



NORRIS CITY COUNCIL
Monday, June 26, 2023 7:00 P.M.
Special Called Meeting Agenda

Call to Order

1. **Consideration of Resolution #5-2023, entitled, "A Resolution Approving an Agreement Between the City of Norris/Norris Water Commission and Exempt Employee – Waterworks Superintendent"**
2. **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".**
3. **Consideration of the Second 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"**
4. **Consideration of the Second Reading of Ordinance #651, entitled, "An Ordinance to Amend Title 3 of the Norris Municipal Code Regarding Municipal Courts"**
5. **Consideration of the Second Reading of Ordinance #652, entitled, "An Ordinance of the City of Norris, Tennessee, to Amend the Personnel Policy of the City of Norris"**
6. **Consideration of the Second 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"**
7. **Consideration of the Second 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, Waterworks and sewer facility placed under commission, Commission's authority to establish rules and regulations, Reading meters and billing date"**
8. **Consideration of the Second Reading of Ordinance #655, entitled, "An Ordinance to Amend Title 16 of the Norris Municipal Code Regarding Outdoor Advertising"**
9. **Consideration of Resolution #6-2023, entitled, "A Resolution Approving a Communication in Response to the City of Norris and Norris Water Commission Director's Order Pursuant to the Corrective Action Plan"**

Adjourn



Resolution 5-2023

A Resolution Approving an Agreement Between the City of Norris/Norris Water Commission and Exempt Employee – Waterworks Superintendent

WHEREAS, the Council of the City of Norris desires to enter into employment agreement 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 BE IT RESOLVED, that in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into an agreement with the Waterworks Superintendent, 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, the public welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on June 26, 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, it is the desire of the City desires to continue to employ the service of said as Waterworks Superintendent of the City of Norris; and,

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

WHEREAS, it is the desires of the City to (1) continue to retain the services of Tony Wilkerson, Certified (Licensed) by The State of Tennessee for Water Plant, Water Distribution, Wastewater Plant and Sewer Collection operations and to provide inducement for them to remain in such employment, (2) to make possible full work productivity by assuring Tony Wilkerson’s morale and peace of mind, trust between City and Employee, 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 they may be unable to fully discharge their duties due to disability or when the City may desire to otherwise terminate their employment; and,

WHEREAS, Employee (Tony Wilkerson) desires to continue employment as Waterworks Superintendent of said City of Norris.

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 Tony Wilkerson 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 (Tony Wilkerson) as Waterworks Superintendent to perform the functions and duties specified in the Waterworks Superintendent Job Description and to perform other legally permissible and proper duties and functions as the City may from time-to-time assign within scope of the water and sanitary sewer departments. 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 Waterworks Superintendent 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 duties associated with the operation and maintenance of the City water and sanitary sewer systems. The Employee agrees to devote such additional time as is necessary for the full and proper performance of the water and sanitary sewer department’s duties and that the

compensation herein provided includes compensation for the performance of all such services. However, the City of Norris 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 water and sanitary sewer departments. During the term of employment, the Employee will devote all of their professional time, attention, skill, and efforts to the performance of their duties for the water and sanitary sewer departments, although Employee is allowed to manage their 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 City.

Section 3. Compensation

The City agrees to pay Employee an annual base salary of ninety-five thousand dollars (\$95,000.00), July 1, 2023, 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 (to base salary and cost of living adjustments-(COLA) each year) that are provided by the City, and due consideration shall be given on an annual basis to increase the Employee's base salary 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 (continue within Legacy Retirement Plan) 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 and 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 of Norris with respect to such plans or benefits from time-to-time. No terms of this agreement shall be implied or interpreted to reset or replace existing benefits (health benefit - family coverage) or terms of service or agreements.

Section 5. Annual and Sick Leave

Beginning with the Employee's first day of employment (date of employment 10-30-1986), 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. Employee (Tony Wilkerson) is granted the carryover of already accrued annual leave and sick time on record, which is applied to TCRS retirement system. (In accordance with City of Norris and Norris Water Commission Personnel Policy)

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 and 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, (employee is granted a 90-day opportunity to improve if required, and another evaluation will be conducted) 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.

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 attendance at professional conferences and 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. Foregoing, if certain water and sanitary sewer projects become more demanding-a mutual discussion of reevaluating compensation/time off will be addressed.

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 15. Entire Agreement.

This Employment Agreement and the Leave Agreement jointly constitute the entire agreement and understanding of the parties (City of Norris and Tony Wilkerson). 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

BY : _____
City Recorder

Norris City Council Special Meeting
Monday, June 26, 2023
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**

- 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:

General Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
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
Total Revenues	\$ 1,681,337	\$ 2,248,234	\$ 1,871,700
Appropriations			
Expenditures			
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	-	-	-
Total Operating & Maint Appropriations	1,243,932	1,998,858	1,725,271
Total Capital Outlay	287	4,500	638,400
Total Appropriations	\$ 1,244,219	\$ 2,003,358	\$ 2,363,671
Transfers	\$ 22,300	\$ -	\$ -
Change in Fund Balance	\$ 459,418	\$ 244,876	\$ (491,971)
Beginning Fund Balance	\$ 1,223,088	\$ 1,682,506	\$ 1,927,382
Ending Fund Balance	\$ 1,682,506	\$ 1,927,382	\$ 1,435,411
Ending Fund Balance as % of Appropriations	135%	96%	61%

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

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Water Works Fund	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
Revenues			
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)
Change in Net Position	\$ 94,130	\$ (79,582)	\$ (778,802)
<i>Less</i>			
Grants - Capital	\$ -	\$ -	\$ 815,440
Grants - Operating	\$ -	\$ -	\$ -
Capital Contributions	\$ -	\$ -	\$ -
Change in Net Position Cash Basis	\$ 94,130	\$ (79,582)	\$ 36,638
Beginning Net Position	\$ 3,153,438	\$ 3,247,568	\$ 3,167,986
Ending Net Position	\$ 3,247,568	\$ 3,167,986	\$ 2,389,184
Ending Net Position as % of Appropriations	373.64%	283.40%	255.54%
GAAP Reconciliation			
<i>Add</i>			
Capital Purchases	\$ -	\$ -	\$ 928,140
<i>Subtract</i>			
Depreciation Expenses	\$ -	\$ -	\$ 100,000
<i>Subtract</i>			
Capital Contributions	\$ -	\$ -	\$ 815,440
Statutory Change In Net Position	\$ 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

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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.

Norris City Council Special Meeting
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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.

City Manager

Mayor

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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.

