i>	\$ -	\$ -	\$ -
<i>Capital Contributions</i>			\$ -
Total Capital Contributions	\$ -	\$ -	\$ 815,440
<b>Change In Net Position Cash Basis</b>	<b>\$ 94,130</b>	<b>\$ (79,582)</b>	<b>\$ 36,638</b>
<b>Beginning Net Position July 1</b>	<b>\$ 3,153,438</b>	<b>\$ 3,247,568</b>	<b>\$ 3,167,986</b>
<b>Ending Net Position June 30</b>	<b>\$ 3,247,568</b>	<b>\$ 3,167,986</b>	<b>\$ 2,389,184</b>
Beginning Cash	\$ 1,120,469	\$ 1,073,716	\$1,092,134
Estimated Cash Balance	\$ 1,073,716	\$ 1,092,134	\$1,230,472
<b>GAAP Reconciliation</b>			
Change In Net Position Cash Basis	\$ 94,130	\$ (79,582)	\$ 36,638
Add:			
Debt Service Principal	0	0	0
Capital Purchases	\$ -	\$ -	\$ 928,140
Subtract:			
Depreciation Expense			\$ 100,000
Change In Net Position GAAP Basis	\$ 94,130	\$ (79,582)	\$ 864,778
Subtract:			
Capital Contributions Grants			\$ 815,440
Total Amount Subtracted From Statutory Change	\$ -	\$ -	\$ 815,440
Statutory Change In Net Position	\$ 94,130	\$ (79,582)	\$ 49,338

City of Norris, Tennessee  
Budget Summary  
FY 2023

All Funds	Estimated Beginning Cash July 1	Debt			Total	*(exclude depreciation for enterprise funds)		Total	Increase or (use) of Cash Balance	Estimated Ending Cash June 30	Ending Cash as a Percent of Expenditures
		Revenues	Proceeds	Transfers-In		Transfers-Out	Total				
General Fund	2,127,886	1,826,410		45,290	1,871,700	2,363,671		2,363,671	(491,971)	1,635,915	69.21%
State Street Aid	160,999	55,900			55,900	150,000		150,000	(94,100)	66,899	44.60%
Drug Fund	2,565	-			-	-		-	-	2,565	#DIV/0!
Solid Waste Fund	9,738	157,572			157,572	155,500		155,500	2,072	11,810	7.59%
Watershed Fund	296,491	91,820			91,820	77,118	45,290	122,408	(30,588)	265,903	217.23%
Water Works Fund	\$1,092,134	1,073,303			1,073,303	934,965		934,965	138,338	\$1,230,472	131.61%
<b>Totals</b>	<b>\$ 3,689,813</b>	<b>\$ 3,205,005</b>	<b>\$ -</b>	<b>\$ 45,290</b>	<b>\$ 3,250,295</b>	<b>\$ 3,681,254</b>	<b>\$ 45,290</b>	<b>\$ 3,726,544</b>	<b>\$ (476,249)</b>	<b>\$ 3,213,564</b>	

Enterprise Funds	Estimated Beginning Net Position July 1	Expenses			Total	**(exclude capital projects and debt principal payments)		Total	Increase or (Decrease) in Net Position	Estimated Ending Net Position June 30
		Revenues	Transfers-In	Total		Transfers-Out	Total			
Water Works Fund	3,167,986	1,073,303	-	1,073,303	1,034,965	-	1,034,965	38,338	3,206,324	
	\$ 3,167,986	\$ 1,073,303	\$ -	\$ 1,073,303	\$ 1,034,965	\$ -	\$ 1,034,965	\$ 38,338	\$ 3,206,324	

Governmental Funds	Estimated Beginning Fund Balance July 1
General Fund	\$ 1,927,382
State Street Aid	173,942
Drug Fund	2,565
Solid Waste Fund	29,132
Watershed Fund	310,095





## **Revenue Forecast FY 2023**

### **Property Taxes**

#### **FYE**

<b>2023</b>	<b>776,000</b>	<b>Budgeted</b>
<b>2022</b>	<b>757,000</b>	<b>Estimated</b>
<b>2021</b>	<b>731,583</b>	<b>Audited</b>
<b>2020</b>	<b>723,640</b>	<b>Audited</b>
<b>2019</b>	<b>702,511</b>	<b>Audited</b>
<b>2018</b>	<b>713,334</b>	<b>Audited</b>

### **Local Sales Tax**

#### **FYE**

<b>2023</b>	<b>262,000</b>	<b>Budgeted</b>
<b>2022</b>	<b>270,000</b>	<b>Estimated</b>
<b>2021</b>	<b>252,463</b>	<b>Audited</b>
<b>2020</b>	<b>221,191</b>	<b>Audited</b>
<b>2019</b>	<b>129,490</b>	<b>Audited</b>
<b>2018</b>	<b>112,922</b>	<b>Audited</b>

Norris City Council Meeting  
6/12/2023

2020-2027 CITY OF NORRIS FIVE-YEAR CAPITAL OUTLAY WORKSHEET

Asset Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>110 - GENERAL FUND</b>								
Animal Shelter Plumbing Improvments			500					
Cat Area Upgrade								5,000
City Office - Central Server			3,000	6,000				
City Office - Computer Upgrades		5,000	2,000	2,000	2,000			
City Office - Local Gov. Upgrade	13,000		18,000					
City Office - Ordinance Recodification					2,000			
Community Building: Renovations (HVAC, Flooring)		7,000		35,000		35,000		35,000
Community Building: Roof				115,000				
Community Dev Phase I-IV Creamery Park				18,000	14,000	16,000	5,000	
Community Dev Entry Sign Project				5,400				
Fire Bay Renovation		6,000	6,000					
Fire Bay Roof				100,000				
Fire Equipment	5,000	7,500	5,000	22,500	5,000	5,000	5,000	5,000
Fire Houses			5,000	5,000				
Fire Breathing Equipment			15,000					
Fire Portable Radio Upgrade					105,600			
Fire Quick Attack UHP Truck					132,000			
Fire Rescue Pumper Truck						705,430		
McNeeley Building Repairs				40,000				
Police Dept. Building Renovation		8,500						
Police Dept. Computer Upgrades		5,000						
Police Dept. Vehicle	27,000	25,000	58,000	30,000	30,000			
Police Dept. Flock Camera							3,500	
Police Dept. Body Armor								8,000
Public Works - Mowers				14,000			15,000	
Public Works Asphalt Trailer		16,000						
Public Works East Norris Sidewalk	88,000	76,000						
Public Works Sidewalk Improvements			122,000	122,000				250,000
Public Works Paving Project (city funded)			100,000					
Public Works Vehicle			170,000			30,000		
Recreation - Lion's Pavillion				10,000				
Recreation Grant - Eric Harold Pavillion				20,000				
Recreation Grant - Oak Road Pavillion				20,000				
Recreation Grant - Park Klosks				10,000				
Recreation Grant - Park Master Plan				25,000				
Recreation - Oak Road Fountain, Tables, Fencing				20,000				
Recreation - Eric Harold Fountain, Tables				10,000				
Recreation - Disc Golf Fountain				2,000				
Recreation - Gym Flooring				15,000				
RTP Grant -Trail Equipment								
Tree - Bucket Truck								125,000
GIS Software (Potential Share w/ Trees, GF, W&S)								
Tree - Phase II Aboretum								
<b>TOTAL</b>	<b>133,000</b>	<b>156,000</b>	<b>504,507</b>	<b>646,900</b>	<b>290,600</b>	<b>791,430</b>	<b>28,500</b>	<b>428,000</b>

Asset Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>121 - STATE STREET AID FUND</b>								
Paving Project - (2022-2023 Butternut/Dairy Pond)	\$0	\$0	\$0	150,000	\$0	\$0	150,000	\$0
<b>TOTAL</b>	<b>\$ 133,000</b>	<b>\$ 156,000</b>	<b>\$ 504,507</b>	<b>\$ 796,900</b>	<b>\$ 290,600</b>	<b>\$ 791,430</b>	<b>\$ 178,500</b>	<b>\$ 428,000</b>

State & Cares Act Grants				\$64,000				
CARES Act Federal Grant				\$24,100				
ARPA Grant			\$ 170,000	\$211,900				
State Street Aid Fund				\$150,000			\$150,000	
Firefighters Safety Grant			\$ 15,000					
Fire Perpetual Fund				\$15,800				
Fire Grant (FEMA or other)					\$560,000			
State Beatification Grant				\$ 5,400				
Safe Routes to School Sidewalk Grant			122,000	122,000				\$ 200,000
TVA Donation				\$75,000				
Animal Shelter Perpetual Fund				\$ -	\$ 300	\$ 9,000		5,000
Little Theater Perpetual Fund				\$0				
<b>General Fund Outlay</b>	<b>\$ 133,000</b>	<b>\$ 156,000</b>	<b>\$ 197,500</b>	<b>\$ 128,700</b>	<b>\$ 290,300</b>	<b>\$ 222,430</b>	<b>\$ 28,500</b>	<b>\$ 223,000</b>

Asset Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>123 - WATERSHED FUND</b>								
RTP Grant -Trail Equipment								
Clear Creek Spring Exclosure				\$13,500				
Clear Creek Shoreline Public Area Improvements				\$10,000				
Reservoir Hill Gates				\$5,000				
Predestian Bridges (3)				\$2,000	\$2,000	\$2,000		
Entrance Servicing Stations (3)					\$9,000			

Norris City Council Meeting  
6/12/2023

Parking Area Expansion/New				\$5,000						
Sedimentation/Drainage Road Improvements				\$1,000	\$3,000	\$3,000	\$3,000			
GIS Software (Potential Share w/ Trees, GF, W&S)										
New Rifle Range Gate			\$1,500							
New Wildlife Opening			\$4,000							
<b>123 - WATERSHED FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$36,500</b>	<b>\$14,000</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Asset Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
<b>413 - WATER/SEWER FUND</b>										
SE55 Field Work			\$380,000							
Clear Creek Spring Enclosure			\$6,500							
Sawmill Sewershed Phase I Design				\$186,950						
Advertise & Bid for Phase I Rehab				\$25,000						
Construct & Maintain Temp WWTP				\$122,500						
Jet Machine					\$75,000					
Construct Phase I Sewer Rehab				\$480,690	\$2,061,435					
Monitor Post Phase I Flow					\$25,000					
Dale & Deer Ridge Sewershed Phase II Design						\$186,950				
Advertise & Bid for Phase II Rehab							\$25,000			
Construction Phase II Sewer Rehab								\$2,542,125		
Monitor Post Phase II Flow								\$25,000		
Equalization Tank Design									\$210,000	
Advertise & Bid for Equalization Tank									\$50,000	
Construction Equalization Tank										\$1,578,100
Administration Computer Updates				\$3,000						
#3 Raw Water Pump Upgrade/Replacement				\$11,000						
In-line Turb Upgrade/Replacement			\$7,000							
#2 Raw Water Pump Upgrade/Replacement			\$13,000							
#1 Raw Water Pump Upgrade/Replacement			\$13,000							
Lift Station Replacement Pumps				\$10,000		\$12,000		\$12,000		\$15,000
Telemetry Guages/Raw Water Line				\$15,000						
Tank Inspection/Upgrade				\$15,000						
Galvanizing Water Line Replacement Project				\$35,000	\$55,000	\$55,000				
Fire Hydrant Replacement Plan			\$9,000	\$9,000						
New Service Truck						\$55,000				\$55,000
Mini-Excavator (Shared Purchase)					\$80,000					
Anderson County/Norris Water Line/Engineering Service				\$15,000	\$1,000,000					
<b>413 - WATER/SEWER FUND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$428,500</b>	<b>\$928,140</b>	<b>\$3,296,435</b>	<b>\$308,950</b>	<b>\$25,000</b>	<b>\$2,579,125</b>	<b>\$260,000</b>	<b>\$1,648,100</b>

ARPA Funds	\$682,896			\$682,896						
County ARPA Funds Approved	\$257,244			\$132,244	\$25,000					
ARPA Funds Proposed	\$800,000				\$800,000					
SRF Loans and Forgiveness	\$5,468,700				\$2,061,435	\$186,950	\$25,000	\$2,567,125	\$260,000	\$1,578,100

<b>Water/Sewer Fund Outlay</b>	<b>\$0</b>	<b>\$428,500</b>	<b>\$113,000</b>	<b>\$410,000</b>	<b>\$122,000</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>
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2023 - 2024 Full Time Pay Scale							
Position	0	1	2	3	4	5	Total Increase
Percent Increase		4.17%	4.17%	4.17%	4.17%	4.17%	23%
Percent Increase		6.00%	6.00%	6.00%	6.00%	6.00%	34%
Admin Assistant	\$ 32,433	\$ 34,379	\$ 36,442	\$ 38,629	\$ 40,946	\$ 43,403	\$ 10,970
Lieutenant (2)	\$ 45,978	\$ 47,895	\$ 49,892	\$ 51,973	\$ 54,140	\$ 56,398	\$ 10,420
Patrol Officer	\$ 37,756	\$ 40,022	\$ 42,423	\$ 44,968	\$ 47,667	\$ 50,527	\$ 12,770
Equipment Operator III	\$ 42,719	\$ 44,500	\$ 46,356	\$ 48,289	\$ 50,302	\$ 52,400	\$ 9,681
Equipment Operator II	\$ 34,457	\$ 36,524	\$ 38,716	\$ 41,039	\$ 43,501	\$ 46,111	\$ 11,654
Equipment Operator I	\$ 30,724	\$ 32,567	\$ 34,521	\$ 34,521	\$ 34,521	\$ 34,521	\$ 3,797
Sr. Operator (Operator III) (1)	\$ 52,663	\$ 54,859	\$ 57,146	\$ 59,529	\$ 62,012	\$ 64,597	\$ 11,935
Operator II (Unlimited)	\$ 44,815	\$ 46,684	\$ 48,631	\$ 50,659	\$ 52,771	\$ 54,972	\$ 10,156
Operator I (Unlimited)	\$ 36,071	\$ 38,235	\$ 40,529	\$ 42,961	\$ 45,538	\$ 48,271	\$ 12,200
Senior Utility Worker (1)	\$ 33,599	\$ 35,000	\$ 36,460	\$ 37,980	\$ 39,564	\$ 41,213	\$ 7,614
Utility Worker (Unlimited)	\$ 30,724	\$ 32,567	\$ 34,521	\$ 34,521	\$ 34,521	\$ 34,521	\$ 3,797

2023-2024 Part Time Pay Scale					
Position	0	1	2	3	4
City Recorder	\$ 22.25	\$ 23.40	\$ 25.50	\$ 26.50	\$ 29.75
Admin Assistant	\$ 16.50	\$ 17.25	\$ 18.75	\$ 19.50	\$ 21.75
Records Clerk	\$ 16.25	\$ 17.00	\$ 18.50	\$ 19.25	\$ 21.50
Watershed Crew Leader	\$ -	\$ 16.00	\$ 16.50	\$ -	\$ -
Watershed Crew Member	\$ 14.00	\$ 15.50			
Public Works - General	\$ 14.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.50
Water Operations	\$ 16.25	\$ 17.00	\$ 18.50	\$ 19.25	\$ 21.50
Water Distribution/Collection	\$ 14.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.50
Police Dispatch	\$ -	\$ 13.00	\$ 14.50	\$ -	\$ -
Building Manager	\$ 13.25	\$ 14.00	\$ 15.40	\$ 16.25	\$ 17.00
Recreation Director	\$ -	\$ 16.00	\$ 17.00	\$ -	\$ -
Recreation Leader	\$ -	\$ 14.00	\$ 15.00	\$ -	\$ -



## Resolution 4-2023

### A Resolution Approving an Agreement Between the City of Norris and Community Development Partners, LLC for Parks and Recreation Master Plan

**WHEREAS**, the Council of the City of Norris desires to enter into a contract with Community Development Partners; and

**WHEREAS**, it is the desire of the Council of the City of Norris that Community Development Partners, LLC establish, develop, and provide a Norris Parks and Recreation Master Plan.

**NOW, THEREFORE** in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into a Contract with Community Development Partners, LLC, attached hereto, and the Mayor is hereby authorized to execute said Contract on behalf of the City.

**BE IT FURTHER RESOLVED**, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on June 12, 2023.

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Mayor

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City Recorder

**CONTRACT AGREEMENT BETWEEN**  
**COMMUNITY DEVELOPMENT PARTNERS, LLC**  
**AND**  
**CITY OF NORRIS, TENNESSEE**

THIS IS AN AGREEMENT made as of April 1, 2023, between THE CITY OF NORRIS, Tennessee (hereinafter called the CLIENT) and COMMUNITY DEVELOPMENT PARTNERS, LLC (hereinafter called the CONSULTANT).

WHEREAS the CLIENT has a keen interest in developing and maintaining a parks and recreation system that attracts visitors and provides a high quality of life for residents; and

WHEREAS the CLIENT intends to apply for a Local Parks and Recreation Fund Grant (LPRF Grant) to fund improvements at its parks; and

WHEREAS the CLIENT was informed that a Parks and Recreation Master Plan (P&R Master Plan) would need to be completed and adopted as a requirement before submitting a full application for an LPRF Grant; and

The CLIENT desires to engage the CONSULTANT to render the scope of services and deliverables in connection with the P&R Master Plan, and the CONSULTANT agrees to complete the P&R Master Plan in compliance with all applicable state and federal program guidelines on behalf of the CLIENT. Therefore, the parties do mutually agree as follows:

**ARTICLE I - EMPLOYMENT OF THE CONSULTANT**

The CLIENT hereby agrees to engage the CONSULTANT and the CONSULTANT agrees to provide planning services in support of the aforementioned P&R Master Plan. The CONSULTANT'S services shall be rendered in a prompt, timely and professional manner, and in accordance with applicable State/Federal regulations, requirements and accepted TDEC/LPRF practices.

**ARTICLE II - SCOPE OF SERVICES**

The CONSULTANT shall provide planning and professional services to the CLIENT as required to undertake and complete the scope of services for the P&R Master Plan. Services rendered by the CONSULTANT in support of this project shall be those described in ATTACHMENT A to this AGREEMENT.

### **ARTICLE III - TIME OF PERFORMANCE**

CONSULTANT services provided under this AGREEMENT shall commence upon the signing of this contract and will continue for up to 300 days. The completion date and presentation of the final planning document should be delivered no later than March 31, 2024. The CONSULTANT shall assist the CLIENT in ensuring that the P&R Master Plan activities are undertaken and completed in accordance with the approved Scope of Services.

### **ARTICLE IV - RESPONSIBILITIES OF THE CLIENT**

The CLIENT agrees to provide, at no expense to the CONSULTANT, maps, documents and other readily available materials and information, and such other general assistance, as may be needed to facilitate fulfillment of the CONSULTANT'S obligations under this AGREEMENT. The CLIENT further agrees to complete, at no expense to the CONSULTANT, all additional site and structural evaluations needed for completion of the plan. The CLIENT will be responsible for the coordination of all local resources.

### **ARTICLE V - COMPENSATION AND METHOD OF PAYMENT**

For satisfactory completion of all services specified under this agreement, the CLIENT agrees to pay the CONSULTANT a fee not to exceed a sum of TWENTY-FOUR THOUSAND DOLLARS (\$24,000.00). The CONSULTANT'S invoices and statements of services rendered shall be provided in a form and manner acceptable to the CLIENT and shall include written statements accurately setting forth the services and end products provided, and payments associated with such efforts as specified under ATTACHMENT A of this AGREEMENT.

### **ARTICLE VI TERMS AND CONDITIONS**

The CONSULTANT and CLIENT agrees to the following terms and conditions:

**1. Termination of Contract for Cause:**

If, through any cause, the CONSULTANT shall fail to fulfill in the timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements or stipulations of this Contract, the CLIENT shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the CONSULTANT under this Contract shall, at the option of the CLIENT become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the CLIENT for damages sustained by the CLIENT by virtue of any breach of the Contract by the CONSULTANT, and the CLIENT may withhold any payments to the



CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the CLIENT from the CONSULTANT is determined.

**2. Termination for Convenience of the CLIENT:**

The CLIENT may terminate this Contract at any time by giving at least ten (10) days-notice in writing to the CONSULTANT. IF the Contract is terminated by the CLIENT as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination day. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

**3. Personnel:**

All of the services required hereunder will be performed by the CONSULTANT inclusive of consultant partners.

**4. Assignability:**

The CONSULTANT shall not assign any interest on its contract, and shall not transfer any interest in the same, without the prior written consent of the CLIENT thereto. Provided, however, that claims for money by the CONSULTANT from the CLIENT under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the CLIENT.

**5. Reports and Information:**

The CONSULTANT, at such times and in such forms, shall furnish to the CLIENT such periodic reports and deliverables pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

**6. Records and Audits:**

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the CLIENT to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the CLIENT or any authorized representative and will be retained for five years after the expiration of the Contract unless permission to destroy them is granted by the CLIENT.

**7. Copyright:**

No report, maps, or other documents produced in whole or in part under this Contract shall be subject of an application for copyright by or on behalf of the CONSULTANT.

**8. Compliance with Local Laws:**

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the State and local governments, and the CONSULTANT shall save the CLIENT harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

**9. Equal Employment Opportunity:**

The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. The CONSULTANT shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, sex, color, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship interests of the United States.

**10. Civil Rights Act of 1964:**

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The CONSULTANT shall be in compliance with the CLIENT'S Title VI policy of non-discrimination on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to or operation of its programs, services or activities. With regard to all aspects of the contract COMMUNITY DEVELOPMENT PARTNERS certifies and warrants it will comply with this policy.

**11. Interest of Members of the Client:**

No member of the governing body of the CLIENT and other officer, employee, or agent of the CLIENT who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

**12. Interest of Other Local Public Officials:**

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in the Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

**13. Interest of the CONSULTANT and Employees:**

The CONSULTANT covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the study area of any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this CONTRACT AGREEMENT on March 31, 2023.


THE CITY OF NORRIS, TENNESSEE

\_\_\_\_\_  
Title: Mayor

ATTEST:

\_\_\_\_\_

COMMUNITY DEVELOPMENT PARTNERS, LLC

  
\_\_\_\_\_

Title: President

ATTEST:

  
\_\_\_\_\_

## ATTACHMENT A

1. **PARKS and RECREATION MASTER PLAN** - The CONSULTANT will develop a plan for Parks and Recreation for the CLIENT, The CONSULTANT shall be paid a total not to exceed a sum of TWENTY-FOUR THOUSAND DOLLARS (\$24,000.00) to be invoiced periodically throughout the duration of the planning process based on the percentage of completion of the following Scope of Services work tasks. The Scope of Service and Deliverables to be provided shall include:

### A. SCOPE OF SERVICES

1. The consultant will lead a kickoff meeting to provide an overview of the process and timeline for developing the parks and recreation plan, review roles and responsibilities, inventory existing parks, review draft survey materials, and discuss key dates and deliverables, among other things.
2. Evaluate existing parks, equipment, property, programming and department (if applicable) operation in correlation with the present and projected needs of the community and partners, if applicable. The evaluation will include at a minimum:
  - a) Strengths, Opportunities, Aspirations, and Weaknesses
  - b) Natural features
  - c) Pedestrian and vehicular access and parking
  - d) Park land utilization for active and passive areas
  - e) Compatible usage and alternatives
  - f) ADA compatibility
  - g) Public safety
  - h) Greenways, trails, blueways, and connections
  - i) Potential for expansion
  - j) Adequate resources for current and future usage and/or development
  - k) Potential for multi-government collaboration
3. Complete a community-based needs assessment based on surveys of the residents within the boundaries of the client. The consultant will evaluate responses to a survey questionnaire developed for the CITY OF NORRIS. The consultant will be responsible for evaluating and compiling the results of the survey.
4. Evaluate existing U.S. Census, Bureau of Labor Statistics, Bureau of Economic Analysis, and locally sourced information to access the demographic and economic characteristics of the funded entity's service area. At a minimum, the analysis categories shall include:
  - a) Population Trends and Projections
  - b) Age and Education
  - c) Employment and Income

The consultant will assess how the various demographic characteristics affect the recreational habits of the residents and determine how existing park areas, programming and services could be modified to meet the needs of the community residents.

5. Interviews and/or focus groups with public officials and key stakeholders will be conducted by the consultant to understand the strengths, long term visions, and funding sources available to develop and maintain the future parks and recreation system.
6. Conceptual diagrams and drawings will be developed to illustrate improvements needed at existing parks and trails and future parks and trails to be developed. These concepts will illustrate future land to be acquired and the future desired parks and recreation elements to be developed.
7. Conduct community meetings for the funded entity to obtain input from public for development of the Plan.
8. Strategic implementation strategies will be developed to provide the framework for meeting the community's needs over the coming years. Planning-level cost estimates, timelines, and priorities will be generated to assist the client in future funding applications and project implementation. The structure and role of any parks and recreation board and committees will be evaluated as part of this process.
9. Develop a P&R Master Plan that includes future parks and recreation projects including equipment, facilities, and property acquisition. Recommendations shall be based upon community profile needs, survey assessments, input from CLIENT staff and suggestions from planning team members.
10. CONSULTANT will deliver the final version of the Parks and Recreation System Wide Master Plan to the funded entity's governing body for formal adoption.

## **B. DELIVERABLES LIST**

It is expected that the consultant will provide the following deliverables to the client. A minimum of two (2) hard copies, and one (1) electronic format is required.

- a. Final CITY OF NORRIS Parks and Recreation Master Plan

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND TITLE 3 OF THE NORRIS MUNICIPAL CODE  
REGARDING MUNICIPAL COURTS**

**WHEREAS**, Title 3 of The Norris Municipal Code needs to be updated to reflect changes in Tennessee law and to further detail the scope of jurisdiction, operations, and functions of the municipal court.

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

**SECTION 1.** Title 3, Chapter 1, of The Norris Municipal Code is amended by repealing the existing Title 3, Chapter 1 in its entirety, and replacing instead Title 3, Chapters 1 through 4, as contained in Exhibit A attached hereto.

**SECTION 2.** This ordinance shall take effect and be in force from and after its approval as required by law.

Approved on First Reading \_\_\_\_\_

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

Approved on Second Reading \_\_\_\_\_

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

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

Ordinance No. \_\_\_\_\_  
Page 1 of 6

**EXHIBIT A**

**TITLE 3**

**MUNICIPAL COURT**

**CHAPTER**

1. CITY JUDGE.
2. COURT ADMINISTRATION.
3. WARRANTS, SUMMONSES AND SUBPOENAS.
4. BONDS AND APPEALS.

**CHAPTER 1**

**CITY JUDGE**

**SECTION**

- 3-101. City judge.
- 3-102. Jurisdiction.

**3-101. City judge.** (1) Appointment. The city judge designated by the charter to handle judicial matters within the city shall be appointed by the City Council and shall serve at the pleasure of the governing body. Vacancies in the office of the city judge arising from resignation, disqualification or for any other reason whatsoever, shall be filled in the same manner as prescribed for the appointment of the city judge.

(2) Qualifications. The city judge shall be a **minimum of ( ) years of age**, be licensed by the State of Tennessee to practice law, and be a resident of Tennessee.

(3) Judge pro tem. During the absence of the city judge from his duties for any reason or at any time the office of the city judge is vacant, the City Council may appoint a city judge pro tem to serve until the city judge returns to his duties or the office of city judge is no longer vacant. The city judge pro tem shall have all the qualifications required, and powers, of the city judge.

**3-102. Jurisdiction.** The city judge shall have the authority to try persons charged with the violation of municipal ordinances, and to punish persons convicted of such violations by levying a civil penalty under the general penalty provision of this code.

Ordinance No. \_\_\_\_\_  
Page 2 of 6

CHAPTER 2

COURT ADMINISTRATION

SECTION

- 3-201. Maintenance of docket.
- 3-202. Imposition of penalties and costs.
- 3-203. Disposition and report of penalties and costs.
- 3-204. Contempt of court.

**3-201. Maintenance of docket.** The city judge shall keep a complete docket of all matters coming before him in his judicial capacity. The docket shall include for each defendant such information as his name; warrant and/or summons numbers; alleged offense; disposition; penalties and costs imposed and whether collected; and all other information which may be relevant.

**3-202. Imposition of Fines, Penalties, and Court Costs.** (1) Fines and Costs Recorded - All fines and costs shall be imposed by the city judge and recorded by the municipal court clerk on the municipal court docket.

(2) Court Costs - In all cases heard and determined by him or her, the city judge shall impose court costs in the amount of \$100.00. One dollar (\$1.00) of the court costs shall be forwarded by the court clerk to the state treasurer in accordance to Tennessee Code Annotated § 16-18-304(a) to be used by the Administrative Office of the Courts for training and continuing education courses for municipal court judges and municipal court clerks.

(3) Alternate Court Costs - When any person has been charged with violation of a law regarding vehicle equipment (including but not limited to inoperable headlights, tail lights, brake lights or turn signals), driver licensing, or vehicle licensing and registration, the charge may be dismissed if the person charged with the violation submits evidence of compliance with such law on or before the court date; provided, however, that the city judge may establish a separate court cost not to exceed \$50.00 to be collected from the person charged with the violation. These separate court costs will be assessed in lieu of the court costs detailed in Section 3-202(2) above.

One dollar (\$1.00) of the court costs shall be forwarded by the court clerk to the state treasurer in accordance with Tennessee Code Annotated § 16-18-304(a) to be used by the Administrative Office of the Courts for training and continuing education courses for municipal court judges and municipal court clerks.

(4) Litigation Taxes - In all cases where the defendant is charged with the violation of a city ordinance or authorized state statute and is found guilty, whether by trial or plea of guilty, such defendant shall pay:

- (a) The State litigation taxes as defined in Tennessee Code Annotated § 67-4-601.
- (b) In addition, pursuant to the authority granted in Tennessee Code Annotated § 67-4-601, the City of Norris adopts a local litigation tax of \$13.75 and the court shall levy this local litigation tax in all cases in which the state litigation tax is levied.
- (c) Any other taxes and/or fees imposed pursuant to state statutes and/or city ordinances.

**Commented [EJ1]:** This is the paragraph for the "alternative court costs" for those items like headlights, taillights, etc. that get resolved prior to court but still collect a smaller amount of court cost and results in a dismissal. So in this case, it will be smaller court cost only, no fines, no litigation taxes because it'll be dismissed.

If Norris's judge does not want to do this, or the city council does not want to do this, just delete this paragraph.



**3-203. Disposition and report of penalties and costs.** All funds coming into the hands of the city judge in the form of penalties, costs, and forfeitures shall be recorded by him or her and paid over daily to the city. At the end of each month he or she shall submit to the City Council a report accounting for the collection or noncollection of all penalties and costs imposed by his or her court during the current month and to date for the current fiscal year.

**3-204. Contempt of court.** Contempt of court is punishable by a fine of fifty dollars (\$50.00), or such lesser amount as may be imposed in the judge's discretion.

Ordinance No. \_\_\_\_\_  
Page 4 of 6

**CHAPTER 3**

**SUMMONSES AND SUBPOENAS**

**SECTION**

3-301. Issuance of summonses.

3-302. Issuance of subpoenas.

**3-301. Issuance of summonses.** When a complaint of an alleged ordinance violation is made to the city judge, the judge may, in his discretion, issue a summons ordering the alleged offender personally to appear before the city court at a time specified therein to answer to the charges against him. The summons shall contain a brief description of the offense charged but need not set out verbatim the provisions of the municipal code or ordinance alleged to have been violated. Upon failure of any person to appear before the city court as commanded in a summons lawfully served on him, the cause may be proceeded with ex parte, and the judgment of the court shall be valid and binding subject to the defendant's right of appeal.

**3-302. Issuance of subpoenas.** The city judge may subpoena as witnesses all persons whose testimony he believes will be relevant and material to matters coming before his court, and it shall be unlawful for any person lawfully served with such a subpoena to fail or neglect to comply therewith.

Ordinance No. \_\_\_\_\_  
Page 5 of 6

**CHAPTER 4**

**BONDS AND APPEALS**

**SECTION**

3-401. Appeals.

3-402. Bond amounts, conditions, and forms.

**3-401. Appeals.** Any person dissatisfied with any judgment of the city court against him may, within ten (10) days<sup>1</sup> thereafter, Sundays exclusive, appeal to the circuit court of the county upon giving bond.

"Person" as used in this section includes, but is not limited to, a natural person, corporation, business entity or the municipality.

**3-402. Bond amounts, conditions, and forms.** (1) Appeal bond. An appeal bond in any case shall be two hundred fifty dollars (\$250.00) for such person's appearance and the faithful prosecution of the appeal.

(2) Pauper's oath. A bond is not required provided the defendant/appellant

(a) Files the following oath of poverty:

I, \_\_\_\_\_, do solemnly swear under penalties of perjury, that owing to my poverty, I am not able to bear the expense of the action which I am about to commence, and that I am justly entitled to the relief sought, to the best of my belief;

(b) Files an accompanying affidavit of indigency.

The affidavit of indigency must be sworn to by the defendant/appellant and the facts therein may be investigated.

"Person" as used in this section includes, but is not limited to, a natural person, corporation, business entity or the municipality.

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<sup>1</sup> State law reference

*Tennessee Code Annotated § 16-18-307.*

Ordinance No. \_\_\_\_\_

Page 6 of 6



**ORDINANCE NO. 650**

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 17, REFUSE AND TRASH DISPOSAL, CHAPTER 1: REFUSE, SECTION 17-107, REFUSE COLLECTION FEES**

**WHEREAS**, the City of Norris has not adjusted refuse collection fees since 2022; and

**WHEREAS**, the multiple year agreement with Waste Connections includes annual rate increases; and

**WHEREAS**, refuse collection fees continue to increase due to increases in operating costs, including world economic factors; and

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

**SECTION 1:** Section 17-207, Refuse/Recycle Collection Fees is amended as follows:

17-107. Refuse/Recycle Collection Fees. The following rates shall be applicable

Residential

~~\$16.00~~ **17.00** per month/per household

Commercial

Container Size	Monthly Rental	Service Price
8 Yard	<del>\$26.60</del> <b>27.50</b>	<del>\$17.00</del> <b>\$19.00</b>
6 Yard	<del>\$21.00</del> <b>21.75</b>	<del>\$12.75</del> <b>\$14.50</b>
4 Yard	<del>\$20.00</del> <b>20.75</b>	<del>\$9.50</del> <b>\$11.00</b>

**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

Norris City Council Meeting  
6/12/2023

Current Dumpster Cost

Code	Unit	Frequency	price rate	rental	total
102	8	4	0	0	\$ -
103	4	4	0	0	\$ -
105	8	4	67.68	25.38	\$ 93.06
	8	4	67.68	25.38	\$ 93.06
	8	4	67.68	25.38	\$ 93.06
106	4	8	67.6	19.74	\$ 87.34
107	6	8	101.68	19.05	\$ 120.73
107	8	8	135.36	25.38	\$ 160.74
109	6	8	101.68	19.05	\$ 120.73
110	8	8	135.36	25.38	\$ 160.74
113	8	8	135.36	25.38	\$ 160.74
119	20	4	0	0	\$ -
121	8	4	50.84	25.38	\$ 76.22
122	8	8	101.68	25.38	\$ 127.06
124	8	4	50.84	25.38	\$ 76.22
128	8	4	67.68	25.38	\$ 93.06
129	8	2	33.84	25.38	\$ 59.22
134	8	4	67.68	25.38	\$ 93.06
135	4	4	33.8	19.74	\$ 53.54
137	4	1	8.45	19.74	\$ 28.19
138	4	4	33.8	19.74	\$ 53.54
140	8	4	67.68	25.38	\$ 93.06
141	8	8	135.36	25.38	\$ 160.74
144	6	2	25.42	19.05	\$ 44.47
147	4	4	33.8	19.74	\$ 53.54
149	8	8	135.36	25.38	\$ 160.74
150	4	4	33.8	19.74	\$ 53.54
151	8	4	67.68	25.38	\$ 93.06
152	4	4	33.8	19.74	\$ 53.54
153	8	2	25.42	25.38	\$ 50.80
154	8	4	67.68	25.38	\$ 93.06

\$2,606.86  
Surcharge 0.0895  
**\$2,840.17**

Current Pricing

Code	Unit	Frequency	price rate	rental	total
102	8	4	0	0	\$ -
103	4	4	0	0	\$ -
105	8	4	68	26.6	\$ 94.60
	8	4	68	26.6	\$ 94.60
	8	4	68	26.6	\$ 94.60
106	4	8	76	20	\$ 96.00
107	6	8	102	21	\$ 123.00
107	8	8	136	26.6	\$ 162.60
109	6	8	102	21	\$ 123.00
110	8	8	136	26.6	\$ 162.60
113	8	8	136	26.6	\$ 162.60
119	20	4	0	0	\$ -
121	8	4	68	26.6	\$ 94.60
122	8	8	136	26.6	\$ 162.60
124	8	4	68	26.6	\$ 94.60
128	8	4	68	26.6	\$ 94.60
129	8	2	34	26.6	\$ 60.60
134	8	4	68	26.6	\$ 94.60
135	4	4	38	20	\$ 58.00
137	4	1	9.5	20	\$ 29.50
138	4	4	38	20	\$ 58.00
140	8	4	68	26.6	\$ 94.60
141	8	8	136	26.6	\$ 162.60
144	6	2	25.5	21	\$ 46.50
147	4	4	38	20	\$ 58.00
149	8	8	136	26.6	\$ 162.60
150	4	4	38	20	\$ 58.00
151	8	4	68	26.6	\$ 94.60
152	4	4	38	20	\$ 58.00
153	8	2	34	26.6	\$ 60.60
154	8	4	68	26.6	\$ 94.60

\$2,750.80

Proposed Pricing + Contract Increase for 2023-24

Code	Unit	Frequency	price rate	rental	total
102	8	4	0	0	\$ -
103	4	4	0	0	\$ -
105	8	4	76	27.5	\$ 103.50
	8	4	76	27.5	\$ 103.50
	8	4	76	27.5	\$ 103.50
106	4	8	88	20.75	\$ 108.75
107	6	8	116	21.75	\$ 137.75
107	8	8	152	27.5	\$ 179.50
109	6	8	116	21.75	\$ 137.75
110	8	8	152	27.5	\$ 179.50
113	8	8	152	27.5	\$ 179.50
119	20	4	0	0	\$ -
121	8	4	76	27.5	\$ 103.50
122	8	8	152	27.5	\$ 179.50
124	8	4	76	27.5	\$ 103.50
128	8	4	76	27.5	\$ 103.50
129	8	2	38	27.5	\$ 65.50
134	8	4	76	27.5	\$ 103.50
135	4	4	44	20.75	\$ 64.75
137	4	1	11	20.75	\$ 31.75
138	4	4	44	20.75	\$ 64.75
140	8	4	76	27.5	\$ 103.50
141	8	8	152	27.5	\$ 179.50
144	6	2	29	21.75	\$ 50.75
147	4	4	44	20.75	\$ 64.75
149	8	8	152	27.5	\$ 179.50
150	4	4	44	20.75	\$ 64.75
151	8	4	76	27.5	\$ 103.50
152	4	4	44	20.75	\$ 64.75
153	8	2	38	27.5	\$ 65.50
154	8	4	76	27.5	\$ 103.50

\$3,033.50

**City of Norris**  
**Rate Change Based on 90% CPI**  
Effective July 1, 2023

In ca  
interf

**Step 1- Calculate percentage change of CPI Index over the Period.**

296.797 Period ending Index                      Dec-22  
278.802 Period beginning Index                  Dec-21  
17.995 Index change over period  
6.45% Index change divided by Period beginning Index = CPI percentage change

<http://data.bls.gov/cgi-bin/dsrv>

[Norriscitymanager@gmail.com](mailto:Norriscitymanager@gmail.com)

**Step 2- Determine Unit Price Adjustment Percentage**

6.45% CPI Index percentage change over the Period  
90% Multiply by 90%  
5.81% CPI component of Unit Price Adjustment Percentage

**Step 3- Determine Adjusted Unit Price**

\$9.85 Current Unit Price-Residential Backdoor  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.57 Unit Price Increase (Decrease)

**\$10.42 New Unit Price**

\$5.80 Current Unit Price-Residential Recycling  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.34 Unit Price Increase (Decrease)

**\$6.13 New Unit Price**

\$8.45 Current Unit Price-4 yd Container  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.49 Unit Price Increase (Decrease)

**\$8.94 New Unit Price**

\$12.71 Current Unit Price-6 yd Container  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.74 Unit Price Increase (Decrease)

**\$13.44 New Unit Price**

\$16.92 Current Unit Price-8 yd Container  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.98 Unit Price Increase (Decrease)

**\$17.90 New Unit Price**

\$12.71 Current Unit Price-8yd Container OCC  
5.81% Multiply by Unit Price Adjustment Percentage  
\$0.74 Unit Price Increase (Decrease)

**\$13.44 New Unit Price**

\$19.74 Current Unit Price-4yd Container Rental  
5.81% Multiply by Unit Price Adjustment Percentage  
\$1.15 Unit Price Increase (Decrease)

**\$20.88 New Unit Price**

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**City of Norris**  
**Rate Change Based on 90% CPI**  
Effective July 1, 2023

\$19.05 Current Unit Price-6 yd Container Rental  
5.81% Multiply by Unit Price Adjustment Percentage  
\$1.11 Unit Price Increase (Decrease)  
**\$20.16 New Unit Price**

\$25.38 Current Unit Price-8 yd Container Rental  
5.81% Multiply by Unit Price Adjustment Percentage  
\$1.47 Unit Price Increase (Decrease)  
**\$26.86 New Unit Price**


\$25.38 Current Unit Price-8 yd OCC Rental  
5.81% Multiply by Unit Price Adjustment Percentage  
\$1.47 Unit Price Increase (Decrease)  
**\$26.86 New Unit Price**

\$263.78 Current Unit Price-Flat Fee Rolloff Container  
5.81% Multiply by Unit Price Adjustment Percentage  
\$15.32 Unit Price Increase (Decrease)  
**\$279.10 New Unit Price**

\$31.47 Current Unit Price-3 Color Glass Per ton  
5.81% Multiply by Unit Price Adjustment Percentage  
\$1.83 Unit Price Increase (Decrease)  
**\$33.30 New Unit Price**

**CPI for All Urban Consumers (CPI-U)**

**Series Id:** CUUR0000SA0  
Not Seasonally Adjusted  
**Series Title:** All items in U.S. city average, all urban consumers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100

Download:  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963
2023	299.170	300.840	301.836	303.363										

## ***City of Norris Invitation to Bid***

The City of Norris is requesting sealed bids for the procurement "Paving". Specifications may be picked up at the Norris Community Building, 20 Chestnut Drive, Norris, TN or call 865/494-7645 to have specifications mailed or emailed.