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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%
Totals	\$ 3,689,813	\$ 3,205,005	\$ -	\$ 45,290	\$ 3,250,295	\$ 3,681,254	\$ 45,290	\$ 3,726,544	\$ (476,249)	\$ 3,213,564	

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

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CITY OF NORRIS, TENNESSEE
110 General Fund

	Actual 21-22	Estimated 22-23	Budgeted 23-24
	2021-2022	2022-2023	2023-2024
REVENUES			
Local Taxes			
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
Total Local Taxes	\$ 1,197,602	\$ 1,194,700	\$ 1,218,800
Licenses & Permits			
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
Total Licenses and Permits	\$ 13,337	\$ 21,250	\$ 14,615
Intergovernmental Revenue			
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	-
Total Intergovernmental Revenue	\$ 293,562	\$ 789,654	\$ 362,520
Charges for Services			
34111 Duplicating Services	\$ 28	\$ 100	\$ 50
34131 Administrative Services	\$ -	\$ -	\$ 88,275
Total Charges for Services	\$ 28	\$ 100	\$ 88,325
Fines & Penalties			
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
Total Fines & Penalties	\$ 4,082	\$ 3,680	\$ 3,500

Norris City Council Special Meeting
Monday, June 26, 2023

110 General Fund

	2021-2022	2022-2023	2023-2024
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	-	-	-
Total Other Revenue	\$ 172,726	\$ 238,850	\$ 183,940
TOTAL REVENUE	\$ 1,681,337	\$ 2,248,234	\$ 1,871,700
Beginning Fund Balance	\$ 1,223,088	\$ 1,682,506	\$ 1,927,382
Available for Appropriation	\$ 2,904,425	\$ 3,930,740	\$ 3,799,082

Norris City Council Special Meeting
Monday, June 26, 2023

110 General Fund	2021-2022	2022-2023	2023-2024
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
Total General Government	\$ 298,842	\$ 470,582	\$ 732,550

Norris City Council Special Meeting
Monday, June 26, 2023

110 General Fund

	2021-2022	2022-2023	2023-2024
42000 Police			
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	-	-	-

Norris City Council Special Meeting
Monday, June 26, 2023

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
Total Public Safety	\$ 566,960	\$ 667,925	\$ 866,799

Norris City Council Special Meeting
Monday, June 26, 2023

110 General Fund

	2021-2022	2022-2023	2023-2024
43000 Public Works			
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
Total Public Works	\$ 311,520	\$ 782,943	\$ 530,880

Norris City Council Special Meeting
Monday, June 26, 2023

110 General Fund

	2021-2022	2022-2023	2023-2024
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
Total Parks and Recreation	\$ 20,121	\$ 31,757	\$ 173,842

Norris City Council Special Meeting
Monday, June 26, 2023

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

CITY OF NORRIS, TENNESSEE

121 State Street Aid Fund

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

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

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

CITY OF NORRIS, TENNESSEE

123 Watershed Fund

	Actual 2021-2022	Estimated 2022-2023	Budgeted 2023-2024
OPERATING REVENUES			
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
TOTAL REVENUES	\$ 76,081	\$ 90,680	\$ 91,820
45110 Conservation of Natural Resources Watershed			
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
TOTAL CAPTIAL EXPENSES	\$ -	\$ -	\$ 36,500
TOTAL O&M EXPENSES	\$ 60,548	\$ 64,958	\$ 85,908
Total Conservation of Natural Resources	\$ 60,548	\$ 64,958	\$ 122,408
Change in Fund Balance	\$ 15,533	\$ 25,722	\$ (30,588)
Beginning Fund Balance	\$ 268,840	\$ 284,373	\$ 310,095
Ending Fund Balance	\$ 284,373	\$ 310,095	\$ 279,507
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
REVENUES			
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	-	-	-
TOTAL REVENUES	\$ 138,816	\$ 144,500	\$ 157,572
EXPENDITURES			
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	-	-	-
TOTAL EXPENDITURES	\$ 146,737	\$ 156,550	\$ 155,500
Excess Revenues Over (Under) Expenditu	\$ (7,921)	\$ (12,050)	\$ 2,072
Beginning Fund Balance	\$ 49,103	\$ 41,182	\$ 29,132
Ending Fund Balance	\$ 41,182	\$ 29,132	\$ 31,204
BEGINNING CASH BALANCE	\$ 29,709	\$ 21,788	\$ 9,738
ENDING CASH BALANCE	\$ 21,788	\$ 9,738	\$ 11,810

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

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
OPERATING REVENUES				
Charges for Services				
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	
Total Charges for Services		\$ 53,837	\$ 37,702	\$ 33,603
Wastewater Charges				
37210	Sewer Service Charges	\$ 424,848	\$ 492,000	\$ 510,000
37220	Sewer Inspection Fees	550	550	550
37290	Other Operating Revenue - Sewer Stoppages	-	-	150
Total Wastewater Charges		\$ 425,398	\$ 492,550	\$ 510,700
Water Charges				
37110	Metered Water Sales	\$ 479,802	\$ 504,000	\$ 525,000
37120	Flat Rate Water Sales to Gen Customers	4,250	4,000	4,000
Total Water Charges		\$ 484,052	\$ 508,000	\$ 529,000
TOTAL OPERATING REVENUES		\$ 963,287	\$ 1,038,252	\$ 1,073,303

Norris City Council Special Meeting
Monday, June 26, 2023

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
OPERATING EXPENSES				
52113	Water Purification			
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	-	-	-
	Total Purification	\$ 122,414	\$ 208,017	\$ 217,532
52114	Transmission and Distribution			
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.	-	-	-
	Total Transmission and Distribution	\$ 116,698	\$ 61,957	\$ 125,037

Norris City Council Special Meeting
Monday, June 26, 2023

		Actual	Estimated	Budgeted
		2021-2022	2022-2023	2023-2024
52211	Sewage Collection			
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.	-	-	-
	Total Sewage Collection	\$ 177,101	\$ 239,650	\$ 61,823
52213	Sewage Treatment and Disposal			
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	-	-	-
	Total Sewage Treatment and Disposal	\$ 154,500	\$ 208,700	\$ 213,928

Norris City Council Special Meeting
Monday, June 26, 2023

		Actual			Estimated			Budgeted		
		2021-2022			2022-2023			2023-2024		
52316	Customer Billing									
211	Postage, Box Rent, etc.	\$	4,141	\$	5,500	\$	6,000			
255	Data Processing Services		8,708		13,000		14,000			
	Total Customer Billing	\$	12,849	\$	18,500	\$	20,000			
52317	Administrative and General									
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		-			
	Total Administrative and General	\$	186,712	\$	283,010	\$	296,645			