The City of Norris will receive sealed bids at the Norris Community Building, 20 Chestnut Drive, Norris, TN 37828 or mailed to PO Box 1090, Norris, TN 37828. Deadline for receiving bids is Friday, June 30, 2023, at 2:00 p.m. ET. Bids will be opened on that date and time.

The City of Norris reserves the right to reject any and all proposals.



The City of Norris will receive sealed bids at the Norris Community Building, located at 20 Chestnut Drive, Norris, TN 37828 or mailed to PO Box 1090, Norris, TN 37828 until 2:00 p.m. ET, Friday, June 30, 2023, at which time and place bids will be publicly opened and read aloud for **PAVING** as described in the attached Specifications. (Note: Late bids will not be considered under any circumstances. Bids will be accepted if the date/time stamped by the City of Norris is 2:00 p.m.; date/time stamps of 2:01 or later will be rejected.) The Bidder must comply with insurance requirements.

**\$ BID AMOUNT:**

1. Base bid for paving per ton: \$ \_\_\_\_\_

2. Alternative Bid (work may/may not be asked for) \$ \_\_\_\_\_

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106 (IRAN DIVESTMENT ACT).

The City of Norris reserves the right to reject any and all bids or waive any informalities and to accept any proposal deemed to be in the best interest of the City.

Company Sign Here

COMPANY

\_\_\_\_\_

BY

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

DATE

\_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

## **CITY OF NORRIS SPECIFICATIONS**

### **BASE BID**

Asphalt Surface Paving of Butternut Drive

Item 1 – Mill all of Butternut Drive tie in joints beginning and end at each roadway project so that new overlay will tie in flush with existing roadways and driveways – mill 1.5' wide at tie in, 2.5"- 3" deep.

Item 2 -- Clip edges of roadway

Item 3 – Clean Streets by sweeping and blowing

Item 4 -- Install approximately 66,264 square feet or 610 tons of asphalt on Butternut Drive, with 1.5" E surface Mix.

Item 5 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 6 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

### **ALTERNATIVE #1**

Asphalt Surface Paving of Hickory Trail Phase 1 (2214 foot) or (48708 square feet)

Item 1 – Mill tie in joints at beginning and end of each roadway project so that new overlay will tie in flush with existing roadway – mill 1.5' wide at tie in 1.5" deep.

Item 2 -- Clip edges of roadway

Item 3 – Clean Streets by sweeping and blowing

Item 4 -- Install approximately 48,708 square feet or 447 tons of asphalt on Hickory Trail, with 1.5" E surface Mix.

Item 5 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 6 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

## **CITY OF NORRIS - TERMS AND CONDITIONS**

1. **BID FORM:**  
Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of thirty (30) days after the date set for the opening of bids.  
  
ALL bids must be SEALED and properly identified with the name and address of bidder; the date, time, bid number and project title on the OUTSIDE of the bid return envelope.
2. Prices shall be quoted FOB Norris, TN. Delivery to City of Norris locations shall be without additional charge unless otherwise requested by the City of Norris.
3. Failure to examine any drawings, specifications, and instructions will be at bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications, and instructions or other documents, he should submit a written request for an interpretation to the City Manager. An interpretation of the document will be made only by addendum issued by the City Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanations or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent. If a brand name is listed in the bid package and a vendor intends to bid another name it is the responsibility of the bidder to notify the City Manager of his intent to do so by seven (7) days prior to bid opening. This is to allow time to evaluate equipment or product. Failure to do so disqualifies you as a bidder. An approved equivalent is defined as a bid item that meets or exceeds every specification provided in the bid specifications and is approved by the City of Norris. However, the City of Norris reserves the right to choose a specific name brand if standardizing to accommodate parts supply, knowledge of maintenance, and to prevent the purchase of specialty tools.
5. The bidder is requested to attach brochure-type information and written specifications on the supplies furnished. All guarantees and warranties should be clearly stated.
6. Prices quoted for all machinery, equipment, and vehicles shall include complete parts manual(s), maintenance manual(s), service manual(s), and operator's manual(s) without additional charge and are to be delivered with the unit.
7. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.
8. Any exceptions to these terms or conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, additions to or omission of requested information, change of the specifications or bidding schedule, is made at the risk of the bidder, and shall result in the rejection of the bid unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.
11. Charges for boxing or cartage will not be allowed unless previously agreed upon.

12. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save the City of Norris from and against all demands, claims, suits, costs, expenses, damages, and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by the City or use or operation of such goods in accordance with bidder's direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder, as the City of Norris does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the grade or class of material, work or service desired in the best interest and advantage to the City of Norris. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. The City reserves the right to determine the low bidder by durability and maintenance cost over the life of the vehicle or equipment. This may be done by means of past experience or research. Initial cost may not determine low bid.
19. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.
20. IRAN DIVESTMENT ACT  
"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TENNESSEE CODE ANNOTATED §12-12-106."

Bidder's company name, signature, and date indicate that these terms and conditions have been read, understood, and accepted.

DATE:

BIDDER'S COMPANY NAME:

COMPANY REPRESENTATIVE:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Written Signature)

**CITY OF NORRIS**  
**INSURANCE REQUIREMENTS FOR ROAD CONSTRUCTION**

1. Statutory Workers' Compensation Insurance
  - (a) Employers Liability:
    - Bodily Injury by Accident - \$500,000 each accident
    - Bodily Injury by Disease - \$500,000 policy limit
    - Bodily Injury by Disease - \$500,000 each employee
2. Comprehensive General Liability Insurance
  - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage.
3. Auto Liability Insurance
  - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage.
  - (b) Comprehensive form covering all owned, non-owned, and hired vehicles
4. Umbrella Liability Insurance
  - (a) \$1,000,000 limit of liability
5. City of Norris (and any applicable Authority) should be shown as an additional insured on General Liability, Auto Liability, and Umbrella Liability policies.
6. The cancellation provision should provide 30 days' notice of cancellation.
7. Certificate Holder should read:

City of Norris  
20 Chestnut Drive  
Norris, TN 37828
8. Insurance company must have an A.M. Best Rating of A-6 or higher.
9. Insurance company must be licensed to do business by the Tennessee Secretary of State.
10. Insurance company must be authorized to do business in Tennessee by the Tennessee Insurance Department.



**ORDINANCE NO. 653**

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (1),  
GENERAL ADMINISTRATION CHAPTER (3), CITY MANAGER, SECTION 1-305  
EXCEPTIONS TO MANAGER'S POWERS, DUTIES, AND RESPONSIBILITIES**

**WHEREAS**, the Norris City Council established the Norris Water Commission and maintains the authority to alter organizational structure; and

**WHEREAS**, the Norris City Council wishes to reorganize the water and sewer utility under the authority of the Norris City Manager; and

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

**SECTION 1:** Section 1-302, Council-manager relationships: personnel policy is amended as follows:

**Section 1-302. Council-manager relationships: personnel policy.** The city manager shall be administrative head of the city government under the direction of the city council. The manager shall be responsible to the council for the administration of all departments of the city government ~~not operated under a separate board~~ and for carrying out policies adopted by the council. The council hereby delegates to the city manager such powers and duties as it has to appoint, promote, suspend, transfer, and remove administrative officers and employees of the city. The manager may delegate part of his powers and duties to designated subordinates but ~~he~~ **they** shall be responsible for their actions. Neither the council nor any member thereof shall give orders to the manager's subordinates or otherwise interfere with managerial functions through such means as directing or requesting the appointment or removal of any of the manager's subordinates. (1972 Code, § 1-302)

**SECTION 2:** Section 1-305, Exceptions to manager's powers, duties, and responsibilities is amended as follows:

**Section 1-305. Exceptions to manager's powers, duties, and responsibilities.** ~~The waterworks and sewer system shall remain under the Norris Water Commission as provided for in title 18, chapter 2, of this code with no changes in custody, administration, operation, maintenance, and control.~~

The city judge shall continue to be elected as provided in art. VII of the charter. (1972 Code, § 1-305)

**SECTION 3:** 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 4:** 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 5:** 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



ORDINANCE NO. 654

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (18),  
WATER AND SEWERS CHAPTER (1), WATER AND SEWERS, SECTIONS 18-101, 18-  
104, AND 18-110**

**WHEREAS**, the Norris City Council established the Norris Water Commission and maintains the authority to alter organizational structure; and

**WHEREAS**, the Norris City Council wishes to reorganize the water and sewer utility under the authority of the Norris City Manager; and

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

**SECTION 1:** Section 18-101, is repealed and replaced as follows:

**Section 18-101. Waterworks and sewer facility placed under commission.** The Norris Water Commission shall report to the city manager and through him to the city council. The commission shall work with other city organizations as needed, to help maintain an effective and economical waterworks and sanitary sewer program for the city. The commission shall also advise council concerning other worthwhile activities to improve the function or polices of the waterworks and sewer system. The commission shall promote conservation of resources such as energy, water, and clean air.

**SECTION 2:** Section 18-104, is amended as follows:

**Section 18-104. Commission's authority to establish rules and regulations.** The Norris Water Commissioners, constituted and appointed as provided in this subsection and referred to in this subsection as the "board", has the power to take all steps and proceedings ~~and to make and enter into all contracts and agreements~~ necessary or incidental to the performance of its duties and the execution of its powers under this part, subject only to limitations on matters requiring approval by the governing body of the city or town in question. From and after its first meeting, the board shall act in an advisory capacity to the enterprise and the acquisition of any or all parts of the proposed works or extensions to the works by purchase, condemnation, or construction, and it is board's duty to collect and furnish all necessary data and information, and to recommend such appropriate action by the governing body as may appear to the board to be necessary from time to time. The board shall have the power, and it shall be the board's duty, to proceed with all matters pertaining to construction, extensions, improvements, and repairs necessary to proper complement of the works. After completion and acceptance of the works by the board, the board shall have the power, and it shall be its duty, to proceed with all matters and perform everything necessary to the proper operation of the works and collection of charges for services rendered, subject only to the limitation of funds available for operation and maintenance. ~~To this end, the board may employ such employees as in its judgement may be necessary and may fix their compensation, all of whom shall do such work as the board shall direct. The board shall have power to employ contractors, engineers, and attorneys whenever in its judgement such services~~



~~are necessary.~~

Rules and regulations established by the water commission shall become effective only after having been submitted to the city council at one (1) regular meeting, followed by a public notice of not less than fifteen (15) days, such public notice to be accomplished by depositing a copy of such rules with the city manager, which copy shall be available for public inspection at all normal business hours. All changes in the rules shall be accomplished in the matter herein above set forth. (1972 Code, § 13-304, replaced by Ord. #529, June 2011)

**SECTION 3:** Section 18-110, is hereby repealed and replaced as follows:

**Section 18-110. Reading of meters and billing date.** All water meters shall be read monthly to the nearest one hundred (100) gallons and bills rendered on or as nearly as practicable to the tenth (10<sup>th</sup>) of each month, based on such reading. In the event of extreme weather conditions or other calamity, meter readings may be estimated based on the customer’s average usage for the previous twelve (12) months. Any decision to issue a billing based on average usage will be made jointly by the Water Commission Superintendent and Secretary/Treasurer, and billings will be noted “This billing is estimated based on customer average use.” All bills shall be due and payable from and after the date such bills are rendered, at the office of the system, during the regular hours of business. (1972 Code, § 13-301, as replaced by Ord. #529, June 2011, and Ord. #588, Dec. 2015)

**SECTION 4:** 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 5:** 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 6:** 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



**ORDINANCE NO. 652**

**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. 642 to repeal and replace the existing Personnel Policy of the City of Norris and the Norris Water Commission; and

**WHEREAS**, the City Manager recognizes that the city's existing step program is neither utilized nor optimized; and

**WHEREAS**, the City Manager wishes to implement a step program that incentivizes employees to improve their skills and abilities and reward those who do; and

**WHEREAS**, the Personnel Policy adopted in Ordinance No. 642 did not incorporate an updated step program.

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

**SECTION 1:** The Brief History on page 2 of the Personnel Policy will be amended as follows:

Since the City of Norris is now an incorporated municipality, the government of the city was created in a traditional manner. The city government is composed of a five-member council, elected for two-year terms. The council elects the mayor and vice-mayor from within the council members, and employs a city manager. It is the duty of the city manager to administer the personnel policy for ~~the applicable~~ all city employees. The city manager is also responsible for the daily operations of the city office.

~~The city council also appoints a five member Water Commission who sets policy for the administration of the Water Commission. The commission also employs the water commission superintendent. It is the duty of the superintendent to administer the personnel policy for the applicable Water Commission Employees. The water commission superintendent is also responsible for the daily operations of the water department.~~

**SECTION 2:** Section I – Personnel Policies, C. Administration shall be amended as follows:

**C. ADMINISTRATION**

These rules are administered by the City Manager, ~~and Water Commission Superintendent~~ hereafter referred to as “Manager”. The City of Norris is an at-will employer and nothing in the personnel rules and regulations document are deemed to give employees any more property rights in their jobs than may already be given by the City charter. The City reserves the right to alter or change any or all of these rules without prior notice to employees.

**SECTION 3:** The following language in Section II – Classification and Compensation, A. Classification Plan is hereby repealed:

~~The salary plan is based on qualifications and experience for any given position. The starting salary rate will be determined by the Manager. Salary is increased to the next step in the range beginning on the first pay period after the employee’s six month anniversary date. Thereafter pay is increased at the beginning of the fiscal year (July 1) provided the pay increases is recommended on performance reports. When an employee reaches the final classification grade of his or her position, anniversary adjustments will cease and increases will only be made when range changes are made at the beginning of the fiscal year.~~

Where the repealed language was located, the following language shall be inserted:

The salary plan is based on qualifications, experience, and specific requirements for any given position. The starting salary rate will be determined by the Manager and should normally be one step lower than the hired employee is qualified for. Salary will be increased to the next step in the range beginning on the first pay period after the employee’s six-month anniversary date if the employee qualifies for the next step. Thereafter pay is increased as approved by the Manager. The minimum requirements to move to the next salary step for a position shall be listed in each position’s job description. When an employee reaches the final classification grade of his or her position, increases will only be made when range changes are made at the beginning of the fiscal year.

**SECTION 4:** Section III – Special Compensation Procedures, E. Salary Change – Certification shall be amended as follows:

**E. ~~SALARY CHANGE~~—CERTIFICATION BONUSES**

Newly acquired certifications that result in ~~salary (non-bonus) increases~~ bonuses are those certifications that have a direct impact on the employee’s ability to perform required duties. The Manager shall pre-approve eligibility for the certification ~~salary increase~~ bonus. Certifications that require continuing education credits to maintain certified status may be approved for continuing education expenses including on-the-clock salary coverage. The “~~salary change~~” “bonus” certifications recognized by the City of Norris are as follows:

- Certified Municipal Finance Officer (CMFO)
- Water Purification Grade
- Water Distribution Grade

- Sewer Collection Grade
- Sewer Treatment Grade
- Cross Connection Grade
- General Department Instructor (GDI)
- Instructor Development
- Certified Firearms Instructor
- Certified Fire Marshall
- Tennessee Incident Based Reporting System (TIBRS)
- Commercial Driver's License (CDL)
- Certified Utilities Clerk
- Certified Court Recorder
- Certified Public Accountant (CPA)
- Certified Police Officer
- Codes Official (Fire, Building, Mechanical, Plumbing, Electrical, Commercial, Structural)
- College Degree in related field
- Other Certifications in related field

Once the certification is presented to the manager the salary will be adjusted to the next level bonus will be granted to the employee within 60 calendar days. If date of increase is less than 180 calendar days from an annual increase this will become the annual increase.

**SECTION 4:** Section XIII – Fraud Policy is amended as follows:

### **SECTION XIII – FRAUD POLICY**

#### **A. BACKGROUND**

The Fraud Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the City of Norris/~~Norris Water Commission~~. It is the intent of the City of Norris/~~Norris Water Commission~~ to promote consistent municipal behavior by providing guidelines and assigning responsibility of the development of controls and conduct of investigations.

#### **B. SCOPE OF POLICY**

This policy applies to any irregularity, or suspected irregularity, involving employees as well as board/commission members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the City of Norris/~~Norris Water commission~~.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City of Norris/~~Norris Water Commission~~.

#### **C. POLICY**

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of material fact for the purpose of inducing another to act upon it to his or her injury.

Any irregularity that is detected or suspected must be reported immediately to the City Manager, who coordinates all investigations with Legal Counsel and other affected areas, both internal and external. Any irregularity involving the City Manager must be reported immediately to the Mayor of the City of Norris. Any irregularity that is detected or suspected that is not reported by a City Employee may result in disciplinary action of that employee.

**D. ACTIONS CONSTITUTING FRAUD**

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act
2. Misappropriation of funds, securities, supplies or other assets
3. Impropriety in the handling or reporting of money or financial transactions
4. Profiteering as a result of insider knowledge of municipal activities
5. Disclosing confidential information to outside parties
6. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City of Norris, ~~Norris Water Commission~~
7. Destruction, removal, or inappropriate use of records, furniture, fixture, and equipment: and/or any similar or related irregularity.

**SECTION 5:** Copies of the new City of Norris and Norris Water Commission Personnel Policies shall be distributed to all city employees and a copy of the Personnel Policies shall be maintained in the city office, and made available for inspection or copying.

**SECTION 6:** 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 7:** 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 8:** 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



## City of Norris, Tennessee

### Position Description

**Job Title:** Police Administrative Lieutenant  
**Department:** Police Department  
**FLSA Status:** Non-Exempt  
**Classification:** General Supervision

Approved: \_\_\_\_\_  
Effective: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

### I. Definition

This employee is responsible for the protection of life and property of the citizens of the city. The employee is under the direct supervision of the Chief of Police. The employee is expected to perform his or her duties according to state laws, city ordinances and the policies and procedures of the police department. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgement in order to complete tasks. The demands of this position can be stressful both mentally and physically. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations. Subject to call out for cases during non-working or off-duty hours.

### II. Essential Duties and Responsibilities

Base - All Police Officer Duties and Responsibilities plus,

- General Department Instructor – Ensures required training is scheduled, completed, and documented for all police department officers.
- Must work with TN P.O.S.T. Commission and work with ACADIS to Ensure all training has been documented and approved.
- Oversee a Field Training Program for New and Experienced officers.
- Evidence Control and Accountability – Ensures chain of custody is maintained and two-man rule is maintained for all locker access events.
- Drug Take Back Box to assist with inventory, security, and accountability.
- Inventory and account for all department ammunition and weapons.
- May Assist with investigations
- May Assist with L.E.S.O inventory and accountability
- Work with Virtual Academy and ensure all Training is assigned and completed.
- Host Community Workshops and speaking events as assigned.
- Review Use of Force and complete a yearly report to the Chief in reference to the same.

### III. Required Knowledge, Skills, and Abilities

Base – All Police Officer Knowledge, Skills, and Abilities plus,

- 5 to 10 Years Certified Police Officer Experience
- 3 Years Supervisor Experience
- Ability to cover Police Chief Duties when necessary.
- Knowledge of required police officer qualification standards and records
- Ability to manage officer training on various shift schedules

- Must Attend yearly, required, General Departmental Instructor Conference.