Norris City Council Special Meeting
Monday, June 26, 2023

	Actual	Estimated	Budgeted
	2021-2022	2022-2023	2023-2024
52523-540 Depreciation	\$ 98,886	\$ 98,000	\$ -
Transfers Out to Other Funds	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 869,160	\$ 1,117,834	\$ 934,965
OPERATING INCOME (LOSS)	\$ 94,127	\$ (79,582)	\$ 138,338
NON-OPERATING REVENUES (EXPENSES)			
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			\$ -
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 3	\$ -	\$ (917,140)
Income (Loss) Before Capital Contributions	\$ 94,130	\$ (79,582)	\$ (778,802)
CHANGE IN NET POSITION	\$ 94,130	\$ (79,582)	\$ (778,802)
<i>Grants - Capital</i>	\$ -	\$ -	\$ 815,440
<i>Grants - Operating</i>	\$ -	\$ -	\$ -
<i>Capital Contributions</i>	\$ -	\$ -	\$ -
Total Capital Contributions	\$ -	\$ -	\$ 815,440
Change In Net Position Cash Basis	\$ 94,130	\$ (79,582)	\$ 36,638
Beginning Net Position July 1	\$ 3,153,438	\$ 3,247,568	\$ 3,167,986
Ending Net Position June 30	\$ 3,247,568	\$ 3,167,986	\$ 2,389,184
Beginning Cash	\$ 1,120,469	\$ 1,073,716	\$1,092,134
Estimated Cash Balance	\$ 1,073,716	\$ 1,092,134	\$1,230,472
GAAP Reconciliation			
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

Budget Area	Bonus Description	Value
Water	Water Purification	\$ 750
	Water Distribution	\$ 750
	Sewer Collection	\$ 750
	Sewer Treatment	\$ 750
	Cross Connection	\$ 750
	CDL License	\$ 750
Public Works	CDL License	\$ 750
	Animal Control	
	Building Codes Continued Education	
Police	General Department Instructor (GDI)	\$ 750
	Instructor Development	\$ 750
	Firearms Instructor	\$ 750
	Police Inservice	\$ 800
	Animal Control	
	Holiday Pay	
	Fire Marshall	\$ 750
	TIBRS	\$ 750
City Office	CMFO	\$ 750
	Utilities Clerk	\$ 750
	Certified Court Recorder	\$ 750
All Groups	Holiday Bonus	\$ 108
	Service Years 5	\$ 500
	Service Years 10	\$ 750
	Service Years 15	\$ 1,000
	Service Years 20	\$ 1,500
	Service Years 25	\$ 2,000
	Service Years 30	\$ 2,500
	Service Years 35	\$ 3,500
	Volunteer Firefighter (64+16)	\$ 600

Bonus Characteristics (Includes one or more of the characteristics listed)

1. Service above base qualification
2. Requires specialized training -or- involves extra risk or PPE with no injury/exposure (safety award)
3. External qualification requirement to maintain capability
4. A discretionary effort that provides enduring financial or operational benefit to the city
5. Incentivizes above average performance and longevity

\$ 750

City or Town of Norris, TN
Schedule of Outstanding Debt and Budgeted Debt Service
Fiscal Year 2023

Fund	Type of Debt	Loan Name and Description	Original Issuance Amount	Authorized & Unissued	Total Principal Outstanding at 06/30/21	FY 2022 Budgeted Annual Debt Service			Detailed Budget Page Number
						Principal	Interest	Total	
Water and Sewer							\$	-	-
Notes			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
Total Water and Sewer Fund Debt			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

**Revenue Forecast
FY 2023**

Property Taxes

FYE

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

Local Sales Tax

FYE

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

Norris City Council Special Meeting
Monday, June 26, 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
110 - GENERAL FUND								
Animal Shelter Plumbing Improvements			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			15,007					
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 Kiosks				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								
TOTAL	133,000	156,000	504,507	646,900	290,600	791,430	28,500	428,000

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
121 - STATE STREET AID FUND								
Paving Project - (2022-2023 Butternut/Dairy Pond)	\$0	\$0	\$0	150,000	\$0	\$0	150,000	\$0
TOTAL	\$ 133,000	\$ 156,000	\$ 504,507	\$ 796,900	\$ 290,600	\$ 791,430	\$ 178,500	\$ 428,000

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			\$ 15,007					
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				
General Fund Outlay	\$ 133,000	\$ 156,000	\$ 197,500	\$ 128,700	\$ 290,300	\$ 222,430	\$ 28,500	\$ 223,000

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
123 - WATERSHED FUND								
RTP Grant -Trail Equipment								
Clear Creek Spring Enclosure				\$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 Special Meeting
Monday, June 26, 2023

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

Norris City Council Special Meeting
Monday, June 26, 2023

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	\$ -	\$ -



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	\$26.60 27.50	\$17.00 \$19.00
6 Yard	\$21.00 21.75	\$12.75 \$14.50
4 Yard	\$20.00 20.75	\$9.50 \$11.00

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 Special Meeting
Monday, June 26, 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

ORDINANCE NO. 651

**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

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 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.

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) 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.

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.

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.

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) days¹ 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.

¹ State law reference

Tennessee Code Annotated § 16-18-307.



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



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, WATERWORKS AND SEWER FACILITY PLACED UNDER
COMMISSION, COMMISSION'S AUTHORITY TO ESTABLISH RULES AND
REGULATIONS, READING METERS AND BILLING DATE**

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 (10th) 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. 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)



Resolution 6-2023

A Resolution Approving a Communication in Response to the City of Norris and Norris Water Commission Director's Order Pursuant to the Corrective Action Plan

WHEREAS, the Council of the City of Norris (City) and Norris Water Commission (NWC) are subject to the Corrective Action Plan roadmap in response to the Tennessee Department of the Environmental and Conservation (TDEC) Director's Order; and

WHEREAS, it is the desire of the Council of the City of Norris to comply with communication prior to a July 8, 2023 deadline.

NOW, THEREFORE BE IT RESOLVED, that the Council of the City of Norris approves the response, attached hereto, and the Mayor is hereby authorized to execute said response 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, the public welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on June 26, 2023.

Mayor

City Recorder



June 26, 2023

Michael Lancaster
Environmental Consultant
Division of Water Resources
312 Rosa L. Parks Ave
Nashville, TN 37243

RE: CAP WPC21-0149 Norris, TN

Mr. Lancaster,

Regarding Director's Order WPC21-0149, the Division approved a Corrective Action Plan and Engineering Report (CAP/ER) on June 6, 2022 for Norris Water Commission (NWC) in Norris, TN. As part of the CAP/ER, this should be considered the first annual and second milestone update, which is supplemented by the first milestone update from November 2022. This update includes a response for development of funding sources for CAP action items and development of ordinances addressing separation of storm sewers and private sanitary sewer laterals by July 8, 2023. On behalf of the City of Norris (City) and NWC, please see the response regarding the second set of milestone dates.

1. Funding Sources for CAP Action Items

- a. The City and NWC have reserved \$682,896 of direct ARPA allocations and \$257,244 of redirected Anderson County ARPA funds to address project needs identified on CAP.
- b. NWC rates have been adjusted to establish an ongoing funding source reserved for CAP related projects. This source results in an additional \$40,000 source annually for local capital investment.
- c. The City and NWC continue to aggressively work to identify further grant opportunities in order to maximize local matching options. The partners are currently working towards an application for ARPA competitive funding.
- d. The City and NWC have held initial conversations to establish the framework to allow NWC to be served by internal loans from the organization's general fund.
- e. The City and NWC have applied and received initial approval for State Revolving Fund (SRF) loans to augment further needs.

2. Development of Ordinances Addressing Separation of Storm Sewers and Private Sanitary Sewer Laterals

- a. After a thorough review of existing City Code, it has been determined that the necessary municipal framework to address laterals is established:
 - i. 18-406. (3) Physical connection to public sewers.

“(g) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, basement drains, sump pumps, or other sources of

surface runoff or groundwater to a building directly or indirectly to a public sanitary sewer.....”

- ii. 18-406. (4) Maintenance of building sewers. (property owner responsibility for repair/maintenance/replacement of private sanitary sewer lines/laterals)

“(a) Each individual property owner shall be entirely responsible for the construction, maintenance, repair, or replacement of the building sewer as deemed necessary by the superintendent to meet specifications of the Norris Water Commission. Owners failing to maintain or repair building sewers or who allow storm water or ground water to enter the sanitary sewer may face enforcement action the superintendent up to and including discontinuation of water and sewer service.”

- iii. 18-307. Correction of existing violations. (the time allowed to the property owner to repair/replace private sanitary sewer lines/laterals)

“The failure to correct conditions threatening the safety of the public water system as prohibited by this chapter and the Tennessee Code Annotated. § 68-221-711, within a reasonable time and within the time limits set by the superintendent shall be grounds for denial of water service.”

- iv. 18-119. Repair and maintenance services and supplies and charges therefor. (What happens if a customer fails to repair after notification and responsible timeframe)

“The Norris Water Commission is hereby authorized and empowered to contract for or render directly all supplies and/or construction, repair, or maintenance services necessary for or incidents to the providing of water and/or sewer services in accordance with the authority of the commission, and to recommend to council equitable rates and/or charges to be paid by users, customers, and/or consumers for such supplies and/or construction, repair, or maintenance services. Such rates and charges shall be based upon actual or estimated costs plus twenty percent (20%) overhead, and are to be charged to the user, customer, or consumer for whom such supplies are furnished or for whom construction, repair, or maintenance services are rendered. The commission is authorized and empowered to establish the necessary rules and regulations to insure the orderly and uniform handling of such service charges. (as added by Ord. #529, June 2011)”

- v. 18-410. Enforcement and abatement.

“Violators of these wastewater regulations may be cited to city court, general sessions court, chancery court, or other court of competent jurisdiction face fines, have sewer service terminated or the Norris Water Commission may seek further remedies as needed to protect the collection system, treatment plant, receiving stream, and public health including the issuance of discharge permits according to chapter 5. Repeated or continuous violation of this chapter is declared to be a public nuisance and may result in legal action against the property owner and/or occupant and the service line disconnected from sewer main. Upon notice by the superintendent that a violation has or is occurring, the user shall immediately take steps to stop or correct the

violation. The Norris Water Commission may take any or all the following remedies:

1. Cite the user to city or general sessions court, where each twenty- four (24) hours of violation shall constitute a separate offense.
2. In an emergency situation where the superintendent has determined that immediate action is needed to protect the public health, safety or welfare, a public water supply or the facilities of the sewerage system, the superintendent may discontinue water service or disconnect sewer service.
3. File a lawsuit in chancery court or any other court of competent jurisdiction seeking damages against the user, and further seeking an injunction prohibiting further violations by user.
4. Seek further remedies as needed to protect the public health, safety or welfare, the public water supply or the facilities of the sewerage system. (1972 Code, § 8-210, as replaced by Ord. #529, June 2011)”

Copies of Norris Municipal Code referenced in 2(a)(i-v) and proposed documentation to implement a public communication are included as attachments.

If you have any questions or further comments, please contact the City Office at (865)494-7645.

Respectfully,

Tony Wilkerson
NWC Superintendent

Charles Nicholson
Chairperson, NWC

Chris Mitchell
Mayor, City of Norris

Attachments:

1. Norris City Code, Title 18 (Selected Segments)
2. Press Release Draft
3. Lateral Form Letter Draft
4. Q&A Enclosure Draft

Change 9, January 11, 2016

18-1

TITLE 18

WATER AND SEWERS¹

CHAPTER

1. WATER AND SEWERS.
2. CONSERVATION OF WATER.
3. CROSS CONNECTIONS, AUXILIARY INTAKES, ETC.
4. GENERAL WASTEWATER REGULATIONS.
5. INDUSTRIAL/COMMERCIAL WASTEWATER REGULATIONS.

CHAPTER 1

WATER AND SEWERS

SECTION

- 18-101. Reading of meters and billing date.
- 18-102. Composition and term of commission.
- 18-103. Qualification, bond, oath, organization, compensation, and general powers and duties of the commission and/or its members.
- 18-104. Commission's authority to establish rules and regulations.
- 18-105. Fluoridation of water supply.
- 18-106. Circumvention of rules and regulations.
- 18-107. Schedule of charges for water and sewer service.
- 18-108. Charge for automatic sprinkler service.
- 18-109. No free water or sewer service.
- 18-110. Reading of meters and billing date.
- 18-111. Billing when meter is faulty or inaccurate.
- 18-112. Delinquency date and charge.
- 18-113. Discontinuance of service to delinquent customers.
- 18-114. Tap fees.
- 18-115. Non-refundable service connection fee.
- 18-116. Water and/or sewer service to be initiated or terminated only by authorized personnel.
- 18-117. Premises required to connect to sewers.
- 18-118. Water and sewer service to be charged for as a unit.
- 18-119. Repair and maintenance services and supplies and charges therefor.
- 18-120. Water and sewer main extensions or relocations.

¹Municipal code references

Building, utility and housing codes: title 12.

Refuse disposal: title 17.

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charge as defined in the fee schedule ordinance adopted by city council. The initial sewer tap shall be performed by the Norris Water Commission's employees or its approved contractors for a minimum charge as defined in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

18-115. Non-refundable service connection fee. Each new residential property owner and non-property owner customer shall render to the Norris Water Commission a non-refundable service connection fee. The schedule of charges for application service fees is established in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

18-116. Water and/or sewer service to be initiated or terminated only authorized personnel. Only employees of the commission will be permitted to initiate or terminate water and/or sewer service, or to reconnect service when it shall have been discontinued for non-payment of a bill for service. No reconnection for non-payment or other reasons shall be made until such bill shall have been paid in full, including the reconnection fee. It shall be unlawful for any person or persons to tamper with or change any water meter, or to make any connection or reconnection to the water or sewer system. (as added by Ord. #529, June 2011)