#### IV. Required Qualifications

Base – All Police Officer Qualifications plus,

- POST Instructor Development (Within 6 Months of Assignment)
- FTO Instructor training (Within 6 Months of Assignment)
- Firearms Instructor Training (Within 6 Months of Assignment)
- Midlevel Management School (Within 6 Months of Assignment)
- Law Enforcement Management and Administration School (Within 2 Years of assignment)

#### V. Pay Scale Qualifications

The Police Administrative Lieutenant will qualify for Step Increases after meeting the following criteria:

- Step 1: Completion of POST Instructor Development, FTO Instructor Training, Firearms Instructor Training, and Midlevel Management School. Recommendation by Police Chief. Approval by City Manager.
- Step 2: Completion of Law Enforcement Management and Administration School. At least 2 years of experience as a police lieutenant. Recommendation by Police Chief. Approval by City Manager.
- Step 3: At least 4 years of experience as a police lieutenant. Recommendation by Police Chief. Approval by City Manager.
- Step 4: At least 6 years of experience as a police lieutenant. Recommendation by Police Chief. Approval by City Manager.
- Step 5: At least 8 years of experience as a police lieutenant. Recommendation by Police Chief. Approval by City Manager.

\*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

**Job Title:** Light Equipment Operator II  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Classification:** General Supervision

#### I. Definition

Works under general supervision of the Public Works Director. Work performed includes operating a variety of light equipment such as small rollers, mowers, and trucks (1 to 4-ton capacity); and performing a variety of maintenance, construction, and cleaning. Performs related work as required.

#### II. Essential Duties and Responsibilities

- Operates mowing machine, backhoe, dump truck, small roller, skid steer, and other light equipment.
- Ensures policies, procedures, and safety precautions are followed during equipment operation and while performing other work such as loading.
- Maintains and performs repair work on equipment.
- Removes debris from street rights-of-way and other city property.
- Cleans ditches and hauls rock, brush, and trash.
- Cleans equipment and tools.
- Cleans and maintains public buildings.
- Assists with maintenance of watershed under the direction of the Public Works Director.
- Other duties as assigned.

#### III. Required Knowledge, Skills, and Abilities

- Knowledge of practices used in the operation of light equipment.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the care and use of motor vehicles.
- Knowledge of state, city, and county traffic regulations.
- Ability to operate a variety of light equipment and knowledge of maintenance of light equipment.
- Knowledge of materials and equipment used in general maintenance work and ability to use necessary tools and equipment to perform required job functions.
- Ability to carry out oral instructions.
- 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.
- Ability to work in a fast-paced environment.
- Ability to evaluate situations and make decisions.



- Valid Tennessee Driver's License.

IV. Desired Qualifications

- High School Diploma or equivalent.
- Two or more years of experience in light equipment operation.
- Ability to operate a mini excavator.

V. Pay Scale Qualifications

The Light Equipment Operator II will qualify for Step Increases after meeting the following criteria:

- Step 1: 2 years of experience in light equipment operations. Must pass mower and weedeater competency assessment administered by the Public Works Director. Recommendation by Public Works Director. Approval by City Manager.
- Step 2: 4 years of experience in light equipment operations. Completion of chainsaw safety course. Must pass tractor competency assessment administered by the Public Works Director. Recommendation by Public Works Director. Approval by City Manager.
- Step 3: 6 years of experience in light equipment operations. Must pass leaf machine, wood chipper, and asphalt trailer competency assessment administered by the Public Works Director. Recommendation by Public Works Director. Approval by City Manager.
- Step 4: 8 years of experience in light equipment operations. Obtain CDL License. Recommendation by Public Works Director. Approval by City Manager.
- Step 5: 10 years of experience in light equipment operations. Recommendation by Public Works Director. Approval by City Manager.

\*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

**Job Title:** City/Water Administrative Assistant & Court Clerk  
**Department:** City Office  
**FLSA Status:** Non-Exempt  
**Classification:** Administrative Support

#### I. Definition

Works directly under the supervision of the City Recorder. Follows established city administrative policies, procedures, and regulatory guidelines. May provide work leadership and guidance for less experienced clerical employee(s). Performs administrative functions for the City and Water Commission. Serves as the City Court Clerk.

#### II. Essential Duties and Responsibilities

- Follows established city procedures and policies and ensures compliance with all applicable policies and laws.
- Serves as the City Court Clerk: Attends training and maintain certification requirements, attends city court and record judgements, keeps records of court docket, and processes payments.
- Maintains all functions of Water Utility procedures: Collects payments of water bills, calculate penalties on delinquent water bills, receives calls and prepares service orders for the water department, maintains all Norris Water Commission files including but not limited to the Water Plant, Wastewater Plant, Water Distribution, and Wastewater Collection.
- Processes invoices: Matches with purchase orders, verifies accuracy of data and payment authorizations, reviews and audit of invoices to ensure established fixed asset policy is followed, data entry of vendor invoices into accounts payable system, and generates checks to vendors.
- Serves as a receptionist: Answers telephone calls, greets visitors, takes complaints, and routes calls to proper personnel, processes incoming mail.
- Collects and processes payments of water bills, city taxes, city fines and other payments to the city.
- Extracts, interprets, and summarizes financial data for related use in preparing reports and reconciling data.
- Assists in auditing functions by comparing and processing records, reports, and statements to insure data reliability and identify problem areas. Maintains subsidiary records, controls, and registers.
- Interfaces with vendors and other departments on purchase orders, invoices, and resolves issues as required.
- Performs other administrative duties such as compiling reports, maintaining records, and compiling board and commission packets as needed.
- Other duties as assigned.

III. Required Knowledge, Skills, and Abilities

- Requires fundamental knowledge of accounting principles and practices and knowledge of city policies and procedures relating to finance, accounts payable, and fixed assets.
- 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.
- Ability to use standard office equipment such as computer, calculator, copier, etc.
- Effective communication skills.
- Attention to detail.
- Performance of duties and responsibilities involve mobility to and from parking lot and workstations, workstation and other offices.

IV. Desired Qualifications

- A.S. Degree in accounting or related field preferred, graduation from an accredited high school required.
- Two or more years of directly related experience, or an appropriate combination of education and experience.

V. Pay Scale Qualifications

The Administrative Assistant will qualify for Step Increases after meeting the following criteria:

- Step 1: At least 6 months of experience as a municipal/utility administrative assistant. Recommendation by the City Recorder. Approval by the City Manager.
- Step 2: At least 2 years of experience as a municipal/utility administrative assistant. Recommendation by the City Recorder. Approval by the City Manager.
- Step 3: At least 4 years of experience as a municipal/utility administrative assistant. Completion of Municipal Court Clerk (MCC) Certification Program. Recommendation by the City Recorder. Approval by the City Manager.
- Step 4: At least 6 years of experience as a municipal/utility administrative assistant. Recommendation by the City Recorder. Approval by the City Manager.
- Step 5: At least 8 years of experience as a municipal/utility administrative assistant. Recommendation by the City Recorder. Approval by the City Manager.

\*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.

Message from the Mayor of Norris

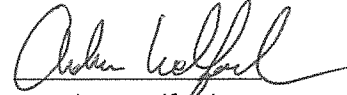
The Norris City Council is in a process of building on the progress/successes of the previous Norris Water Commission (NWC). We are currently serving as the NWC and in the process of the Operations transiting to be a department. The purpose of the change is to provide the Superintendent with additional support to address increased regulations in both Water and Sewer scopes. I encourage you to attend/participate in upcoming meetings and provide support to the Water Superintendent. We will succeed by working together and focusing on the future.



Chris Mitchell  
Mayor of Norris



Tony Wilkerson  
Superintendent



Adam Ledford  
Norris City Manager



**ORDINANCE NO. 655**

**AN ORDINANCE TO AMEND TITLE 16 OF THE NORRIS MUNICIPAL CODE  
REGARDING OUTDOOR ADVERTISING.**

**WHEREAS**, the City Council of the City of Norris adopted Ordinance 631 in January 2023 regulating signs within the city limits; and

**WHEREAS**, the City of Norris wishes to remove redundancies from its municipal code; and

**WHEREAS**, the language in section 16-105. Outdoor advertising on public ways and places is considered to have been made redundant with the adoption of Ordinance 631.

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

**Section 1.** Title 16, Streets and Sidewalks, Etc., Section 16-105. Outdoor advertising on public ways and places is hereby repealed in its entirety.

**Section 2. Effective.** This ordinance shall take effect and be in force from and after its approval as required by law.

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

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

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

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

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

**16-105. Outdoor advertising on public ways and places.**

(1) Definitions. When used in this section:

(a) "Outdoor Advertising" means any outdoor sign, display, device, bulletin, figure, painting, drawing, message, placard, poster, billboard or any other thing which is used to advertise or inform.

(b) "Erect" means to construct, build, raise, assemble, place, affix, attach, create or establish.

(c) "Person" means and includes, an individual, a partnership, an association, a corporation or other entity.

(2) Except as otherwise provided herein, it shall be unlawful for any person to erect outdoor advertising or structures on streets and other public ways and places.

(3) The following are exempt from the provisions of this section:

(a) Signs or markers identifying the location or depth of underground public utilities.

(b) Official public owned traffic control and informational signs.

(c) Temporary signs and/or structures erected by nonprofit organizations for special events such as Fourth of July celebrations, Christmas decorations, etc. Exemptions provided under this category must have the prior written approval from the city manager certifying that the planned temporary sign will not interfere with traffic and pedestrian safety and maintenance of the public property.

(d) Signs not in compliance with such restrictions as are imposed by the Zoning Ordinance of the City of Norris but for which permission for variance or special exception has been made by the Board of Zoning Appeals.

(e) Temporary signs providing direction to real estate which is open for showing and has a sales representative on the site may be erected on weekends and holidays so long as the sales representative is on the property. Such signs may not exceed two square feet in size and shall not interfere with traffic and pedestrian safety.

(f) Signs pertaining to the sale, lease, rental, or use of a lot or building, which meet the zoning ordinance requirements, and which due to terrain or vegetation are not visible to the public. Such signs must have the prior permission of the city manager to be erected on the nearest abutting public property. (1972 Code, § 12-104)



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO ESTABLISH A NEW PURCHASING  
POLICES**

**WHEREAS**, Title five (5), Chapter six (6), Purchasing Procedures of the City Code of the City of Norris; and

**WHEREAS**, T.C.A. § 6-19-104 provides that competitive prices for all purchases and public improvements shall be obtained whenever practicable and in accordance with regulations established by ordinance, and T.C.A § 12-3-1212 established that formal sealed bids shall be obtained in all transactions involving expenditures of an amount to be set by ordinance, but not to exceed \$25,000; and

**WHEREAS**, T.C.A. § 6-19-104 provides that the city manager shall be responsible for all city purchasing, and T.C.A. § 6-21-108 provides that one of the duties of the city manager is to act as the purchasing agent for the city and to purchase all material, supplies, and equipment for the proper conduct of the city's business as provided in T.C.A. § 6-19-104; and

**WHEREAS**, it is in the best interest of the city to authorize the purchase by the city manager, without formal sealed bid, of material, supplies, and equipment costing in excess of the amount set by T.C.A., Title 12, Chapter 3, Part 1212, (\$25,000) and to give the city manager flexibility to make purchases on behalf of the city;

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

**Section 1.** Title 5, Chapter 6, Purchasing Procedure is hereby repealed and replaced with the attached policy In accordance with T.C.A. § 6-19-104 and T.C.A. § 12-3-1212.

**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



## CHAPTER 6

### PURCHASING PROCEDURES

#### SECTION

5-601. Purchasing Establishment

5-602. Purchases less than \$2,500.

5-603. Purchases from \$2,500 to \$25,000 for general fund or utility operations.

5-604. Purchases greater than \$25,000 for general fund or utility operations.

5-605. Sealed bids and public advertisement.

**5-601. Purchasing Establishment.** (1) As provided in T.C.A. §. 6-56-301 through 304 and T.C.A. § 12-3-1201 through 1212, et seq., the office of purchasing agent is hereby created and the city manager shall faithfully discharge the duties of said office.

**5-602. Purchases less than \$2,500.00.** (1) All purchases of any single item or multiple items totaling less than two thousand five hundred dollars (\$2,500.00) are at the discretion of the respective department head and require no public advertisement or competitive bidding. Nonetheless, the department head should obtain at least three (3) quotes from vendors or service providers, unless this requirement is waived by the city manager.  
(2) Department heads or others authorized to make purchases on behalf of the city will not divide the quantity of items required into multiple purchases totaling less than two thousand five hundred dollars (\$2,500.00) or otherwise contrive to circumvent the provisions of this section and/or subsequent sections. (T.C.A. § 6-56-304)

**5-603. Purchases from \$2,500 to \$25,000 for general fund or utility operations.** Purchases greater than two thousand five hundred dollars (\$2,500.00) but less than twenty-five thousand dollars (\$25,000.00) for general fund operations or twenty-five thousand dollars (\$25,000.00) for utility operations will be made only after obtaining at least three (3) documented bids unless there are less than three (3) vendors that can supply the good or service. For purposes of this section, a vendor that fails to respond to an invitation to bid, resulting in a no bid, constitutes a documented bid. Competitive bidding and public advertisement are not required. Bids may be received via fax, telephone, internet, and the like. The bid will be awarded to the lowest and best bidder conforming to the specifications and delivery requirements, provided that the city manager or his/her designee approves the bid and purchase. (T.C.A. § 12-3-1212 (b)&(c))

**5-604. Purchases greater than \$25,000 for general fund or utility operations.** Unless otherwise provided by statute, competitive bidding and public advertising will be required for all purchases over twenty-five thousand dollars (\$25,000.00) for general fund and utility operations, except for:

(1) Purchases for goods or services that are subject to daily price changes (e.g., gasoline). Such purchases will be made pursuant to the provisions of § 5-603;

(2) Purchases for goods or services that are sold, distributed, or manufactured by a single source ("single source purchases"); and

(3) Purchases made during a declared area-wide emergency or for immediate delivery in actual emergencies arising from unforeseen causes, including delays by contractors or transportation or an unanticipated volume of work ("emergency purchases").

**5-605. Sealed bids and public advertisement.** Formal sealed bids will be obtained and public advertisement will be issued for all purchases requiring competitive bidding, as follows:

(1) Formal sealed bids will be received by the purchasing division or user department up to the date and time scheduled for the opening at which time the bids will be opened and read aloud. The purchasing agent or, when authorized, the director of the user department will select a date, time, and place where the bids will be publicly opened.

(2) Correct and complete specifications and a formal invitation to bid will be submitted/offered to all vendors on the bidders' list for the particular material, supply, or service.

(3) A public notice of the time, date, and place set for the public opening of bids will be published in a newspaper of general circulation for a minimum of five (5) days prior to the opening.

(4) Bids will be awarded to the lowest and best bidder(s) conforming to the bid evaluations, specifications, qualities, delivery requirements and other appropriate considerations.

(5) For purposes of this section, approval by the City of Norris City Council will be required for all budgeted capital expenditures which:

- (a) Exceed the amount previously appropriated by the board of commissioners; or
- (b) Result in the lowest bid being rejected.

**TO: Norris City Council**  
**DATE: June 12, 2023**  
**FROM: Adam Ledford**  
**RE: City Manager's Report**

1. **2022-23 Year to Date (Estimated through May or 91.66% of the Fiscal Year) Budget**  
Revenues and expenditures:
  - a. General fund revenues are behind the budget target (69.89% through May). I will again remind you the low numbers are misleading as the anticipation is directly related to grants related to the ARPA funds that are directly related to the utilities. In 2021/22 by this point, the General fund had collected 1,821,024 compared to 1,808,407 this year (-00.86% difference).
  - b. General fund expenditures are currently within range of anticipated budgetary plans at \$1,676,210 (70.0% through May), however, a few programs are exceeding budgetary plans and therefore reflect the year end budget amendment (Ordinance 643).
  - c. Water/Sewer revenues are slightly under revenue expectations at \$939,911 (88.0% through May).
  - d. Water/Sewer expenditures are also under anticipated plans \$779,148 (82.24% through May), however, the report is not a total accumulation of May's bills (should have the update complete by the date of the meeting).
2. **Facilities Improvements**  
Improvements at the Library are ongoing. We are awaiting a recommendation by the users of the building on siding to use to complete the segment of the project by the fall.
3. **Cyber Plan**  
An initial plan has been developed that is consistent with the requirements identified by the Comptroller. Training of staff is schedule to begin during the month of June.
4. **Reserve Investment**  
The City has identified the list of potential vendors meeting state requirements and will begin reaching out to banks based on proximity to the community.
5. **Laterals Plan**  
A draft communication, publication, and Q/A documents have been developed. Cannon & Cannon are working on drafting a letter of response to TDEC to meet our July commitment associated with the Director's Order.
6. **Alternative Water Supply RFQ/ARPA Competitive Grant**  
RFQ's are due the week before the next NWC meeting. The goal is to hire consulting services during that meet so we can work with the contractor to draft an application for competitive ARPA funds by August.
7. **Compliance & Tax Inspections**  
Bailey and I are organizing to begin conducting internal commercial audits over the summer. This is our next major project beyond the budget season.

**8. Website Updates**

The website is now recognized as a secure page. We have added additional forms and pages to the site as we continue to build it out to meet all of our needs.

**9. Software Updates**

Minor issues mostly related to meter reading were discovered and have been resolved. We are working on switching over to LGC's online payment system. This change will improve security and streamlines processing of payments in the enterprise system.

**10. Sign Ordinance Implementation**

Steps have been taken to remove signs from out of the city's right of way. The area where this is most noticeable is at the intersection of State HWY 61 and US441. The next step is to give notice to violators on private property requesting that they remediate the issues and inform them of the restrictions on their non-conforming signs as well as clean up a few more issues in the ROW.  
- Bailey

**11. Electronic Shared Files Management**

I was directed by Adam to manage the inner-office shared file drive. Folders containing city ordinances, council packet materials, and other operational items have been optimized for use. This has so far made it easier to find and access certain documents, increasing efficiency within the office. - Bailey

**12. Phone & Internet Updates**

Steps have been taken to lower the cost that the city is paying in phone and internet bills. Cost savings have largely come from cancelling unused services and optimizing the plans on certain services. I expect the greatest cost cuts to come in the coming months as we complete the transition away from AT&T. - Bailey

**13. Park Bids**

The Council has authorized going out for bids related to improvements that have been identified for Oak Road Park and Eric Harold Park. I have been working through options and should have a draft for consideration in the near future.

**14. Watershed Tree Bids**

The Watershed Board has voted to take estimates on removing 3 trees identified as a direct concern to the spring wellhead. I will be working with staff to facilitate the project.