18-117. Premises required to connect to sewers. The city will require the owner, tenant, or occupant of each lot or parcel of land within the city which abuts upon a street or other public way containing a sanitary sewer, the elevation of which will permit a connection with such sanitary sewer, and upon which lot or parcel of land is situated a building for residential, commercial, or industrial use, to connect such building with such sanitary sewer and to cease to use any other means for the disposal of sewage, sewage waste, or other polluting matter except for new homes built in 2011 with (permanent commission approved systems, as long as the commission approved deed restrictions, testing, and inspection approved as of May 19, 2014 remain in effect.) (as added by Ord. #529, June 2011, and amended by Ord. #552, July 2012, and Ord. #575, July 2014)

18-118. Water and sewer service to be charged for as a unit. The Norris Water Commission will combine charges for sewer and water service to the users thereof in one (1) statement and will bill the users of such services in such manner as to require the payment of both charges. (as added by Ord. #529, June 2011)

18-119. Repair and maintenance services and supplies and charges therefor. The Norris Water Commission is hereby authorized and empowered to contract for or render directly all supplies and/or construction,

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repair, or maintenance services necessary for or incidents to the providing of water and/or sewer services in accordance with the authority of the commission, and to recommend to council equitable rates and/or charges to be paid by users, customers, and/or consumers for such supplies and/or construction, repair, or maintenance services. Such rates and charges shall be based upon actual or estimated costs plus twenty percent (20%) overhead, and are to be charged to the user, customer, or consumer for whom such supplies are furnished or for whom construction, repair, or maintenance services are rendered. The commission is authorized and empowered to establish the necessary rules and regulations to insure the orderly and uniform handling of such service charges. (as added by Ord. #529, June 2011)

18-120. Water and sewer main extensions or relocations. Persons desiring water and/or sewer main extensions or relocations must pay all of the cost of making such extensions.

All such extensions or relocations shall be installed either by Norris Water Commission personnel or by other forces working directly under the supervision of the Norris Water Commission in accordance with plans and specifications prepared by an engineer registered with the State of Tennessee.

Upon completion of such extensions or relocations and the successful passing of appropriate construction quality tests such as pressure and vacuum testing as specified in TDEC design criteria, and their approval by the Norris Water Commission, such water and/or sewer mains shall become the property of the Norris Water Commission. The persons paying the cost of constructing such mains shall execute any written instruments requested by the Norris Water Commission to provide evidence of the Norris Water Commission's title to such mains. In consideration of such mains being transferred to it, the Norris Water Commission shall incorporate said mains as an integral part of the municipal water and sewer systems and shall furnish water and sewer service therefrom in accordance with these rules and regulations, subject always to such limitations as may exist because of the size and elevation of the mains. (as added by Ord. #529, June 2011)

18-121. Water and sewer main extension variances. Whenever the Norris Water Commission is of the opinion that it is to the best interest of the city and its inhabitants to construct a water and/or sewer main extension without requiring strict compliance with the preceding section, such extension may be constructed upon such terms and conditions as shall be approved by the Norris Water Commission, in accordance with the laws and regulations of the State of Tennessee.

The authority to make water and/or sewer main extensions under the preceding section is permissive only and nothing contained therein shall be construed as requiring the city to make such extensions or to furnish service to any person or persons. (as added by Ord. #529, June 2011)

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CHAPTER 3

CROSS CONNECTIONS, AUXILIARY INTAKES, ETC.

SECTION

- 18-301. Definitions.
- 18-302. Standards.
- 18-303. Construction, operation, and supervision.
- 18-304. Statement required.
- 18-305. Inspections required.
- 18-306. Right of entry for inspections.
- 18-307. Correction of existing violations.
- 18-308. Use of protective devices.
- 18-309. Unpotable water to be labeled.
- 18-310. Violations.
- 18-311. Backflow prevention determination.
- 18-312. Approved backflow prevention assemblies and methods.
- 18-313. Backflow prevention assembly installation requirements.
- 18-314. Existing backflow prevention assemblies.
- 18-315. Assembly performance evaluations and testing.
- 18-316. Corrections of violations.
- 18-317. Non-potable supplies.
- 18-318. Conflicting provisions.
- 18-319. Penalties.
- 18-320. Effective date.
- 18-321. Responsibility for water system.
- 18-322. Inspection and testing fees.
- 18-323. Thermal expansion control.
- 18-324. Water heater temperature--pressure relief valves.
- 18-325. Safety standards--duplicate equipment in parallel required.

18-301. Definitions. The following definitions and terms shall apply in the interpretation and enforcement of this chapter:

(1) "Air gap." A physical separation between the free flowing discharge end of a potable water supply line and an open or non-pressurized receiving vessel.

(2) "Approved." Any condition, method, device, procedure accepted by the Tennessee Department of Environment and Conservation, Division of Water Supply, and the Norris Water Commission.

(3) "Approved air gap." An air gap separation with a minimum distance of at least twice the diameter of the supply line when measured vertically above the overflow rim of the vessel, but in no case less than one inch (1").

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18-306. Right of entry for inspections. The Norris Water Commission superintendent or his authorized representative shall have the right to enter, at any reasonable time, any property served by a connection to the public water supply for the purpose of inspecting the piping system or systems therein for cross connections, auxiliary intakes, bypasses, or interconnections. On request, the owner, lessee, or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, when requested, shall be deemed evidence of the presence of cross connections. (1972 Code, § 13-206, as replaced by Ord. #529, June 2011)

18-307. Correction of existing violations. Any person who now has cross connections, auxiliary intakes, bypasses, or interconnections in violation of the provisions of this chapter shall be allowed a reasonable time within which to comply with the provisions of this chapter. After a thorough investigation of existing conditions and an appraisal of the time required to complete the work, the amount of time shall be designated by the superintendent.

The failure to correct conditions threatening the safety of the public water system as prohibited by this chapter and the Tennessee Code Annotated, § 68-221-711, within a reasonable time and within the time limits set by the superintendent shall be grounds for denial of water service. If proper protection has not been provided after a reasonable time, the superintendent shall give the customer legal notification that water service is to be discontinued and shall physically separate the public water supply from the customer's on-site piping system in such a manner that the two (2) systems cannot again be connected by an unauthorized person.

Where cross connections, interconnections, auxiliary intakes, or bypasses are found that constitute an extreme hazard of immediate concern of contaminating the public water system, the management of the water supply shall require that immediate corrective action be taken to eliminate the threat to the public water system. Immediate steps shall be taken to disconnect the public water supply from the on-site piping system unless the imminent hazard(s) is (are) corrected immediately. (1972 Code, § 13-207, as replaced by Ord. #529, June 2011)

18-308. Use of protective devices. Where the nature of use of the water supplied a premise by the water department is such that it is deemed:

- (1) Impractical to provide an effective air-gap separation;
- (2) That the owner and/or occupant of the premises cannot, or is not willing, to demonstrate to the, or his designated representative, that the water use and protective features of the plumbing are such as to propose no threat to the safety or potability of the water supply;
- (3) That the nature and mode of operation within a premise are such that frequent alterations are made to the plumbing;

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CHAPTER 4

GENERAL WASTEWATER REGULATIONS

SECTION

- 18-401. Purpose and policy.
- 18-402. Administrative.
- 18-403. Definitions.
- 18-404. Proper waste disposal required.
- 18-405. Private domestic wastewater disposal.
- 18-406. Connection to public sewers.
- 18-407. Septic tank effluent pump or grinder pump wastewater systems.
- 18-408. Regulation of holding tank waste disposal or trucked in waste.
- 18-409. Discharge regulations.
- 18-410. Enforcement and abatement.
- 18-411. [Deleted.]
- 18-412. [Deleted.]
- 18-413. [Deleted.]
- 18-414. [Deleted.]

18-401. Purpose and policy. This chapter sets forth uniform requirements for users of the City of Norris, Tennessee, wastewater treatment system and enables the city to comply with the Federal Clean Water Act and the state Water Quality Control Act and rules adopted pursuant to these acts. The objectives of this chapter are to establish uniform requirements:

- (1) To protect public health;
- (2) To prevent the introduction of pollutants into the municipal wastewater treatment facility, which will interfere with the system operation;
- (3) To prevent the introduction of pollutants into the wastewater treatment facility that will pass through the facility, inadequately treated, into the receiving waters, or otherwise be incompatible with the treatment facility;
- (4) To protect facility personnel who may be affected by wastewater and sludge in the course of their employment and to protect the general public;
- (5) To promote reuse and recycling of industrial wastewater and sludge from the facility;
- (6) To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the facility; and
- (7) To enable the Norris Water Commission to comply with its National Pollution Discharge Elimination System (NPDES) permit conditions, sludge and biosolid use and disposal requirement, and any other federal or state industrial pretreatment rules to which the facility is subject.

In meeting these objectives, this chapter provides that all persons in the service area of the City of Norris must have adequate wastewater treatment

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(c) Where a public sewer becomes available, the building sewer shall be connected to said sewer within sixty (60) days after date of official notice from the city to do so except for new homes built in 2011 with (permanent commission approved systems, as long as the commission approved deed restrictions, testing, and inspection approved as of May 19, 2014 remain in effect.)

(2) Requirements. (a) The type, capacity, location and layout of a private sewerage disposal system shall comply with all local or state regulations. Before commencement of construction of a private sewerage disposal system, the owner shall first obtain a written approval from the county health department. The application for such approval shall be made on a form furnished by the county health department which the applicant shall supplement with any plans or specifications that the department has requested.

(b) Approval for a private sewerage disposal system shall not become effective until the installation is completed to the satisfaction of the local and state authorities, who shall be allowed to inspect the work at any stage of construction.

(c) The type, capacity, location, and layout of a private sewage disposal system shall comply with all recommendations of the Tennessee Department of Environment and Conservation, and the county health department. No septic tank or cesspool shall be permitted to discharge to waters of Tennessee.

(d) No statement contained in this chapter shall be construed to interfere with any additional or future requirements that may be imposed by the city and the county health department. (1972 Code, § 8-205, as replaced by Ord. #529, June 2011, and amended by Ord. #552, July 2012, and Ord. #575, July 2014)

18-406. Connection to public sewers. (1) Application for service.

(a) There shall be two (2) classifications of service:

(i) Residential and commercial service; and

(ii) Service to industrial and other nonresidential establishments.

In either case, the owner or his agent shall make application for connection on a form furnished by the Norris Water Commission. Applicants for service to commercial and industrial establishments shall be required to furnish information about all waste producing activities, wastewater characteristics and constituents. The application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the superintendent. Details regarding commercial and industrial permits include but are not limited to those required by this chapter. Service connection fees for establishing new sewer service are paid to the Norris Water Commission. Industrial

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user discharge permit fees may also apply. The receipt by the Norris Water Commission of a prospective customer's application for connection shall not obligate the Norris Water Commission to render the connection. If the service applied for cannot be supplied in accordance with this chapter and the Norris Water Commission's rules and regulations and general practice, or state and federal requirement, the connection charge will be refunded in full, and there shall be no liability of the Norris Water Commission to the applicant for such service.

(b) Users shall notify the Norris Water Commission of any proposed new introduction of wastewater constituents or any proposed change in the volume or character of the wastewater being discharged to the system a minimum of sixty (60) days prior to the change. The Norris Water Commission may deny or limit this new introduction or change based upon the information submitted in the notification.

(2) Prohibited connections. No person shall make connections of room downspouts (except for new homes built in 2011 with (permanent commission approved systems, as long as the commission approved deed restrictions, testing, and inspection approved as of May 19, 2014 remain in effect), sump pumps, basement wall seepage or floor seepage, exterior foundation drains, area way drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer. Any such connections which already exist on the effective date of the ordinance comprising this chapter shall be completely and permanently disconnected within sixty (60) days of the effective day of the ordinance comprising this chapter. The owners of any building sewer having such connections, leaks or defects shall bear the costs incidental to removal of such sources. Pipes, sumps and pumps for such sources of ground water shall be separate from the sanitary sewer.

(3) Physical connection to public sewer. (a) No person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof. The Norris Water Commission or its approved contractors shall make all connections to the public sewer upon the property owner first submitting a connection application to the Norris Water Commission.

The connection application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the superintendent. A service connection fee shall be paid to the Norris Water Commission at the time the application is filed.

The Norris Water Commission will install a sewer tap and stub out for a fee as described in the Schedule of Charges Fee Ordinance. The applicant is responsible for excavation and installation of the building sewer which is located on private property. The Norris Water Commission will inspect the installation prior to backfilling for a fee as described in the Schedule of Charges Fee Ordinance.

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(b) All costs and expenses incident to the installation, connection, and inspections of the building sewer shall be borne by the owner including all service and connection fees. The owner shall indemnify the Norris Water Commission from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

(c) A separate and independent building sewer shall be provided for every building; except where one (1) building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, courtyard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one (1) building sewer. Where property is subdivided and buildings use a common building sewer but are located on separate properties, the building sewers must be separated within sixty (60) days.

(d) Old building sewers may be used in connection with new buildings only when they are found, on examination and tested by the superintendent to meet all requirements of this chapter. All others must be sealed to the specifications of the superintendent.

(e) Building sewers shall conform to the following requirements:

(i) The minimum size of a building sewer shall be as follows: Conventional sewer system four inches (4").

(ii) The minimum depth of a building sewer shall be eighteen inches (18").

(iii) Building sewers shall be laid on the following grades: Four-inch (4") sewers one eighth inch (1/8") per foot.

Larger building sewers shall be laid on a grade that will produce a velocity when flowing full of at least two feet (2.0') per second.

(iv) Building sewers shall be installed in uniform alignment at uniform slopes.

(v) Building sewers shall be constructed only of polyvinylchloride pipe schedule 40 or better. Joints shall be solvent welded or compression gaskets designed for the type of pipe used. No other joints shall be acceptable.