**City of Norris  
Statement of Revenues  
May 2023**

**User:**  
**Date/Time:**

Bailey Whited  
6/8/2023 11:26 AM  
Page 1 of 10

**Template Name:** LGC Statement of  
**Created by:** Revenues -  
Summary Level

Fund : **110** General Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
31200	Property Taxes (Delinquent)	4,000.00	4,000.00	(11,577.04)	(7,577.04)	289.43%	0.00
		0.00					
36330	Sale Of Equipment	0.00	0.00	(2,285.00)	(2,285.00)	No Budget	0.00
		0.00					
33520	State Income Tax	10,000.00	10,000.00	(5,278.15)	4,721.85	52.78%	0.00
		0.00					
36100	Interest Earnings	5.00	5.00	(1.33)	3.67	26.60%	0.00
		0.00					
35110	City Court Fines And Costs	3,000.00	3,000.00	(2,797.50)	202.50	93.25%	(100.00)
		0.00					
33590	Bank Excise Tax	4,500.00	4,500.00	0.00	4,500.00	0.00%	0.00
		0.00					
36739	Recycle Commission Donations	100.00	100.00	0.00	100.00	0.00%	0.00
		0.00					
31112	Personal Property Taxes (Current)	2,000.00	2,000.00	(75,203.67)	(73,203.67)	3760.18%	0.00
		0.00					
36721	Contri And Donations-Organizations	150.00	150.00	0.00	150.00	0.00%	0.00
		0.00					
36420	Osm Parking Contract	1,000.00	1,000.00	(1,000.00)	0.00	100.00%	0.00
		0.00					
36710	Recreation Comm. Donations	5,000.00	5,000.00	(6,096.00)	(1,096.00)	121.92%	0.00
		0.00					
34111	Duplicating Services	50.00	50.00	(100.00)	(50.00)	200.00%	0.00
		0.00					

**City of Norris  
Statement of Revenues  
May 2023**

**User:**  
**Date/Time:**

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**Template Name:** LGC Statement of  
**Created by:** Revenues -  
Summary Level

Fund : **110** General Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
33510	State Sales Tax	190,000.00	190,000.00	(175,918.21)	14,081.79	92.59%	(17,098.80)
		0.00					
32410	Animal Registration	900.00	900.00	(1,566.00)	(666.00)	174.00%	(30.00)
		0.00					
36211	Community Building Rental	0.00	0.00	(125.00)	(125.00)	No Budget	0.00
		0.00					
36720	Recreation - Tennis Court Impro.	2,000.00	2,000.00	0.00	2,000.00	0.00%	0.00
		0.00					
33801	ARPA Funds	920,563.00	920,563.00	(237,667.49)	682,895.51	25.82%	0.00
		0.00					
36730	Norris Recreation Comms.	5,000.00	5,000.00	(1,999.10)	3,000.90	39.98%	0.00
		0.00					
36700	Animal Shelter Contri And	4,000.00	4,000.00	(5,165.00)	(1,165.00)	129.13%	(350.00)
		0.00					
33800	Local Agency Project	35,000.00	35,000.00	0.00	35,000.00	0.00%	0.00
		0.00					
31912	Cable TV Franchise Tax	22,000.00	22,000.00	(16,021.31)	5,978.69	72.82%	(5,469.79)
		0.00					
33592	Sports Betting - State Shared Tax	1,300.00	1,300.00	(2,296.42)	(996.42)	176.65%	(777.51)
		0.00					
36732	Trail Benches	1,500.00	1,500.00	(613.00)	887.00	40.87%	0.00
		0.00					
33591	Gross Receipts - Tva	18,000.00	18,000.00	(14,419.20)	3,580.80	80.11%	0.00
		0.00					
32210	Beer Licenses	1,000.00	1,000.00	(1,780.00)	(780.00)	178.00%	(100.00)
		0.00					

**City of Norris  
Statement of Revenues  
May 2023**

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**Template Name:** LGC Statement of  
**Created by:** Revenues -  
Summary Level

Fund : **110** General Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
31710	Wholesale Beer Tax	70,000.00	70,000.00	(52,878.13)	17,121.87	75.54%	(3,240.82)
		0.00					
32600	Building And Related Permits	9,000.00	9,000.00	(20,192.00)	(11,192.00)	224.36%	(1,585.50)
		0.00					
37199	Miscellaneous	15,000.00	15,000.00	(142,461.71)	(127,461.71)	949.74%	0.00
		0.00					
35140	Drug Related Fines	100.00	100.00	(351.50)	(251.50)	351.50%	(4.75)
		0.00					
31720	Wholesale Liquor Tax	60,000.00	60,000.00	(37,165.77)	22,834.23	61.94%	(2,882.31)
		0.00					
31300	Int, Penalty, And Court Cost On	2,000.00	2,000.00	(2,416.85)	(416.85)	120.84%	(16.92)
		0.00					
35160	Court Fines And Costs From County	200.00	200.00	(594.19)	(394.19)	297.10%	(19.95)
		0.00					
36212	Tower Rent	29,000.00	29,000.00	(26,673.14)	2,326.86	91.98%	(2,758.97)
		0.00					
37494	Sale Of Material	3,000.00	3,000.00	0.00	3,000.00	0.00%	0.00
		0.00					
31600	Local Option Sales Tax	200,000.00	200,000.00	(242,903.63)	(42,903.63)	121.45%	(22,867.85)
		0.00					
33430	T Dot Enhancement Grant	122,000.00	122,000.00	0.00	122,000.00	0.00%	0.00
		0.00					
33400	Police Supplements - State Grant	5,600.00	5,600.00	(4,800.00)	800.00	85.71%	0.00
		0.00					
36738	Norris Vol. Fire Dept. Donations	5,000.00	5,000.00	(3,633.05)	1,366.95	72.66%	0.00
		0.00					

**City of Norris  
Statement of Revenues  
May 2023**

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**Template Name:** LGC Statement of  
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Summary Level

Fund : **110** General Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
33530	State Beer Tax	900.00	900.00	(730.13)	169.87	81.13%	0.00
		0.00					
31120	Public Utilities Property Tax	7,400.00	7,400.00	0.00	7,400.00	0.00%	0.00
		0.00					
31111	Real Property Taxes (Current)	735,000.00	735,000.00	(673,792.05)	61,207.95	91.67%	(94.00)
		0.00					
31730	Mixed Drink Tax	5,500.00	5,500.00	(3,952.95)	1,547.05	71.87%	(619.50)
		0.00					
36213	Pavilion Rental	600.00	600.00	(800.00)	(200.00)	133.33%	(260.00)
		0.00					
33552	State-City Streets And	3,000.00	3,000.00	(3,944.88)	(944.88)	131.50%	(244.11)
		0.00					
33710	Fema-Tema State Grant	1,000.00	1,000.00	0.00	1,000.00	0.00%	0.00
		0.00					
31511	Pay In Lieu Of Tax -Electric Utilities	20,000.00	20,000.00	(12,207.30)	7,792.70	61.04%	(1,056.35)
		0.00					
36960	Operating Transfer In From Other	42,714.00	42,714.00	0.00	42,714.00	0.00%	0.00
		0.00					
31800	Business Taxes	14,000.00	14,000.00	(17,000.57)	(3,000.57)	121.43%	(7,882.64)
		0.00					
36710	Contri And Donations-Businesses -	5,500.00	5,500.00	0.00	5,500.00	0.00%	0.00
		0.00					
<b>Total</b>		<b>2,587,582.00</b>	<b>2,587,582.00</b>	<b>(1,808,407.27)</b>	<b>779,174.73</b>	<b>69.89 %</b>	<b>(67,459.77)</b>
		<b>0.00</b>					
<b>Total For Fund: 110</b>	Contri And Donations-	<b>2,587,582.00</b>	<b>2,587,582.00</b>	<b>(1,808,407.27)</b>	<b>779,174.73</b>	<b>69.89 %</b>	<b>(67,459.77)</b>
		<b>0.00</b>					



**City of Norris  
Statement of Revenues  
May 2023**

**User:  
Date/Time:**

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**Template Name:** LGC Statement of  
**Created by:** Revenues -  
Summary Level

Fund : **121** State Street Aid Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
33551	State Gasoline And Motor Fuel Tax	55,000.00	55,000.00	(56,939.97)	(1,939.97)	103.53%	(4,692.61)
		0.00					
	<b>Total</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>(56,939.97)</b>	<b>(1,939.97)</b>	<b>103.53 %</b>	<b>(4,692.61)</b>
		<b>0.00</b>					
<b>Total For Fund: 121</b>	State Gasoline And Motor Fuel	<b>55,000.00</b>	<b>55,000.00</b>	<b>(56,939.97)</b>	<b>(1,939.97)</b>	<b>103.53 %</b>	<b>(4,692.61)</b>
		<b>0.00</b>					

**City of Norris  
Statement of Revenues  
May 2023**

**User:  
Date/Time:**

Bailey Whited  
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**Template Name:** LGC Statement of  
**Created by:** Revenues -  
Summary Level

Fund : **123** Watershed Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
36690	Wood Permits	20.00	20.00	(30.00)	(10.00)	150.00%	0.00
		0.00					
36693	Rifle Range Permits	57,500.00	57,500.00	(61,040.00)	(3,540.00)	106.16%	(775.00)
		0.00					
36212	Tower Rent	0.00	0.00	(26,673.04)	(26,673.04)	No Budget	(2,758.97)
		0.00					
37199	Miscellaneous	100.00	100.00	(955.00)	(855.00)	955.00%	0.00
		0.00					
36691	Hunting Permits	3,750.00	3,750.00	(4,150.00)	(400.00)	110.67%	(300.00)
		0.00					
	<b>Total</b>	<b>61,370.00</b>	<b>61,370.00</b>	<b>(92,848.04)</b>	<b>(31,478.04)</b>	<b>151.29 %</b>	<b>(3,833.97)</b>
		<b>0.00</b>					
<b>Total For Fund: 123</b>	Hunting Permits	<b>61,370.00</b>	<b>61,370.00</b>	<b>(92,848.04)</b>	<b>(31,478.04)</b>	<b>151.29 %</b>	<b>(3,833.97)</b>
		<b>0.00</b>					

**City of Norris  
Statement of Revenues  
May 2023**

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Summary Level

Fund : **128** Refuse/Recycle Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
34410	Refuse Collection Charges	28,000.00	28,000.00	(24,927.99)	3,072.01	89.03%	(1,962.75)
		0.00					
34430	Refuse Collection And Disposal	119,000.00	119,000.00	(97,841.49)	21,158.51	82.22%	0.00
		0.00					
<b>Total</b>		<b>147,000.00</b>	<b>147,000.00</b>	<b>(122,769.48)</b>	<b>24,230.52</b>	<b>83.52 %</b>	<b>(1,962.75)</b>
		<b>0.00</b>					
<b>Total For Fund: 128</b>	Refuse Collection And Disposal	<b>147,000.00</b>	<b>147,000.00</b>	<b>(122,769.48)</b>	<b>24,230.52</b>	<b>83.52 %</b>	<b>(1,962.75)</b>
		<b>0.00</b>					

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

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
37191	Forfeited Discounts And Penalties	13,000.00	13,000.00	(5,270.40)	7,729.60	40.54%	(1,559.08)
		0.00					
37990	Other Revenue	11,000.00	11,000.00	(8,250.00)	2,750.00	75.00%	0.00
		0.00					
37210	Sewer Service Charges	499,396.00	499,396.00	(447,709.23)	51,686.77	89.65%	(43,563.34)
		0.00					
37130	Fire Service And Hydrant Rentals	12,200.00	12,200.00	0.00	12,200.00	0.00%	0.00
		0.00					
37199	Miscellaneous	2,000.00	2,000.00	(6,848.15)	(4,848.15)	342.41%	(3,101.81)
		0.00					
37120	Flat Rate Water Sales To Gen	4,000.00	4,000.00	(3,710.07)	289.93	92.75%	(307.86)
		0.00					
36100	Interest Earnings	0.00	0.00	(2.47)	(2.47)	No Budget	0.00
		0.00					
37110	Metered Water Sales	517,103.00	517,103.00	(466,545.81)	50,557.19	90.22%	(43,022.51)
		0.00					
37290	Other Operating Rev-Sewer	150.00	150.00	0.00	150.00	0.00%	0.00
		0.00					
37196	Water Tap Fees	1,100.00	1,100.00	0.00	1,100.00	0.00%	0.00
		0.00					
37299	Miscellaneous	500.00	500.00	0.00	500.00	0.00%	0.00
		0.00					
37220	Sewer Inspection Fees	1,100.00	1,100.00	0.00	1,100.00	0.00%	0.00
		0.00					

Norris City Council Meeting  
6/12/2023  
**City of Norris**  
**Statement of Revenues**  
**May 2023**

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Summary Level

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Fund : **413** Water And Sewer

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
37195	Installation Charges	6,500.00	6,500.00	(1,575.00)	4,925.00	24.23%	(40.00)
		0.00					
	<b>Total</b>	<b>1,068,049.00</b>	<b>1,068,049.00</b>	<b>(939,911.13)</b>	<b>128,137.87</b>	<b>88.00 %</b>	<b>(91,594.60)</b>
		<b>0.00</b>					
<b>Total For Fund: 413</b>	Installation Charges	<b>1,068,049.00</b>	<b>1,068,049.00</b>	<b>(939,911.13)</b>	<b>128,137.87</b>	<b>88.00 %</b>	<b>(91,594.60)</b>
		<b>0.00</b>					

**City of Norris  
Statement of Revenues  
May 2023**

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Summary Level

Fund : **619** Drug Enforcement Fund

		<b>Original Est/ Amendments</b>	<b>Total Estimated</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Realized</b>	<b>Current Revenue</b>
35140	Drug Related Fines	0.00	0.00	(1,000.00)	(1,000.00)	No Budget	0.00
		0.00					
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	<b>(1,000.00)</b>	<b>100.00 %</b>	<b>0.00</b>
		<b>0.00</b>					
<b>Total For Fund: 619</b>	Drug Related Fines	<b>0.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	<b>(1,000.00)</b>	<b>100.00 %</b>	<b>0.00</b>
		<b>0.00</b>					

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**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**May 2023**

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Fund : **110**

Monthly Comparative:

91.67%

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			(130,000.00)	(130,000.00)	169,524.20	39,524.20	130.40%	17,298.52
	Personnel		0.00		0.00			0.00
114			(12,000.00)	(12,000.00)	11,864.63	(135.37)	98.87%	758.21
	Part-Time Personnel		0.00		0.00			0.00
134			(8,000.00)	(8,000.00)	4,183.12	(3,816.88)	52.29%	0.00
	Christmas Bonus		0.00		0.00			0.00
141			(11,500.00)	(11,500.00)	14,173.08	2,673.08	123.24%	1,375.14
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(10,000.00)	(10,000.00)	17,917.16	7,917.16	179.17%	1,489.66
	Hospital And Health Insurance		0.00		0.00			0.00
143			(7,500.00)	(7,500.00)	4,674.72	(2,825.28)	62.33%	1,038.55
	Retirement - Current		0.00		0.00			0.00
146			(1,000.00)	(1,000.00)	945.06	(54.94)	94.51%	(337.00)
	Workmen's Compensation		0.00		0.00			0.00
147			(150.00)	(150.00)	160.87	10.87	107.25%	5.80
	Unemployment Insurance		0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	1,957.74	(42.26)	97.89%	919.49
	Employee Education And Training		0.00		0.00			0.00
211			(1,430.00)	(1,430.00)	726.07	(703.93)	50.77%	116.02
	Postage, Box Rent, Etc.		0.00		0.00			0.00
223			(600.00)	(600.00)	471.00	(129.00)	78.50%	0.00
	Publications, Reports, Etc.		0.00		0.00			0.00
224			(3,500.00)	(3,500.00)	3,231.48	(268.52)	92.33%	351.55
	Duplication (Mimeograph, Multilith, Microfilm,		0.00		0.00			0.00
235			(3,000.00)	(3,000.00)	3,340.57	340.57	111.35%	545.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	2,735.00	735.00	136.75%	0.00
	Advertising		0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
250			(13,000.00)	(13,000.00)	14,242.34	1,242.34	109.56%	1,005.55
	Professional Services		0.00		0.00			0.00
252			(6,000.00)	(6,000.00)	77,556.75	71,556.75	1292.61%	10,175.47
	Legal Services		0.00		0.00			0.00
253			(12,000.00)	(12,000.00)	19,150.00	7,150.00	159.58%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
255			(15,200.00)	(15,200.00)	11,539.84	(3,660.16)	75.92%	0.00
	Data Processing Services		0.00		0.00			0.00
259			(2,000.00)	(2,000.00)	3,010.65	1,010.65	150.53%	0.00
	Other Professional Services		0.00		0.00			0.00
280			(1,250.00)	(1,250.00)	8,390.40	7,140.40	671.23%	277.11
	Travel		0.00		0.00			0.00
291			(150.00)	(150.00)	675.00	525.00	450.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(3,500.00)	(3,500.00)	2,663.19	(836.81)	76.09%	195.20
	Office Supplies And Materials		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	1,179.01	179.01	117.90%	0.00
	Operating Supplies		0.00		0.00			0.00
510			(29,000.00)	(29,000.00)	31,965.50	2,965.50	110.23%	0.00
	Liability Insurance		0.00		0.00			0.00
551			(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00
555			(1,300.00)	(1,300.00)	2,515.19	1,215.19	193.48%	0.00
	Bank Service Charges		0.00		0.00			0.00
948			(2,500.00)	(2,500.00)	4,126.13	1,626.13	165.05%	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)	8,092.29	(1,407.71)	85.18%	441.78
	Electric		0.00		0.00			0.00



City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

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)	2,375.89	(624.11)	79.20%	246.10
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	968.95	(231.05)	80.75%	47.42
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	9,404.74	2,204.74	130.62%	81.23
	Telephone And Other Communications		0.00		0.00			0.00
260			(65,000.00)	(65,000.00)	3,419.52	(61,580.48)	5.26%	264.91
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,300.00)	(1,300.00)	1,237.17	(62.83)	95.17%	39.00
	Other Contractual Services		0.00		0.00			0.00
<b>41900</b>	<b>Mcneeley Municipal Building</b>							
241			(4,500.00)	(4,500.00)	5,278.53	778.53	117.30%	400.72
	Electric		0.00		0.00			0.00
242			(1,500.00)	(1,500.00)	1,134.65	(365.35)	75.64%	102.59
	Water		0.00		0.00			0.00
260			(1,500.00)	(1,500.00)	1,577.26	77.26	105.15%	162.84
	Repair And Maintenance Services		0.00		0.00			0.00
266			(20,000.00)	(20,000.00)	471.67	(19,528.33)	2.36%	186.67
	Repair And Maintenance Buildings		0.00		0.00			0.00
290			(1,500.00)	(1,500.00)	1,266.87	(233.13)	84.46%	39.00
	Other Contractual Services		0.00		0.00			0.00
329			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
<b>42000</b>	<b>Police Dept.</b>							
110			(301,000.00)	(301,000.00)	202,804.00	(98,196.00)	67.38%	22,835.40
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	26,950.66	(3,049.34)	89.84%	3,735.32
	Over-Time Personnel		0.00		0.00			0.00
114			(10,000.00)	(10,000.00)	15,372.80	5,372.80	153.73%	1,112.80
	Part-Time Personnel		0.00		0.00			0.00

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City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

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Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
119			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Health Insurance Incentive	0.00		0.00			0.00
129			(19,000.00)	(19,000.00)	16,724.16	(2,275.84)	88.02%	0.00
		Holiday Pay	0.00		0.00			0.00
132			(5,600.00)	(5,600.00)	4,000.00	(1,600.00)	71.43%	0.00
		State Bonus	0.00		0.00			0.00
134			(25,000.00)	(25,000.00)	24,682.86	(317.14)	98.73%	0.00
		Christmas Bonus	0.00		0.00			0.00
141			(27,500.00)	(27,500.00)	24,073.83	(3,426.17)	87.54%	2,104.19
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(128,000.00)	(128,000.00)	72,865.66	(55,134.34)	56.93%	6,074.70
		Hospital And Health Insurance	0.00		0.00			0.00
143			(32,000.00)	(32,000.00)	40,398.08	8,398.08	126.24%	2,432.09
		Retirement - Current	0.00		0.00			0.00
146			(12,000.00)	(12,000.00)	12,915.82	915.82	107.63%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(300.00)	(300.00)	2,667.05	2,367.05	889.02%	12.04
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	2,354.54	(1,145.46)	67.27%	375.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	24.50	(175.50)	12.25%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
216			(1,200.00)	(1,200.00)	562.50	(637.50)	46.88%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(800.00)	(800.00)	513.00	(287.00)	64.13%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(1,000.00)	(1,000.00)	971.81	(28.19)	97.18%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
241			(6,300.00)	(6,300.00)	4,861.56	(1,438.44)	77.17%	330.30
		Electric	0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
242			(1,200.00)	(1,200.00)	1,009.44	(190.56)	84.12%	144.85
	Water		0.00		0.00			0.00
244			(2,300.00)	(2,300.00)	1,395.76	(904.24)	60.69%	134.72
	Gas		0.00		0.00			0.00
245			(5,300.00)	(5,300.00)	10,491.11	5,191.11	197.95%	142.91
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	2,653.21	(2,346.79)	53.06%	317.76
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
264			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Repair And Maint Traffic Lights, Parking Meters		0.00		0.00			0.00
266			(65,000.00)	(65,000.00)	1,282.96	(63,717.04)	1.97%	0.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(1,000.00)	(1,000.00)	611.00	(389.00)	61.10%	0.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
280			(1,500.00)	(1,500.00)	1,989.19	489.19	132.61%	0.00
	Travel		0.00		0.00			0.00
286			(54,000.00)	(54,000.00)	0.00	(54,000.00)	0.00%	0.00
	Vehicle Purchase		0.00		0.00			0.00
290			(12,000.00)	(12,000.00)	10,399.81	(1,600.19)	86.67%	3,789.00
	Other Contractural Services		0.00		0.00			0.00
291			(500.00)	(500.00)	135.00	(365.00)	27.00%	135.00
	Physical/Drug Testing		0.00		0.00			0.00
298			(500.00)	(500.00)	67.37	(432.63)	13.47%	0.00
	Collection Fees		0.00		0.00			0.00
310			(5,000.00)	(5,000.00)	2,263.63	(2,736.37)	45.27%	86.89
	Office Supplies And Materials		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	464.39	(535.61)	46.44%	359.23
	Operating Supplies		0.00		0.00			0.00
326			(3,500.00)	(3,500.00)	3,500.00	0.00	100.00%	500.00
	Clothing And Uniforms		0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
327			(3,000.00)	(3,000.00)	3,035.06	35.06	101.17%	0.00
		Fire Arm Supplies	0.00		0.00			0.00
329			(8,000.00)	(8,000.00)	3,977.00	(4,023.00)	49.71%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	12,473.78	(2,526.22)	83.16%	1,056.84
		Fuel Charges	0.00		0.00			0.00
333			(38,000.00)	(38,000.00)	28,247.24	(9,752.76)	74.33%	0.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
334			(1,600.00)	(1,600.00)	928.32	(671.68)	58.02%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			0.00	0.00	98.98	98.98	No Budget	0.00
		Consumable Tools	0.00		0.00			0.00
<b>42200</b>	<b>Fire Protection And Control</b>							
141			(250.00)	(250.00)	204.56	(45.44)	81.82%	0.00
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
147			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(1,250.00)	(1,250.00)	605.83	(644.17)	48.47%	0.00
		Employee Education And Training	0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	7,842.94	2,842.94	156.86%	0.00
		Volunteer Firemen	0.00		0.00			0.00
216			(1,000.00)	(1,000.00)	786.74	(213.26)	78.67%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(200.00)	(200.00)	102.00	(98.00)	51.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
245			(750.00)	(750.00)	388.62	(361.38)	0.00%	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