(vi) Cleanouts shall be provided to allow cleaning in the direction of flow. A cleanout shall be located five feet (5') outside of the building, as it crosses the property line and one (1) at each change of direction of the building sewer which is greater than forty-five degrees (45°). Additional cleanouts shall be placed not more than seventy-five feet (75') apart in horizontal building sewers of six inch (6") nominal diameter and not more than one hundred feet (100') apart for larger pipes. Cleanouts shall be extended to or above the finished grade level directly above the

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place where the cleanout is installed and protected from damage. A "Y" (wye) and one-eighth (1/8) bend shall be used for the cleanout base. Cleanouts shall not be smaller than four inches (4"). Blockages on the property owner's side of the property line cleanout are the responsibility of the property owner.

(vii) Connections of building sewers to the public sewer system shall be made only by the Norris Water Commission and shall be made at the appropriate existing wyes or tee branch using compression type couplings or collar type rubber joint with stainless steel bands. Where existing wye or tee branches are not available, connections of building services shall be made by either removing a length of pipe and replacing it with a wye or tee fitting using flexible neoprene adapters with stainless steel bands of a type approved by the superintendent. Bedding must support pipe to prevent damage or sagging. All such connections shall be made gastight and watertight.

(viii) In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved pump system according to § 18-407 and discharged to the building sewer at the expense of the owner.

(ix) The methods to be used in excavating, placing of pipe, jointing, testing, backfilling the trench, or other activities in the construction of a building sewer which have not been described above shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the city or to the procedures set forth in appropriate specifications by the ASTM. Any deviation from the prescribed procedures and materials must be approved by the superintendent before installation.

(x) An installed building sewer shall be gastight and watertight.

(f) All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Norris Water Commission.

(g) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, basement drains, sump pumps, or other sources of surface runoff or groundwater to a building directly or indirectly to a public sanitary sewer, except for new homes built in 2011 with (permanent commission approved systems, as long as the commission approved deed restrictions, testing, and inspection approved as of May 19, 2014 remain in effect.)

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(h) Inspection of connections. (i) The sewer connection and all building sewers from the building to the public sewer main line shall be inspected before the underground portion is covered, by the superintendent or his authorized representative.

The applicant for discharge shall notify the superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the superintendent or his representative.

(4) Maintenance of building sewers. (a) Each individual property owner shall be entirely responsible for the construction, maintenance, repair or replacement of the building sewer as deemed necessary by the superintendent to meet specifications of the Norris Water Commission. Owners failing to maintain or repair building sewers or who allow storm water or ground water to enter the sanitary sewer may face enforcement action the superintendent up to and including discontinuation of water and sewer service.

(b) The Norris Water Commission may inspect the facilities of any user to ascertain whether the purpose of this chapter is being met and all requirements are being complied with.

(5) Sewer extensions. All expansion or extension of the public sewer constructed by property owners or developers must follow policies and procedures the expansion or extension of the public sewer must be approved in writing by the superintendent or manager of the wastewater collection system. All plans and construction must follow the latest edition of Tennessee Design Criteria for Sewerage Works, located at <http://www.state.tn.us/environment/wpc/publications/>. Contractors must provide the superintendent or manager with as-built drawing and documentation that all mandrel, pressure and vacuum tests as specified in design criteria were acceptable prior to use of the lines. Contractors are responsible for all maintenance and repairs during the warranty period and final inspections as specified by the superintendent or manager. The superintendent or manager must give written approval to the contractor to acknowledge transfer of ownership to the Norris Water Commission. Failure to construct or repair lines to acceptable standards could result in denial or discontinuance of sewer service. (1972 Code, § 8-206, as replaced by Ord. #529, June 2011, and amended by Ord. #552, July 2012, and Ord. #575, July 2014)

18-407. Septic tank effluent pump or grinder pump wastewater systems. When connection of building sewers to the public sewer by gravity flow lines is impossible due to elevation differences or other encumbrances, Septic Tank Effluent Pump (STEP) or Grinder Pump (GP) systems may be installed subject to the regulations of the Norris Water Commission.

(1) Equipment requirements. (a) Septic tanks shall be of water tight construction and must be approved by the Norris Water Commission.

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(f) Solvents prohibited. The use of degreasing or line cleaning products containing petroleum-based solvents is prohibited. The use of other products for the purpose of keeping FOG dissolved or suspended until it has traveled into the collection system of the city is prohibited.

(g) The superintendent may use industrial wastewater discharge permits under § 18-502 to regulate the discharge of fat, oil and grease. (1972 Code, § 8-209, as replaced by Ord. #529, June 2011, and amended by Ord. #552, July 2012, and Ord. #575, July 2014)

18-410. Enforcement and abatement. Violators of these wastewater regulations may be cited to city court, general sessions court, chancery court, or other court of competent jurisdiction face fines, have sewer service terminated or the Norris Water Commission may seek further remedies as needed to protect the collection system, treatment plant, receiving stream and public health including the issuance of discharge permits according to chapter 5. Repeated or continuous violation of this chapter is declared to be a public nuisance and may result in legal action against the property owner and/or occupant and the service line disconnected from sewer main. Upon notice by the superintendent that a violation has or is occurring, the user shall immediately take steps to stop or correct the violation. The Norris Water Commission may take any or all the following remedies:

(1) Cite the user to city or general sessions court, where each twenty-four (24) hours of violation shall constitute a separate offense.

(2) In an emergency situation where the superintendent has determined that immediate action is needed to protect the public health, safety or welfare, a public water supply or the facilities of the sewerage system, the superintendent may discontinue water service or disconnect sewer service.

(3) File a lawsuit in chancery court or any other court of competent jurisdiction seeking damages against the user, and further seeking an injunction prohibiting further violations by user.

(4) Seek further remedies as needed to protect the public health, safety or welfare, the public water supply or the facilities of the sewerage system. (1972 Code, § 8-210, as replaced by Ord. #529, June 2011)

18-411. [Deleted.] (1972 Code, § 8-211, as deleted by Ord. #529, June 2011)

18-412. [Deleted.] (1972 Code, § 8-212, as deleted by Ord. #529, June 2011)

18-413. [Deleted.] (1972 Code, § 8-213, as deleted by Ord. #529, June 2011)



Press Release

7/31/2023

Late last year, the City of Norris and Norris Water Commission conducted a systemwide closed-circuit television (CCTV) and smoke testing of the community's underground sanitary sewer system. The testing methods are common industry standards necessary to identify locations throughout the system in need of maintenance and repair. The original Norris system was designed, constructed, and placed in to service during the 1940's. As you might expect, the testing identified several locations throughout the system in need of maintenance and repair, including many private connections to the public system. The private sewer lines running from homes and businesses used to connect to NWC-owned and maintained lines are known as laterals. According to statute, the upkeep of these private laterals is the responsibility of the property owner(s).