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
261			(10,000.00)	(10,000.00)	6,344.48	(3,655.52)	63.44%	4,964.42
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
291			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(15,000.00)	(15,000.00)	13,359.36	(1,640.64)	89.06%	263.07
		Operating Supplies	0.00		0.00			0.00
322			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(1,800.00)	(1,800.00)	1,474.40	(325.60)	81.91%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,200.00)	(1,200.00)	859.86	(340.14)	71.66%	212.85
		Fuel Charges	0.00		0.00			0.00
333			(10,000.00)	(10,000.00)	2,640.07	(7,359.93)	26.40%	746.11
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(5,000.00)	(5,000.00)	4,894.14	(105.86)	97.88%	261.06
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
<b>43000</b>		<b>Public Works</b>						
110			(162,000.00)	(162,000.00)	153,862.07	(8,137.93)	94.98%	12,538.87
		Personnel	0.00		0.00			0.00
112			(500.00)	(500.00)	997.97	497.97	199.59%	244.18
		Over-Time Personnel	0.00		0.00			0.00
114			(6,000.00)	(6,000.00)	5,100.00	(900.00)	85.00%	400.00
		Part-Time Personnel	0.00		0.00			0.00
134			(16,000.00)	(16,000.00)	16,383.13	383.13	102.39%	0.00
		Christmas Bonus	0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	13,362.32	(637.68)	95.45%	997.80
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(73,000.00)	(73,000.00)	35,265.01	(37,734.99)	48.31%	3,308.56
		Hospital And Health Insurance	0.00		0.00			0.00

Template Name: LGC Stmt of Exp & Enc - City  
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City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

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Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143			(17,500.00)	(17,500.00)	6,015.23	(11,484.77)	34.37%	785.06
		Retirement - Current	0.00		0.00			0.00
146			(6,200.00)	(6,200.00)	7,560.48	1,360.48	121.94%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(250.00)	(250.00)	146.00	(104.00)	58.40%	9.15
		Unemployment Insurance	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			0.00	0.00	102.00	102.00	No Budget	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(300.00)	(300.00)	142.42	(157.58)	47.47%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
241			(2,400.00)	(2,400.00)	2,161.28	(238.72)	90.05%	161.41
		Electric	0.00		0.00			0.00
242			(1,300.00)	(1,300.00)	779.35	(520.65)	59.95%	81.97
		Water	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	7,887.97	2,887.97	157.76%	0.00
		Telephone And Other Communications	0.00		0.00			0.00
247			(24,000.00)	(24,000.00)	22,989.15	(1,010.85)	95.79%	1,782.86
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	12,463.15	4,463.15	155.79%	485.86
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(22,000.00)	(22,000.00)	12,404.90	(9,595.10)	56.39%	112.50
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00
266			(4,000.00)	(4,000.00)	2,486.83	(1,513.17)	62.17%	13.55
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(60,000.00)	(60,000.00)	1,400.28	(58,599.72)	2.33%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
269			(10,000.00)	(10,000.00)	1,525.42	(8,474.58)	15.25%	0.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
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)	135.00	(165.00)	45.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(500.00)	(500.00)	21.94	(478.06)	4.39%	21.94
	Office Supplies And Materials		0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	2,800.62	100.62	103.73%	0.00
	Operating Supplies		0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	2,483.93	(516.07)	82.80%	136.00
	Clothing And Uniforms		0.00		0.00			0.00
329			0.00	0.00	572.69	572.69	No Budget	0.00
	Other Oper. Supplies		0.00		0.00			0.00
331			(10,000.00)	(10,000.00)	13,040.78	3,040.78	130.41%	879.94
	Fuel Charges		0.00		0.00			0.00
334			(1,500.00)	(1,500.00)	1,425.74	(74.26)	95.05%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
341			(750.00)	(750.00)	1,795.33	1,045.33	239.38%	227.88
	Consumable Tools		0.00		0.00			0.00
342			(600.00)	(600.00)	502.68	(97.32)	83.78%	0.00
	Sign Parts And Supplies		0.00		0.00			0.00
471			(6,000.00)	(6,000.00)	2,342.93	(3,657.07)	39.05%	0.00
	Asphalt And Asphalt Filler		0.00		0.00			0.00
735			(220,000.00)	(220,000.00)	208,408.08	(11,591.92)	94.73%	0.00
	Local Agency Project - Norris Ind. Park		0.00		0.00			0.00
776			(122,000.00)	(122,000.00)	0.00	(122,000.00)	0.00%	0.00
	Safe Route To School Grant		0.00		0.00			0.00
940			(160,000.00)	(160,000.00)	39,865.00	(120,135.00)	24.92%	0.00
	Machinery And Equipment		0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 110

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>44400</b>	<b>Recreation</b>							
110			0.00	0.00	3,945.00	3,945.00	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			(600.00)	(600.00)	301.78	(298.22)	50.30%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(120.00)	(120.00)	11.85	(108.15)	9.88%	0.00
	Unemployment Insurance		0.00		0.00			0.00
241			(650.00)	(650.00)	481.60	(168.40)	74.09%	39.26
	Electric		0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	3,109.00	(391.00)	88.83%	269.60
	Water		0.00		0.00			0.00
291			(300.00)	(300.00)	135.00	(165.00)	45.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			0.00	0.00	111.78	111.78	No Budget	0.00
	Office Supplies And Materials		0.00		0.00			0.00
312			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Small Items Of Equipment		0.00		0.00			0.00
320			(75,000.00)	(75,000.00)	8,116.23	(66,883.77)	10.82%	0.00
	Operating Supplies		0.00		0.00			0.00
325			(7,000.00)	(7,000.00)	7,100.00	100.00	101.43%	3,725.00
	Fireworks Supplies		0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	875.52	(2,124.48)	29.18%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
720			(32,250.00)	(32,250.00)	0.00	(32,250.00)	0.00%	0.00
	Grants And Donations To Other Institutions		0.00		0.00			0.00
<b>44800</b>	<b>Libraries</b>							
720			0.00	0.00	32,252.00	32,252.00	No Budget	0.00
	Grants And Donations To Other Institutions		0.00		0.00			0.00



**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**May 2023**

Fund : **110**

Monthly Comparative:

91.67%

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>							
269			(200.00)	(200.00)	1,723.57	1,523.57	861.79%	0.00
	Repair And Maintenance	Other Repair And	0.00		0.00			0.00
320			(300.00)	(300.00)	2,914.83	2,614.83	971.61%	136.89
	Operating Supplies		0.00		0.00			0.00
551			0.00	0.00	618.00	618.00	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)	868.83	(131.17)	86.88%	48.18
	Electric		0.00		0.00			0.00
242			(500.00)	(500.00)	886.33	386.33	177.27%	81.97
	Water		0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	5,050.57	2,050.57	168.35%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
<b>47100</b>	<b>Economic Development Administration</b>							
211			0.00	0.00	275.00	275.00	No Budget	0.00
	Postage, Box Rent, Etc.		0.00		0.00			0.00
237			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Advertising		0.00		0.00			0.00
320			(5,200.00)	(5,200.00)	5,588.40	388.40	107.47%	5,150.00
	Operating Supplies		0.00		0.00			0.00
<b>Total For Fund: 110</b>			(2,394,450.00)	(2,394,450.00)	1,676,210.29	(718,239.71)	70.00 %	120,991.51
			0.00		0.00			0.00

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**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**May 2023**

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Fund : **121**

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43100</b>		<b>Highways And Streets</b>						
268			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
<b>Total For Fund:</b>	<b>121</b>		(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00 %	0.00
			0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 123

Monthly Comparative:

91.67%

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			(15,000.00)	(15,000.00)	7,710.00	(7,290.00)	51.40%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(1,200.00)	(1,200.00)	589.82	(610.18)	49.15%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			0.00	0.00	23.14	23.14	No Budget	0.00
	Unemployment Insurance		0.00		0.00			0.00
220			(3,000.00)	(3,000.00)	253.00	(2,747.00)	8.43%	0.00
	Printing, Duplicating, Typing, And Binding		0.00		0.00			0.00
259			0.00	0.00	2,700.00	2,700.00	No Budget	0.00
	Other Professional Services		0.00		0.00			0.00
261			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
265			(25,000.00)	(25,000.00)	2,435.54	(22,564.46)	9.74%	0.00
	Repair And Maintenance Grounds And Ground		0.00		0.00			0.00
290			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Other Contractural Services		0.00		0.00			0.00
291			(500.00)	(500.00)	135.00	(365.00)	27.00%	135.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Office Supplies And Materials		0.00		0.00			0.00
320			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
331			(350.00)	(350.00)	62.30	(287.70)	17.80%	0.00
	Fuel Charges		0.00		0.00			0.00
342			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Sign Parts And Supplies		0.00		0.00			0.00
551			(1,670.00)	(1,670.00)	618.00	(1,052.00)	37.01%	0.00
	Trustee Fees		0.00		0.00			0.00

Template Name: LGC Stmt of Exp & Enc - City  
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**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**May 2023**

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Fund : **123**

Monthly Comparative:

91.67%

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>123</b>		(53,320.00)	(53,320.00)	14,526.80	(38,793.20)	27.24 %	135.00
			0.00		0.00			0.00

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**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**May 2023**

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Fund : **128**

Monthly Comparative:

91.67%

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			(42,000.00)	(42,000.00)	43,609.32	1,609.32	103.83%	3,906.35
		Recycle/Residential Contract	0.00		0.00			0.00
249			(67,000.00)	(67,000.00)	69,401.29	2,401.29	103.58%	6,267.51
		Refuse/Residential Contract	0.00		0.00			0.00
258			(31,000.00)	(31,000.00)	29,965.83	(1,034.17)	96.66%	2,606.86
		Commercial Refuse	0.00		0.00			0.00
329			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
<b>Total For Fund:</b>	<b>128</b>		(140,500.00)	(140,500.00)	142,976.44	2,476.44	101.76 %	12,780.72
			0.00		0.00			0.00

City of Norris  
Statement of Expenditures and Encumbrances  
May 2023

Fund : 413

Monthly Comparative:

91.67%

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			(55,200.00)	(55,200.00)	65,970.49	10,770.49	119.51%	4,834.32
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	338.13	(3,661.87)	8.45%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	18,066.35	9,566.35	212.55%	2,719.78
	Part-Time Personnel		0.00		0.00			0.00
134			(5,500.00)	(5,500.00)	2,716.56	(2,783.44)	49.39%	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			(4,700.00)	(4,700.00)	6,527.75	1,827.75	138.89%	564.24
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(28,000.00)	(28,000.00)	27,605.17	(394.83)	98.59%	2,685.42
	Hospital And Health Insurance		0.00		0.00			0.00
143			(3,400.00)	(3,400.00)	1,399.33	(2,000.67)	41.16%	150.82
	Retirement - Current		0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	61.65	(3,438.35)	1.76%	0.00
	Employee Education And Training		0.00		0.00			0.00
170			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(32,000.00)	(32,000.00)	36,877.99	4,877.99	115.24%	3,019.79
	Electric		0.00		0.00			0.00
244			(4,000.00)	(4,000.00)	5,291.10	1,291.10	132.28%	0.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	3,170.68	(1,829.32)	63.41%	81.95
	Telephone And Other Communications		0.00		0.00			0.00
260			(22,000.00)	(22,000.00)	11,387.95	(10,612.05)	51.76%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

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Fund : 413

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(150.00)	(150.00)	0.00	(150.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(6,000.00)	(6,000.00)	318.19	(5,681.81)	5.30%	16.06
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	10,805.62	(4,194.38)	72.04%	156.50
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
329			0.00	0.00	169.99	169.99	No Budget	0.00
	Other Oper. Supplies		0.00		0.00			0.00
389			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Independent Lab Anaylsis		0.00		0.00			0.00
<b>52114</b>	<b>Transmission And Distribution</b>							
110			(35,000.00)	(35,000.00)	7,450.02	(27,549.98)	21.29%	0.00
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	104.04	(3,895.96)	2.60%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	6,869.83	(1,630.17)	80.82%	477.81
	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			(3,100.00)	(3,100.00)	1,094.91	(2,005.09)	35.32%	36.54
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(23,000.00)	(23,000.00)	3,353.26	(19,646.74)	14.58%	0.00
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,000.00)	(1,000.00)	212.14	(787.86)	21.21%	0.00
	Retirement - Current		0.00		0.00			0.00
260			(1,000.00)	(1,000.00)	649.11	(350.89)	64.91%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

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Fund : 413

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(250.00)	(250.00)	340.00	90.00	136.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	218.42	(781.58)	21.84%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
331			(7,500.00)	(7,500.00)	8,120.04	620.04	108.27%	461.95
		Fuel Charges	0.00		0.00			0.00
332			(4,000.00)	(4,000.00)	578.49	(3,421.51)	14.46%	149.98
		Motor Vehicle Parts	0.00		0.00			0.00
338			(19,000.00)	(19,000.00)	25,512.81	6,512.81	134.28%	993.40
		Repair Parts For Water Or Sewer Lines, Meters,	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	620.32	(379.68)	62.03%	72.41
		Consumable Tools	0.00		0.00			0.00
391			0.00	0.00	958.72	958.72	No Budget	0.00
		Water Meters	0.00		0.00			0.00
<b>52211</b>	<b>Sewer Collection (Lines)</b>							
110			(16,000.00)	(16,000.00)	13,893.88	(2,106.12)	86.84%	1,387.32
		Personnel	0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	7,616.60	(883.40)	89.61%	463.77
		Part-Time Personnel	0.00		0.00			0.00
134			(1,400.00)	(1,400.00)	1,250.00	(150.00)	89.29%	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			(1,400.00)	(1,400.00)	1,704.69	304.69	121.76%	137.54
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00



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Fund : 413

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
142			(5,000.00)	(5,000.00)	7,805.53	2,805.53	156.11%	832.16
	Hospital And Health Insurance		0.00		0.00			0.00
143			(975.00)	(975.00)	126.20	(848.80)	12.94%	43.28
	Retirement - Current		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
241			(1,000.00)	(1,000.00)	1,178.81	178.81	117.88%	87.61
	Electric		0.00		0.00			0.00
260			(20,000.00)	(20,000.00)	6,366.46	(13,633.54)	31.83%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00
291			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
<b>52213</b>	<b>Sewer Treatment And Disposal</b>							
110			(63,000.00)	(63,000.00)	57,722.18	(5,277.82)	91.62%	4,824.30
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	2,939.30	(1,060.70)	73.48%	0.00
	Over-Time Personnel		0.00		0.00			0.00
134			(2,608.00)	(2,608.00)	3,858.28	1,250.28	147.94%	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			(5,200.00)	(5,200.00)	4,881.38	(318.62)	93.87%	364.54
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(19,000.00)	(19,000.00)	14,658.40	(4,341.60)	77.15%	1,332.20
	Hospital And Health Insurance		0.00		0.00			0.00
143			(9,200.00)	(9,200.00)	4,264.46	(4,935.54)	46.35%	322.74
	Retirement - Current		0.00		0.00			0.00

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Fund : **413**

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	3,207.10	(792.90)	80.18%	0.00
		Fees	0.00		0.00			0.00
241			(38,000.00)	(38,000.00)	27,344.56	(10,655.44)	71.96%	2,151.70
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	8,302.89	3,302.89	166.06%	170.24
		Telephone And Other Communications	0.00		0.00			0.00
260			(12,500.00)	(12,500.00)	12,868.45	368.45	102.95%	192.00
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	13,076.55	(1,923.45)	87.18%	1,583.23
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	8,758.52	(1,241.48)	87.59%	927.58
		Operating Supplies	0.00		0.00			0.00
322			(23,000.00)	(23,000.00)	17,471.40	(5,528.60)	75.96%	579.25
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	4,261.33	(738.67)	85.23%	463.84
		Clothing And Uniforms	0.00		0.00			0.00
329			(39,628.00)	(39,628.00)	396.52	(39,231.48)	1.00%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
<b>52316</b>	<b>Customer Accounting &amp; Collection</b>							
211			(5,500.00)	(5,500.00)	4,936.37	(563.63)	89.75%	94.50
		Postage, Box Rent, Etc.	0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,516.97	(4,483.03)	71.98%	0.00
		Data Processing Services	0.00		0.00			0.00
<b>52317</b>	<b>Administrative &amp; General Expenses</b>							
110			(130,000.00)	(130,000.00)	129,669.25	(330.75)	99.75%	10,245.38
		Personnel	0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	3,922.48	(5,077.52)	43.58%	461.52
		Secretary/Treasury Personnel	0.00		0.00			0.00

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Fund : 413

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
112			0.00	0.00	306.03	306.03	No Budget	23.76
		Over-Time Personnel	0.00		0.00			0.00
114			(13,000.00)	(13,000.00)	12,529.08	(470.92)	96.38%	758.21
		Part-Time Personnel	0.00		0.00			0.00
133			0.00	0.00	750.00	750.00	No Budget	0.00
		City Bonus	0.00		0.00			0.00
134			(7,200.00)	(7,200.00)	6,466.56	(733.44)	89.81%	0.00
		Christmas Bonus	0.00		0.00			0.00
137			(4,000.00)	(4,000.00)	6,000.00	2,000.00	150.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	12,022.73	(1,977.27)	85.88%	862.74
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(28,000.00)	(28,000.00)	24,592.33	(3,407.67)	87.83%	2,049.36
		Hospital And Health Insurance	0.00		0.00			0.00
143			(15,000.00)	(15,000.00)	7,490.59	(7,509.41)	49.94%	576.76
		Retirement - Current	0.00		0.00			0.00
146			(10,000.00)	(10,000.00)	10,080.64	80.64	100.81%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(650.00)	(650.00)	0.00	(650.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	560.00	(440.00)	56.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			(2,000.00)	(2,000.00)	1,671.02	(328.98)	83.55%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	1,693.00	(2,307.00)	42.33%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(800.00)	(800.00)	999.66	199.66	124.96%	598.95
		Advertising	0.00		0.00			0.00
252			(800.00)	(800.00)	713.89	(86.11)	89.24%	0.00
		Legal Services	0.00		0.00			0.00

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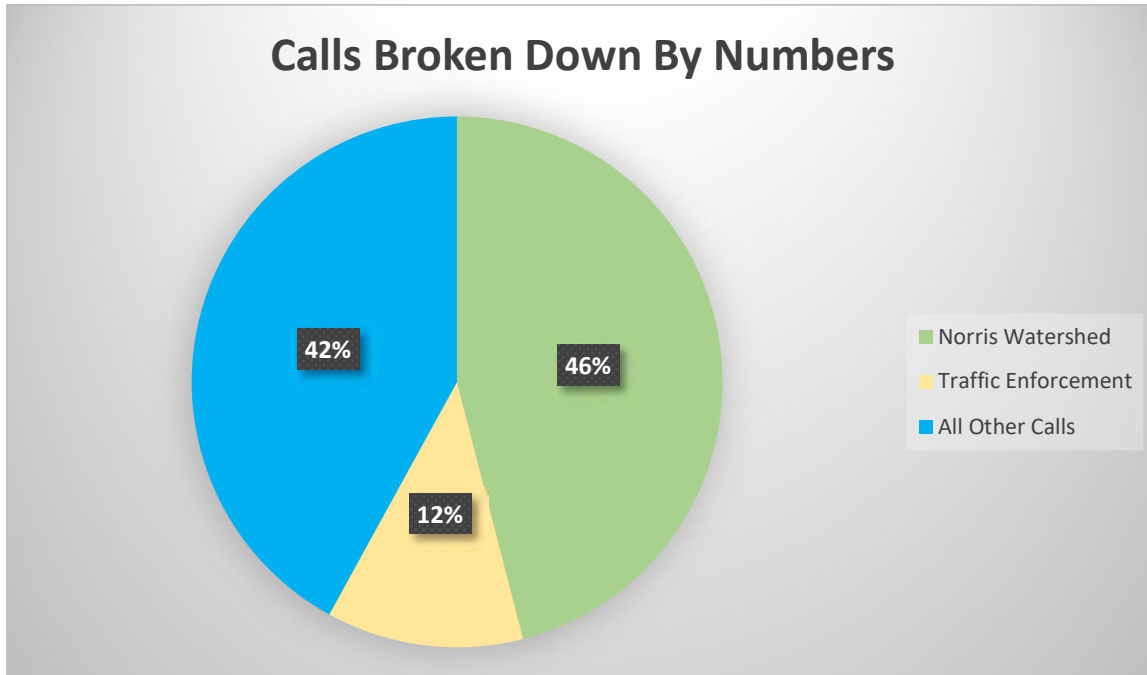
Fund : 413