If a line (lateral) owned by you was identified as in need of maintenance or repair, the staff of the Norris Water Commission will be conducting individual communication with further information. The time necessary to conduct this process will necessitate the Commission prioritize the degree of need for maintenance/repair.

If you have any questions or further comments, please contact the City Office at (865)494-7645.

Charles Adam Ledford
City Manager



_____/_____/_____

Property Owner:

As the agency responsible for the maintenance of the sanitary sewer system of Norris, the Norris Water Commission is providing you with this courtesy notice informing you that the sewer lateral serving the property located at

_____ requires maintenance/repair/replacement per City of Norris Code 18-306.

A sewer lateral is the underground sewer line from your home/business connected to the public network of sewer mains delivering sewage to the treatment plant.

Using closed-circuit television (CCTV) cameras and smoke technology, the NWC recently tested the sanitary sewer system and discovered evidence of significant leakage/disrepair in the private sanitary sewer lateral from the above referenced property.

As the property owner, you are responsible for the entire length of the private sanitary sewer lateral. We request that you contact a qualified plumbing contractor to service your sanitary sewer lateral within 90 days.

During your sanitary sewer lateral service, your plumbing contractor must protect the NWC's sewer mainlines from dislodged roots and other debris by utilizing catcher baskets at the manhole downstream from your lateral connection.

Thank you for helping the NWC keep the public's sewers clean and in good working order.

I have attached a list answering many of the standard questions asked. If you have any questions or further comments, please contact the City Office at (865)494-7645.

Respectfully,

Tony Wilkerson
NWC Superintendent

Attachment

Norris Sanitary Sewer Q & A

1. What is sanitary sewage?

Sanitary Sewage means wastewaters from residential, commercial, and industrial sources introduced by direct connection to the sewerage collection system tributary to the treatment works.

2. Why is it necessary to treat sanitary sewage before it is discharged into the environment?

The aim is to remove contaminants from sanitary sewage to produce an outflow (known as effluent) that is suitable to discharge to the surrounding environment, thereby preventing water pollution from raw sewage discharges. The basic function of wastewater treatment is to speed up the natural processes by which water is purified. There are two basic stages in the treatment of wastes, primary and secondary. In the primary stage, solids are allowed to settle and removed from wastewater. The secondary stage uses biological processes to further purify wastewater.

3. How does sanitary sewage get from my house to the treatment plant?

Typically, private sanitary sewer services (known as laterals) deliver water from your house to a NWC's sanitary sewer underground line/pipe. The NWC's lines/pipes, are all interconnected to deliver the community's sanitary sewage to the plant using gravitational or pumping methods.

4. Whom is responsible for the repair and maintenance of the sanitary sewer system?

In the case of the sewer plant and the NWC's main underground lines/pipes, the NWC is responsible for the repair and maintenance through the charging of fees to the customers. However, in the case of private sanitary sewer services (known as laterals), the property owner is responsible for repair and maintenance.

5. How does a property owner determine repair or maintenance is necessary on the laterals?

As part of the repair and maintenance efforts of NWC, the sanitary sewer system was recently filled with smoke. The smoke was then monitored to identify locations on the ground surface. Those locations are graded based on the degree of smoke leaking from the buried line. This method is an industry standard used to determine what underground lines/pipes/laterals require repair or maintenance. If your private sanitary sewer service (known as a lateral) was identified during recent smoking to need repair or maintenance, the NWC will be in contact.

6. What will I be expected to do if I am notified of a need for repairs or maintenance?

The NWC recommends you contact a licensed plumber and discuss your options. The NWC will expect property owners to address the need to repair or replace laterals in a prompt time.

7. Does the City of Norris/NWC have written policies and ordinances related to this process?

The short answer is yes:

(prohibition of allowing groundwater into sanitary sewer systems)

18-406 (3) Physical connection to public sewers.

“(g) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, basement drains, sump pumps, or other sources of surface runoff or groundwater to a building directly or indirectly to a public sanitary sewer.....”

(property owner responsibility for repair/maintenance/replacement of private sanitary sewer lines/laterals)

18-406 (4) Maintenance of building sewers.

“(a) Each individual property owner shall be entirely responsible for the construction, maintenance, repair, or replacement of the building sewer as deemed necessary by the superintendent to meet specifications of the Norris Water Commission. Owners failing to maintain or repair building sewers or who allow storm water or ground water to enter the sanitary sewer may face enforcement action the superintendent up to and including discontinuation of water and sewer service.”

(the time allowed to the property owner to repair/replace private sanitary sewer lines/laterals)

18-307. Correction of existing violations.

“The failure to correct conditions threatening the safety of the public water system as prohibited by this chapter and the Tennessee Code Annotated. § 68-221-711, within a reasonable time and within the time limits set by the superintendent shall be grounds for denial of water service.”

(What happens if a customer fails to repair after notification and responsible timeframe)

18-119. Repair and maintenance services and supplies and charges therefor.

“The Norris Water Commission is hereby authorized and empowered to contract for or render directly all supplies and/or construction, repair, or maintenance services necessary for or incidents to the providing of water and/or sewer services in accordance with the authority of the commission, and to recommend to council equitable rates and/or charges to be paid by users, customers, and/or consumers for such supplies and/or construction, repair, or maintenance services. Such rates and charges shall be based upon actual or estimated costs plus twenty percent (20%) overhead, and are to be charged to the user, customer, or consumer for whom such supplies are furnished or for whom construction, repair, or maintenance services are rendered. The commission is authorized and empowered to establish the necessary rules and regulations to insure the orderly and uniform handling of such service charges. (as added by Ord. #529, June 2011)”

18-410. **Enforcement and abatement.**

“Violators of these wastewater regulations may be cited to city court, general sessions court, chancery court, or other court of competent jurisdiction face fines, have sewer service terminated or the Norris Water Commission may seek further remedies as needed to protect the collection system, treatment plant, receiving stream, and public health including the issuance of discharge permits according to chapter 5. Repeated or continuous violation of this chapter is declared to be a public nuisance and may result in legal action against the property owner and/or occupant and the service line disconnected from sewer main. Upon notice by the superintendent that a violation has or is occurring, the user shall immediately take steps to stop or correct the violation. The Norris Water Commission may take any or all the following remedies:

- (1) Cite the user to city or general sessions court, where each twenty- four (24) hours of violation shall constitute a separate offense.
- (2) In an emergency situation where the superintendent has determined that immediate action is needed to protect the public health, safety or welfare, a public water supply or the facilities of the sewerage system, the superintendent may discontinue water service or disconnect sewer service.
- (3) File a lawsuit in chancery court or any other court of competent jurisdiction seeking damages against the user, and further seeking an injunction prohibiting further violations by user.
- (4) Seek further remedies as needed to protect the public health, safety or welfare, the public water supply or the facilities of the sewerage system. (1972 Code, § 8-210, as replaced by Ord. #529, June 2011)”