Monthly Comparative:

91.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
253			(12,000.00)	(12,000.00)	12,150.00	150.00	101.25%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
256			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Consultant's Services		0.00		0.00			0.00
280			(900.00)	(900.00)	0.00	(900.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	1,465.03	(1,034.97)	58.60%	183.61
	Office Supplies And Materials		0.00		0.00			0.00
320			(3,000.00)	(3,000.00)	191.33	(2,808.67)	6.38%	0.00
	Operating Supplies		0.00		0.00			0.00
329			0.00	0.00	8.88	8.88	No Budget	0.00
	Other Oper. Supplies		0.00		0.00			0.00
510			(20,000.00)	(20,000.00)	20,149.50	149.50	100.75%	0.00
	Liability Insurance		0.00		0.00			0.00
555			(2,500.00)	(2,500.00)	1,441.97	(1,058.03)	57.68%	0.00
	Bank Service Charges		0.00		0.00			0.00
741			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Bad Debt Expense		0.00		0.00			0.00
948			(5,000.00)	(5,000.00)	4,595.29	(404.71)	91.91%	0.00
	Computer Equipment		0.00		0.00			0.00
<b>52523</b>	<b>Depreciation</b>							
540			(1,047,369.00)	(1,047,369.00)	32,374.15	(1,014,994.85)	3.09%	0.00
	Depreciation		0.00		0.00			0.00
<b>Total For Fund: 413</b>			<b>(1,994,738.00)</b>	<b>(1,994,738.00)</b>	<b>779,147.58</b>	<b>(1,215,590.42)</b>	<b>39.06 %</b>	<b>48,139.06</b>
			0.00		0.00			0.00

To: Adam Ledford, City Manager  
From: Mike Poole, Chief  
Subject: May Monthly Report  
Date: June 1<sup>st</sup>, 2023



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>Traffic Enforcement</b>	<b>23</b>	<b>Disabled Vehicle</b>	<b>4</b>
<b>Traffic Stops</b>	13	Suicidal Person – Emotionally Disturbed	3
<b>Watershed Patrols</b>	135	Vehicle Burglary	2
<b>Assist Other Officer</b>	1	Intoxicated Driver/Person	10
<b>Assist E.M.S.</b>	12	Trespassing	3
<b>Assist Public</b>	9	Elder Abuse	1
<b>Traffic Complaint / Hazard /control</b>	13	Reckless Endangerment	1
<b>Welfare Check</b>	2	911 hang up call	2
<b>Animal Complaint</b>	9	Shop Lifting (Theft)	1
<b>Follow up investigations</b>	11	Civil Matter	1
<b>Alarm – Fire</b>	3	Threats	1
<b>Alarm – Burglar/Panic</b>	5	Suspicious Person/vehicle/Activity	12
<b>Medical Alarm</b>	1	Juvenile Problem	1
<b>Illegal Parking</b>	2	Illegal Dumping	2
<b>Open Gate / Door</b>	2	Contact or Locate Person	1
<b>Motor Vehicle Accident (No Injuries)</b>	8	Community Events	6

In the month of May, the Norris Police Department had documented a total of 637 Calls for service. Of the 637 Total entries, 165 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 115 Patrols and 20 property checks in and through the Norris Watershed. An additional 3 calls for service were answered. This accounted for a total of 138 calls for service and 33.88 Total hours spent in or on the Norris Watershed. You will notice the time spent in the Watershed was slightly down for this month. This was mainly due to officers off for vacation and training.
- The Norris Rifle Range annual membership had ended the month at 801. This time last year we ended the month at 820 and we are down 19 memberships from May of 2022.
- Norris Police Department assisted with or attended 6 community events during the month of May.
- Norris Police Department worked three calls at a facility on Ridgeway Rd. in reference to Suicidal persons. All three were transported to an area hospital by police.
- During the month, Officer Cuel located an SUV in the parking lot at Andersonville Crossing. He made contact with the driver who appeared to be unconscious partially inside and outside of the vehicle. Following a check of his welfare and the investigation, that subject was arrested on DUI and a weapons possession charge.
- You will notice a significant increase in intoxicated Driver/Person related calls. Officers made three arrests during the month related to these. Two on Andersonville Highway and one behind Eric Herald Park on the Disk Golf Course that occurred during last month's city council meeting.
- Norris Police responded to a truck on its top in the Norris Watershed on Upper Clear Creek Rd. It was found that the driver fled the scene of the stolen vehicle following the crash. Only one car was involved and after completing the crash report, the truck was turned over to the Anderson County Sheriff's Office who were working the vehicle theft.

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Mike Poole  
Chief of Police



## Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 05/31/2023

The Norris Fire Department has seen an increase in requests for mutual aid from area fire departments, as well as, lift assists from the Anderson County Ambulance Service.

The Norris Fire Department responded to a wide variety of calls this month. The fire department was able to respond to 29 calls in March but was unable to respond to 44 additional calls due to the lack of available staff.

The Norris Fire Department will be attending the Smokey Mountain Weekend training event in Gatlinburg this month which is additional training beyond the state mandated training. During the weekend training, firefighters are able to recertify and update their current certifications.

Also, the behind-the-scenes activities are well underway for the upcoming Norris Day celebration. This event is the fire department's annual fundraiser, which allows the department to have funds available to help those in need due to a recent house fire or other tragedy.

Rick Roach  
Norris Fire Chief

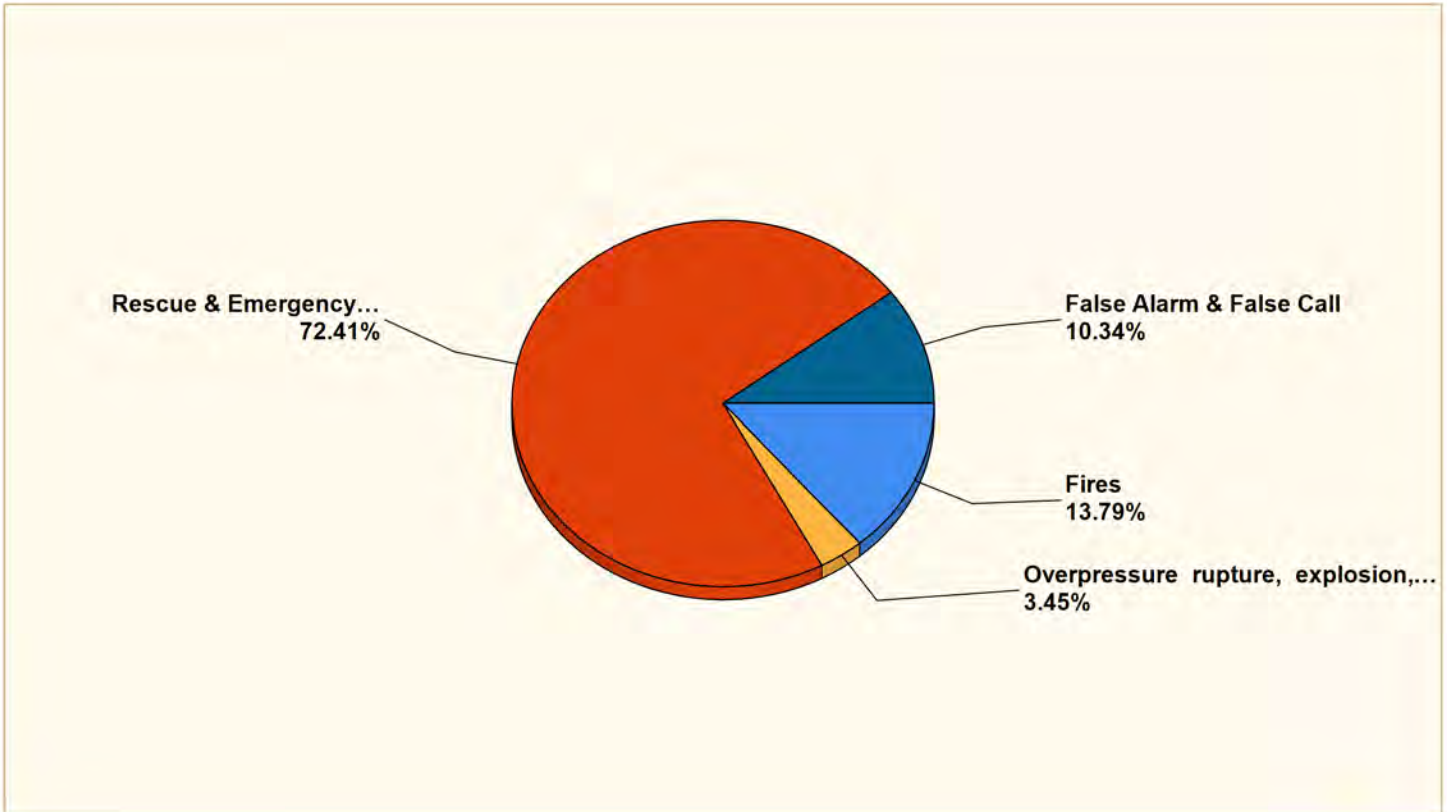


Norris, TN

This report was generated on 6/1/2023 8:35:18 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	13.79%
Overpressure rupture, explosion, overheating - no fire	1	3.45%
Rescue & Emergency Medical Service	21	72.41%
False Alarm & False Call	3	10.34%
<b>TOTAL</b>	<b>29</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





6/22/2023  
Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	13.79%
251 - Excessive heat, scorch burns with no ignition	1	3.45%
311 - Medical assist, assist EMS crew	3	10.34%
320 - Emergency medical service, other	17	58.62%
321 - EMS call, excluding vehicle accident with injury	1	3.45%
743 - Smoke detector activation, no fire - unintentional	1	3.45%
744 - Detector activation, no fire - unintentional	1	3.45%
745 - Alarm system activation, no fire - unintentional	1	3.45%
<b>TOTAL INCIDENTS:</b>	<b>29</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



To: Norris Water Commission Board

From: Tony Wilkerson, Water Superintendent

Date: May 15 ,2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached  
**Sold to ACWA: Alley-524,300/Alley Road-353,700/Res.-965,000** each location(increase20-30Keach)
2. **Water Budget**-see financial reports thru 2023
- a) **Rainfall** APRIL 2023 - \_\_\_\_\_” -MTD:” Source ok presently-
3. **Operations Building:** WEEKLY-In-house Team continuing of COVID 19-staff disinfects, cleans daily, hand washing.
5. **WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of APRIL 2023
  - a. -Reports-Monthly to TDEC-completed
  - b. **Rolling Avg of TN/TP** are decreasing with the high ones from 12 months ago dropping off the RA. IN COMPLIANCE!!! (Middle of May TP-increase-warm weather-adjustment made)
  - c. **Dailey Inspections and Operations**
  - d. **WWTP- Training-Greg Miller at WWTP**
  - e. **Press Sludge**-\_\_5\_ times this month.
  - f. **Supernatant**- \_\_3\_ times
  - g. **Pumped Aeration to Digester**-\_\_6\_\_times mth
    - Tons of sludge hauled-8.61/8.38
    - Rain:-.80/1.10/.50..19 (4 recorded days)
6. **WTP-Water Plant:**
  - a. -Reports-Monthly-to TDEC completed
  - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection
  - c. – Samples-Lagoon Sample and Fluoride Qtrly collected
  - d. -Backwashed Filters-\_\_3\_\_ this month
    - i. -Painting of Pipe gallery continue
    - ii. -Kevin Jeffer-PTE-is training in the operations of the WTP.
7. **Flushing Program:** NWC Team flushed -Orchard Road-Fire Hydrant, Oak Road-Pine Road
8. **Distribution System:**
  - a. -Read Meters/Rereads-4 days
  - b.-Bact Samples-Collected 2-regular
  - c.-Spring – checked 4 times this month

- d. -Service Calls- for the month of April 2023 (See attached)
- e. NMS-Fire Line -filled/flushed/collected Bact Sample/came back negative
- f. NMS-2" meter setter, meter and meter box installed

**9. Sewer Collection:**

- Sewer Stoppages (see service calls list)

**Old Business:**

**\*O-1 WWTP:** Update on the following-Directors Order, City Council Update, CCI update-Open for any discussion

**O-2-Benny Carden-Memorial**-Ray Tackett Jr.-RTE- work in progress

**\*O-3: Alt. water supply** discussion: Supt Wilkerson reports City Mgr. Adam Ledford presented for advertisement and all RFQ should be submitted to Superintendent for opening date of June 12, 2023-2pm.

**O-4: BILLING OPTION-Hwy 61:** Supt. Wilkerson received information last week, ACWA hasn't provided any cost per thousand rate yet.

**\*O-5: UPDATES: on Comp/Annual Leave:** Supt Wilkerson has signed agreement and other signatures are needed.

**O-6: UPDATES: Personnel Policy** -PASSED in CC meeting and is FINAL!

**\*O-7: Cybersecurity Plan:** Supt Wilkerson reports he has registered for an on-line class thru UT County Technical Assistance Service, on discussing utilities plans. Also City Mgr. Adam Leford has contacted Shafer Tech to discuss Cyber Security Plan for City of Norris and NWC utilities-asking for a model plan.

**\*O-8: -Spring Fence:** Supt. Wilkerson reports that Phillips Fencing will be on site JUNE 5, 2023 to install new fencing around the spring Box.

**O-9: -Norris Middle School**- Progress-Fire Line completed and 2" meter setter set, meter installed and meter box. GOOD JOB NWC TEAM!!

**O-10:-Distribution System:** Galvanize pipe-Supt. Wilkerson is reviewing Lead Service Line Inventories procedures.

**O-11: Telemetry** – Wireless Options and cost for start/stop high service pumps at the Water Plant, eliminating the hard wire line. Supt Wilkerson also reports the **NEW SCADA box** has arrived and will be installed next couple of weeks. Tenn. Associated will assist. Seeking options to better serve operators and reduce cost going forward.

**0-12: Proposed 2023/2024 Budget:** Open for Discussion-Same as presented in Budget Workshop with addition of On Call pay inserted. Supt Wilkerson recommends the Board to vote on the budget or make recommendations and/or reschedule another voting meeting to vote on before June 12, 2023 CC meeting. Open for Discussion:

Some employees have mentioned this Option of applying on call pay toward employees insurance coverage, NWC pay full coverage for family vs paying on call to employees. Open for Discussion.

**NEW BUSINESS:**

N-13: STP-NPDES Permit-Biological Sampling Plan: Supt Wilkerson reports Norris (per NPDES PERMIT) has to have a plan submitted to TDEC by May 31, 2023. Mr. Wilkerson reached out to S&ME (same firm who provided their service in 2015) and received a Plan and the cost will be \$5,900.00.

**NORRIS WATER COMMISSION Unaccounted for Water Report July 2022-June 2023**

MONTH	WATER PUMPED	WATER SOLD/ METERED	METERED FOR CONSUMPTION	FIRE DEPT. USAGE	FLUSHING	Tank Clean/Fill	Water BILL ADJ.	Water LOST	% LOST	# Cust.
			NOT SOLD							
July	7,474,000	5,662,100	622,700		650,000			539,200	7.21%	790
August	7,268,000	5,188,500	581,500		565,000			933,000	12.84%	789
Sept.	7,492,000	5,716,100	642,300		415,000		13,500	705,100	9.41%	799
Oct.	8,526,000	6,086,900	699,000				52,100	1,688,000	19.80%	801
Nov.	7,365,000	5,241,200	615,100		624,000		70,350	814,350	11.06%	798
Dec.	7,950,000	5,468,100	650,900		635,000			1,196,000	15.04%	777
Jan.	8,030,000	5,372,700	670,600		690,400			1,296,300	16.14%	
Feb.	7,218,000	5,108,900	595,000		815,200		50,800	648,100	8.98%	781
March	7,388,000	4,922,300	589,300		826,000			1,050,400	14.22%	781
April	7,738,000	5,519,300	607,000		800,000			811,700	10.49%	
May								0	#DIV/0!	
June								0	#DIV/0!	
<b>Total</b>	<b>76,449,000</b>	<b>54,286,100</b>	<b>6,273,400</b>	<b>0</b>	<b>6,020,600</b>	<b>0</b>	<b>186,750</b>	<b>9,682,150</b>		

A	B	C	D	E	F	G	H	I	J
February	2023								
	West Norris Road-Valve			130,000					
	West Circle-Valve			216,000					
	Fire Hydrant/Deadend Flushing			454,000					
	*Orchard Road x2								
	Total-----			800,000					

Tony Wilkerson  
Superintendent

**CITY OF NORRIS  
DEPARTMENT OF PUBLIC WORKS  
MONTHLY REPORT**

**May Year 2023**

Community building Maint.	10	<b>Loads</b>	Leaves Brush Chips
Public Works Building Maint.	12		
Public Safety Building Maint.	4		
McNeeley Building Maint.	35		
Lions Pavilion & Gazebo	3		
Equip. & Vehicle Maintenance	15		
Watershed, Rifle Range, Trash & Litter	42		
Street and Roads	38.5		
Mowing	165		
Sidewalks	48		
Leaf Collection	0		
Brush Pickup, Pruning, Mulching, Tree Work	59		
Drainage (Gutter/Basins) Maintenance	48		
Eric Harold Park	1		
Oak Road Park	1		
Ridgeway Park	1		
Town Clean Up/ garbage, Litter in Town	28		
Animal control	21		
Signs repair and replace	1		
Tree Commission	3		
Volunteer Fire Dept.	0		
Overtime	0		

Administration Work

**City Ordinance Department**

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

**Vehicle Report**

	Current Mileage	Miles for the Month
2017 Chev	56061	
2013 Chev	52541	
2000 Ford		
2005 Dump Truck	55622	

**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) Mow as needed
- c) Looking for quotes on covering awning
- d) AC unit is still down and roof needs replaced

**3 McNeeley Municipal Building**

- a) Weekly cleaning
- b) mow as needed
- c) New Emergency lights and GFCI
- d) Gutters and drains cleaned
- e) Removed Ivy from building and trimmed bushes
- d) Siding and sink needed replaced

**4 Lion's Pavillion and Gazebo**

- a) Trash in trash cans picked up weekly
- b) Clean restrooms and restock
- c) Mow as needed

**5 Vehicles and Equipment**

- a) Monthly checklist performed
- b) Tire and tubes for mower
- c) Compactor for asphalt trailer
- d) Crane for asphalt trailer
- e) Brush ordered for trimmer to clean ditches
- f) Deck on mower welded

**6 Public Works Building**

- a) Weekly cleaning
- b) Mow as needed

**7 Public Safety Building**

- a) Concrete sidewalk added by contractor
- b) Looking at railing for steps
- c) Roof needs replaced

**7 Drainage**

- a) Cleaned as needed
- b) Cleared all debris from rock ditches
- c) Sprayed ditches and curbs

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

- a) Pot holes patched
- b) Started on asphalt sidewalk repair

**9 Parks**

- a) Monthly checklist performed
- b) Ordered rubber mulch and wood mulch
- c) Mow as needed
- d) Purchased keys for Rec Building

**10 Watershed**

- a) Painting Gates
- b) Trail crew started early
- c) Started trimming back main trails with tractor  
Rifle Range
  - 1) 2 boards replaced 5/4 and mowed
  - 2) 1 board replaced 5/18
  - 3) 1 board replaced and mowed 5/25

**11 Brush Dump**

- 1) added gravel to road and center of brush dump

**12 Animal Control**

- a) Animals fed in the morning daily and walked if needed
- b) 2 dogs picked up and owners claimed
- c) Currently have 3 puppies 2 are being fostered
- d) Mow shelter as needed

**13 Comments:**

# NORRIS SUMMER RECREATION PROGRAM

Norris City Council Meeting  
6/12/2023

**PRE REGISTRATION SIGNUPS: (ONLY REQUIRED FOR BOLD/UNDERLINES ACTIVITIES) WILL BE HELD MAY 27th & JUNE 3RD FROM 9-11AM AT THE POST OFFICE**

	MON	TUESDAY	WEDNESDAY	THURSDAY	FRI	SATURDAY
June 5 to June 10		9-10: STEM Activity: Marshmallow Architecture 10-11: Bubbles and Games 12-3: Oak Road Pool	9-11: Norris Service Project: Flowers & Fun Keep Anderson County Beautiful 12-1: Picnic, Popsicles, & Park Party (Meet at Eric Harold Park) <b>1:15-3: \$5 WEAVING W/HANNAH \$5</b> <b>(PRE REGISTRATION REQUIRED)</b>	9-10: Arts & Crafts: Nature Theme 10-11: Post Office Art Challenge: Ocean 12-3: Oak Road Pool <b>5-7pm: \$5 TIE DYE SHIRTS \$5</b> <b>(PRE REGISTRATION REQUIRED)</b>		9-3pm: OAK ROAD POOL
June 12 to June 17		<b>9-11: \$5 WRITING FUN W/KATH \$5</b> <b>(PRE REGISTRATION REQUIRED)</b> 9-11: Splash Into Stamps: Scavenger Hunt 12-3: Oak Road Pool	9-11: Disc Golf (Meet at Tennis Courts) 12-1: Arts & Crafts: Make a Sensory Bin 2-3: Balloon Tennis (Meet at Tennis Courts)	9-11: Arts & Crafts: Fathers Day (Drop In/Out) 12-3: Oak Road Pool		<b>SATURDAY: 5-7pm:</b> <b>\$20 ADULT CRAFTERNOON \$20</b> <b>(PRE REGISTRATION REQUIRED)</b> <b>- See Facebook for Sign Up Info-</b>
June 19 to June 24		9-11: Hiking Adventure with Joe (Check Facebook for Meetup Location) 12-3: Oak Road Pool <b>5-6pm: \$5 KIDS CLAY CREATIONS \$5</b> <b>6-7pm: \$5 ADULT CLAY CREATION \$5</b> <b>(PRE REGISTRATION REQUIRED FOR BOTH)</b>	9-10: Annual Tree Scavenger Hunt NORRIS TREE COMMISSION 12-2: STEAM Activity: Egg Drop Challenge 2-3: Arts & Crafts: Summer Solstice	9-11: Arts & Crafts: Space Theme 12-3: Oak Road Pool 5:30pm: NORRIS FIRE DEPT. TOUR		<b>FRIDAY: 2-4pm:</b> <b>\$10 BUILD A ROCKET \$10</b> <b>(PRE REGISTRATION REQUIRED)</b> Sat. 9-11: Watch Rocket Launch
June 26 to July 1		9-10: PIONEER BOX DISCOVERY FUN Meet at Norris Historical Museum/Library NORRIS HISTORICAL SOCIETY 10-11: Arts & Crafts: Make a Fidget 12-3: Oak Road Pool	9-11: Disc Golf (Meet at Tennis Courts) 12-1: Post Office Art Challenge: P 1-2: Bubbles & Chalk Fun 2-3: Sports on the Commons	9-11: Arts & Crafts: 4th of July (Drop In/ Out) 12-3 Oak Road Pool		9-3pm: OAK ROAD POOL
July 3 to July 8		<b>NORRIS DAY!</b> <b>(Come Bounce with Us!)</b> <b>FIRECRACKER 4K &amp; 1K Fun Run: 8:30</b> <b>Register on Commons: 8:00-8:15</b>	9-10: Pickleball-Meet at Community Building 10-11: Disc Golf (Meet at Tennis Courts) 12-1:30: Picnic, Popsicles & Park Party (Meet at Ridgeway Park) 2-3: Arts & Crafts: Dreamcatcher	9-12: Oak Road Pool <b>1-3: BREAK THE CHAIN OF INFECTION</b> <b>(PRE REGISTRATION REQUIRED)</b> <b>5-7pm: \$5 CLAY HANDS \$5</b> <b>PRE REGISTRATION REQUIRED)</b>		9-3pm: OAK ROAD POOL
July 10 to July 15		9-12: Oak Road Pool 1-3: Creek Exploration with Joe WATERSHED COMMISSION (Check Facebook for Meetup Location)	9-11: Disc Golf (Meet at Tennis Courts) 12-1: Arts & Crafts: Paint Kindness Rock 1-3: Fun & Games on the Commons	9-12: Oak Road Pool <b>1-3: BREAK THE CHAIN OF INFECTION</b> <b>(PRE REGISTRATION REQUIRED)</b> <b>5-7: \$10 BUILD A SECRET LOCK BOX \$10</b> <b>(PRE REGISTRATION REQUIRED)</b>		9-3pm: OAK ROAD POOL
July 17 to July 22		9-12: Oak Road Pool 1-3: NES Bog Adventure (Meet behind Norris Elementary)	9-10: Pickleball-Meet at Community Building 10-11: Disc Golf (Meet at Tennis Courts) 12-2: STEAM Activity: Solids & Liquids	9-12: Oak Road Pool 1-2: Post Office Art Challenge: Bugs 2-3: Field Day Adventure: You'll get wet!		9-3pm: OAK ROAD POOL

## NORRIS SUMMER RECREATION SUMMER CALENDAR EVENT KEY

\$ Activity Requires a Fee \$

Activity Requires PRE REGISTRATION (Bold and Underlined)

Unless noted above, all activities will be held under the Pavilion in front of NMS100. Check Facebook (Norris Recreation Commission) for updates & weather changes.





## NORRIS WATERSHED BOARD MINUTES April 19, 2023

**Members Present:** Ralph Jordan (RJ), Robin Sain (RS), Gene Lane (GL), Dennis Yankee (DY), Allen Hendry (AH), Bill Grieve (BG)

**Secretary/Treasurer:** Bailey Whited (BW)

**Forestry Consultant:** Joe Feeman (JF)

**Absent:** Margueritte Wilson (MW)

**I. Call to Order:** The meeting was called to order by Ralph Jordan at 5:00 pm.

**II. Hear the Public:**

Matt Burrell from the Norris Fire Department presented to the Board that they are preparing to implement more wildland fire training. As a part of this process, they are also looking into purchasing PPE gear more suitable for wildland fire fighting. He presented a quote and asked for support to purchase the coat and pants for each of the 10 firefighters. Chairman Jordan stated the board would consider the idea, but stressed his belief that the board's focus should be on the controlled burns in the watershed.

**III. Old Business:**

*1. Poker Run:*

Chairman Jordan reminded the board that the Poker Run is this weekend.

*2. Clear Creek Spring Exclosure:*

Chairman Jordan gave an update on the status of the Clear Creek Spring Exclosure. He reported that steps are being taken to procure another quote from Coal Creek Ironworks for a structure that only protects the spring head from trees, limbs, and other falling debris. Chairman Jordan further explained that if it is possible to protect the spring head for a reasonable cost that minimizes the impact on the trees in the area then the Watershed Board should take those steps.

*3. Rifle Range Gate:*

Chairman Jordan presented a quote from Coal Creek Ironworks for a new Rifle Range Gate. The total cost was \$4,800 including installation but roughly \$2,000 of that was for the installation.

Allan moved **to approve spending \$2,800 on the new Rifle Range gate and have Norris Public Works handle the installation.** Gene seconded the motion. The motion passed unanimously.

4. *Clear Creek Parking Area:*

The Board discussed that they should investigate better defining parking at Clear Creek near the water pump. Further discussion pointed out that any improvements should deter or prevent people driving into the creek. Joe Feeman is waiting to hear back from a UT Professor who had mentioned interest in working on the area.

5. *Mockingbird Opening:*

Discussion was held regarding a potential wildlife opening near the Mockingbird Trail. Chairman Jordan mentioned that he has noticed evidence of salamander breeding in the pond in that area which he considers rare in the watershed. He was adamant that any openings or clearings do not negatively impact that ecosystem. Further discussion was held regarding potential areas for wildlife openings; one proposal mentioned that the underutilized group camp area could be redeveloped into an expanded wildlife opening.

**IV. New Business:**

1. *Resource Management:*

The April 2023 report is included as part of these minutes.

During the reading of the report, discussion was held regarding the draft work plan.

Bill Grieve motioned **to approve the work plan as the final work plan.** Gene seconded the motion. The motion passed unanimously.

During the reading of the report, Joe Feeman requested that the Watershed Board contribute to the purchase of a new computer for the Norris Archives Commission. He explained that his primary purpose for joining the Archives Commission was to archive watershed documents and photographs.

Allan moved **to approve spending \$350 to contribute to the Norris Archives Commission's new computer.** Robin Sain seconded the motion. The motion passed unanimously.

**V. Adjournment:**

**Having no further business, Bill Grieve made a motion to adjourn at 7:23 pm. Gene seconded the motion. The motion passed unanimously.**

## Norris Tree Commission – Draft April 2023 Minutes

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Monday, April 24, 2023

Attendees – Chuck Nicholson, Spencer Boardman, Harry Shatz, Kathie Murphy, Phil Cagney

### **Meeting called to order at 5:30 PM**

#### HEAR THE PUBLIC

- None in attendance.

#### OLD BUSINESS

##### 1) Norris Commons planting

- All new and replacement trees have been planted, mulched, and watered.

##### 2) Byway planting project

- All trees have been planted, mulched, and initial watering.
- City maintenance will remove excess rock, asphalt, gravel, and bad soil.
- Topsoil is still on site and will be used for future planting projects.

##### 3) Honor trees

- Commission members asked to continue to monitor assigned trees.
- Prune, weed, maintenance as needed.
- Inform Chuck of any concerns that need immediate attention.
- Discussed ways to record results of monitoring. Using Google Docs is a possibility.

##### 4) Honor Tree plaques and stakes

- Chuck will order replacement tags for existing Honor Trees
- Will follow up with an order for new tags.

##### 5) Tree Maintenance

- Chuck plans to work with Public Works to hire an arborist with a bucket truck for tree pruning during the next fiscal years.
- Several trees in recent byway and Commons plantings need staking.

##### 6) NEW BUSINESS

- Spencer led group discussion on weeding and mulching the Foster Garden
- Spencer will get mulch and deliver to the site.
- Date TBD in May

Next meeting – Wednesday, May 31<sup>st</sup>

Meeting adjourned at 6:15 PM

**Norris Animal Shelter Commission**

**May 15, 2023**

**Members Present:** Tracy Haley, Maggie Sheehy, Lee Borgers, Debbie Grinder

**Public Present:** Lindsay Shaw

**Approval of minutes:** Debbie requested that the minutes from our April meeting be amended to read that Will Grinder thought the city needed a nonprofit, not that he was starting a nonprofit. Amended minutes accepted.

The City Manager suggested we continue to discuss moving the animal shelter.

**Shelter report:**

Sebastian has gone back to his owner.

Zoe the Dachshund came and left

**Old Business**

**Shelter Improvements-** Screens are done. Cats are done. Plumbing and shelving will be done soon.

Minutes recorded by Tracy Haley.

Respectfully submitted,

Hannah Lawson

## Community Development Board Meeting Minutes

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<b>Date</b>	<b>5/25/2023</b>
<b>Location</b>	Norris Community Building
<b>Members Present</b>	Will Grinder (Council Term) George Miceli (exp.: Mar 31, 2024) Blake Knight (exp.: Nov 30, 2025) Charlie Murphy (exp.: Feb 28, 2026) Lisa Barger (exp.: Sep.30, 2025) Laurie Templin (exp.: April 30, 2024) Alex Monroe
<b>Members Absent</b>	None
<b>Guests in Attendance</b>	Don Barger
<b>Meeting Agenda</b>	1. Call to order at 6:00 PM 2. Quorum requirement met with five voting members present 3. Hear from the Public: None. 4. Approval of minutes: Motion to approve Miceli; 2nd Knight 5. Old Business: None 6. New Business: - Concert on the Commons - City Council Budget Conversations - Don/Lisa Barger presentation: Planning Workshop - Email from Records Clerk

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### Meeting Discussion and Conclusions

- Concerts on the Commons. Grinder suggested that Chambers from The Clinton Courier should be given information about the concerts to draft an article and one ad in conjunction. Templin asked to stay connected with Brianne Kibler as far as weather is concerned. Templin, Barger, and Murphy volunteered to announce bands.

- City Council Budget Conversations: The Community Development Board asked for six thousand in funding for branding, council left it at no comment. The council will not approve until there is a need for or approved business case. A five-thousand-dollar signage check will be cut to the city early and sign work has been approved in the budget.

- Don/Lisa Barger's presentation: the Bargers discussed to establish a Vision Statement as confirmed under a city process. Miceli asked about the timeline for the city plan. Barger gave more detail on the information provided by Hackler's original plan. The group discussed whether the information from the original surveys is still sufficient, or should we still reach out to more residents. The topic of the June meeting will focus on vision/goal/signage.

- Email from Records Clerk. Templin volunteered to run social media presence. Murphy volunteered to help Templin if necessary. Grinder said that the need for social media for our group now is extremely appropriate.

### **Meeting Adjourned**

-Miceli moved to adjourn, Barger second, 6:37PM.

### **Follow-up Actions:**

1. Chambers to be given information about the Concert on the Commons for article and ad creation.
2. Templin, Barger, and Murphy to announce bands at the Concert on the Commons.
3. City council to review the funding request from the Community Development Board.
4. Meeting to discuss the vision/goal/signage to be held in June, reconvening in September when Barger returns.
5. Templin and Murphy to run the social media presence.

Minutes Prepared By: Charlie Murphy

## **Norris Little Theatre Board Meeting (Draft—haven't been approved)**

**May 15, 2023**

**Members Present:**

May Boardman  
Loretta Painter  
Marlene Kibler  
Vicki Smith

**Guests Present:**

Adam Ledford – City Manager  
Larry Beeman – Norris Historical Society  
Ann Lesar – Norris Historical Society  
Tony Branum – Play Writer

- Marlene Kibler, Chairperson, called the NLT Board meeting to order at 7:05 p.m.
- A motion was made by Loretta and seconded by Marlene to approve the February 20 meeting minutes. Motion carried. (There were no minutes for March and April because we didn't have a quorum to conduct an official meeting those months.)
- A discussion was led by Ann Lesar about a potential location for the 2024 Norris Birthday play. She presented information about Norris Middle School and about The Museum of Appalachia. Pending the Norris Historic Society's approval, we agreed with her and Larry Beeman that the Museum of Appalachia was the best choice. (info attached)
- A motion was made by Loretta and seconded by Vicki to change the designated amount from up to \$2,000 to up to \$3,000 for a production in April of 2024. Motion carried.
- On behalf of the Norris Historical Society, Ann presented Tony Branam with a \$700 check to purchase rights to the play. Tony signed a Literary Acquisition Contract.
- Marlene discussed the request for historical information to be published in a book that George Miceli is working on for the 75<sup>th</sup> birthday. (info attached)
- Adam Ledford, City Manager,
- May made a motion, seconded by Vicki to adjourn the meeting at 7:30 p.m. Motion carried.

Submitted by May Boardman



**MINUTES  
NORRIS PLANNING COMMISSION  
May 1, 2023**

**Members Present:** Joe Feeman: Chairman, Loy Johnson: Vice Chairman, Chris Mitchell: Mayor, Loretta Painter, Lisa Shirey, Alex Munro, and Mike Carberry

**Members Absent:**

**Others Present:** Joe Deathridge: Chairman BZA, Kathryn Baldwin - East TN Development District

**Call to Order:** Joe Feeman: Chairman called the meeting to order at 6:00 pm.

**1. Minutes – April 3, 2023**

Ms. Johnson made a motion to approve the Minutes of the April 3, 2023, Planning Commission meeting as presented. Mr. Munro seconded the motion, all present voted aye. Motion carried.

**2. Business Items**

- A. Planning Commission representative on Community Development (CD) Board: Commission members previously discussed the need for a representative on the CD Board. Motion by Ms. Johnson to appoint Mr. Munro as the Planning Commission representative to the CD Board, seconded by Mike Carberry. All present voted aye with the exception of Mr. Munro who abstained. Motion carried.

**3. Adjournment:**

Ms. Johnson made a motion to adjourn the Planning Commission meeting at 6:25, seconded by Ms. Painter. All present voted aye. Motion carried.

**NOTE:** A training Work Session was held from 5:00 – 6:00 pm and 6:30 – 7:00 pm. Ms. Baldwin provided information and led the discussion on the TCA Zoning enabling legislation and the Norris Zoning Ordinance.

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Alex Munro, Secretary

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Date

**ETDD North Rural Planning Organization  
Joint Executive Board & Technical Committee Meeting Minutes  
TDOT Region 1 Headquarters Auditorium  
May 18, 2023, 1:00 p.m.  
Knoxville, TN**

**MINUTES**

**Voting Members Present**

Executive Board: Mayor Mike Byrd, Senator Ken Yager (by proxy Brian Langley), County Executive Brian Langley, Mayor Dennis Jeffers, Mayor Joe Brooks, Mayor Jack Lynch (by proxy Randy Brown), Mayor Jason Bailey, Mayor Terry Frank (by proxy Joe Brooks), Mayor Troy Poore (by proxy Adam Wilson), Mayor Phil Vespie (by proxy Mark Keck), Mayor Dennis Jeffers

Technical Committee: Joe Miller, Ron Pittman, David Cox, Randy Brown, David Lietzke, Roger Long, Jim Morrow, Mike Patterson, Joe Brooks, Rick Yakubic, Mike Conger, Charles McAnally, Greg Corum, Mike Ellis, Joe Brooks, Randy Brown, Jim Morrow, Marilyn Toppins (by proxy Jason Bailey), Mayor Fred Sykes (by proxy Rick Yakubic)

**TDOT and Agencies Support Present**

Troy Ebbert (TDOT), Stacy Weaver (TDOT), Don Brown (ETDD), Christie Burt (ETDD), Rich DesGroselliers (LAMTPO), Christie Brown (TDOT), Laura Smith (ETDD), Joe Barrett (ETDD), Eric Wilson (TDOT), Steve Borden (TDOT)

**Others Present**

Leigha Brown (Morgan Co. Hwy. Dept.), Monica Rymer (Morgan Co.), Adam Wilson (City of Harrogate), Jeff Mize (CDM Smith), Stacey Crawford (Claiborne County Highway Department)

**Welcome / Call to Order**

The meeting began at approximately 1:00 p.m. Executive Board Chairman, Joe Brooks called the joint meeting of the Executive Board and Technical Committee to order.

**Determination of Quorum / Roll Call**

Quorums were present for both the Technical Committee and Executive Board. The roll call was waived.

### **Approval of November 15, 2022, Technical Committee Meeting Minutes**

Roger Long asked for a motion to approve the minutes from the November 15, 2022, Technical Committee Meeting. Joe Miller made a motion to approve the minutes and seconded by Charlie McAnally. Members of the Technical Committee approved the minutes.

### **Approval of November 15, 2022, Executive Board Meeting Minutes**

Chairman Brooks asked for a motion to approve the minutes from the November 15, 2022, Executive Board Meeting. Mark Keck made a motion to approve the minutes and seconded by Brian Langley. Members of the Executive Board approved the minutes.

### **Tennessee Transportation Legislative Update**

TDOT Region 1 Director, Steve Borden gave an update of the Transportation Modernization Act legislation noting it would mean \$3.3 billion with each region receiving \$750 million. A short video of the TN Choice Lanes was shown and Mr. Borden stated that the highest volume of vehicle traffic was in Knoxville. He said that TDOT would be evaluating and setting priorities between now and December.

Brett Howell, TCHOA, Executive Director discussed the 2023 TMA benefits for county highway departments. The state aid program in the short term will receive an additional \$300 million on July 1, 2023. This is in addition to the annual allocation of \$21 million of the usual state aid money. Mr. Howell discussed some decreases in revenues from the sale of gasoline and diesel fuels partially due to the increase in the number of electric vehicles. The TMA includes a new tax on electric vehicles to provide additional revenues. Mr. Howell noted that counties maintain 61,000 miles of local roads with approximately 20% of this mileage on the state aid system.

### **TDOT's FY 2023-2026 Multimodal Program**

Troy Ebbert, TDOT, discussed the criteria considered in selecting projects to be included in TDOT's Three Year Plan and the timeline for the project selection process.

### **TDOT Project Updates**

Christie Brown, TDOT, explained that the State's fiscal year is different from the federal fiscal year which starts on October 1, 2023 and goes through September 30, 2024. The fiscal years in the Three Year Plan align with the federal fiscal year. Ms. Brown discussed various projects previously funded. Ms. Brown discussed some of the projects in lettings for the current year.

### **Protect 1-Resiliency Plans, Carbon Reduction & NEVI Funding**

Troy Ebbert made a presentation on the Infrastructure Investment Jobs Act. Mr. Ebbert discussed the amount of National Electric Vehicle Infrastructure funding, \$88 million dollars, for electrical charging stations in the state. Grant opportunities for these funds should become available late spring of 2023.

Mr. Ebbert stated that another \$139 million is available to the State of Tennessee for carbon reduction. There are obligated amounts for the urbanized areas. There are grant opportunities available and communities should think about applying as these are funds available. Mr. Ebbert also discussed the Promoting Resilient Operations for Transformative, Efficient, and Cost Saving Transportation. Tennessee's allocation under this program is \$158 million over five years. This funding will be used to review transportation assets, assess their vulnerability, and to provide resilience building solutions.

**Coordinator's Report**

Laura Smith provided the RPO Coordinators report including status of USDOT RAISE grant applications, Multi Modal Access grants and transportation planning grants awarded in 2022 and 2023 MMAG notices of intent to apply that were submitted.

**Other Business**

None.

**Public Comment**

None.

**Adjourn**

There being no further business the meeting was adjourned.