



Norris Water Commission

Monday, January 22, 2023, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - M-1: Consideration of Approving December 18, 2023 Regular Meeting Minutes
- V. New Business
 - N-1: Discussion with Candace Vannasdale, a Representative from the Tennessee Board of Utility Regulation (TBOUR)
 - N-2: Election of Chairperson and Vice Chairperson
 - N-3: Setting of Future Meeting Day and Time
- VI. Old Business
 - O-1: Update on the Status of the Benny Carden Memorials
 - O-2: Update on Activities at the Water Treatment Plant
 - O-3: Update on Activities at the Wastewater Treatment Plant
 - O-4: Update on the Water Distribution System
 - O-5: Update on the Sanitary Sewer Collection System
 - O-6: Update on Cross Connection Management System
 - O-7: Update on the Galvanized Pipe Project
 - O-8: Update on the SB845 Tennessee Board of Utility Regulation
 - O-9: Update on the Wastewater Regionalization Study
- VII. Reports
 - R-1: Superintendent December Report
 - R-2: December Financial Report
 - R-3: December Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES
December 18, 2023

Members Present: Loretta Painter, Will Grinder, Bill Grieve, Chris Mitchell and Charles Nicholson

Absent:

Secretary/Treasurer: Charles A. Ledford

Water Superintendent: Tony Wilkerson

- I. **Call to Order:** The meeting was called to order by Chuck Nicholson at 6:00 pm.
- II. **Approval of the Agenda** – Chris Mitchell proposed adding under New Business the creation of new Stormwater position that was discussed at the last council meeting.

Hear the Public – No public comment

III. **Minutes**

1. **November 20, 2023 NWC Minutes**

A motion was made by Loretta Painter and seconded by Bill Grieve **to approve the November 20, 2023 meeting minutes.**

The proposal passing on a vote of 4 to 1 as follows:

Yes: Will Grinder, Loretta Painter, Bill Grieve, Chris Mitchell

Abstain: Chuck Nicholson

IV. **Old Business**

1. **Benny Carden Memorial**

Chuck Nicholson gave a brief overview of the action that was previously taken. Superintendent Wilkerson stated the new plaque will be made of bronze and will try to have a picture of the it at the next meeting.

2. **Activities at the Water Treatment Plant**

Superintendent Wilkerson reported on their phones now through the SCADA system and will be doing a trial run after the holidays to make sure it's going to work.

3. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson reported he was working on a Short-Term STP upgrades to comply with the update and will reach out to TDEC to verify if this needs to be done.

4. **Water Distribution**

Superintendent Wilkerson reported that they had 2 water main breaks and assisted Norris Public Works with replacing asphalt back where they had dug out utility cuts to repair the water breaks. Chris Mitchell stated he would like for Tony to have the equipment he needs for safety purposes and Bill Grieve agreed. Tony Wilkerson stated he would like to have a trailer that held all the safety equipment they need so they can just hook it up to the truck and take onsite with them when they need it.

5. **Sanitary Sewer Collection System**

Superintendent Wilkerson reported they repaired 2 sewer stoppages and at 76 Dale Road they dug up sewer main/service tap to property line and replaced to eliminate I/I on main and service around storm drain.

6. **Cross Connection Management System**

Superintendent Wilkerson reported the internal paper work has been completed for TDEC and they have 1 more test site remaining.

7. **Galvanized Pipe Project**

Superintendent Wilkerson reported that work continues, visual inspections are being conducted and will be completed on time.

8. **SB845 New TN Board of Utility Regulation**

Mayor Mitchell has invited a member of the state utility regulatory board and will be at the next meeting.

9. **Wastewater Regionalization Study**

Mayor Mitchell stated we are waiting on the official approval.

10. **Trees Near Fire Hydrants and Lines**

Chuck Nicholson gave the updated list to the Watershed Board. They didn't have time to discuss all the issues however, they did approve removal of tree at 141 W. Norris Road. They also acknowledge needs at 92 Orchard and 122 CCC Camp Road and would like more information on those. Chuck also mentioned 171 W. Norris Road the tree is 4 or 5 feet away from the hydrant. Superintendent Wilkerson stated if he were to have to dig 4 feet and weakening the ground and getting closer to them, it's more justifiable to just remove them. Loretta Painter asked does the State have standards as to how far you must keep trees away from fire hydrants? Adam Ledford stated most standard tree roots extend 12 feet hangover. He also stated anything they deem unsafe they would look at it have to take action on, and if it was not a safety issue they would go back to the boards and get recommendations.

11. **Reservoir Hill – Fence Improvements**

Superintendent Wilkerson made contact with other fence companies but hasn't received any quotes as of yet. Adam Ledford, City Manager, stated if the quotes come in around \$12,500.00 it doesn't have to come back to the board.

12. **Equipment Update – Mini Excavator/Jetter/Skid Steer**

Bids have been approved by Council to go out and they are due to Adam Ledford, City Manager, by February 9, 2024. Adam stated Loretta Painter suggested they rent a Mini Excavator/Jetter for a while to get a better understanding of what they need.

V. **New Business**

1. **Service Agreement Review**

Adam Ledford reported while comparing what actual cost the Water Fund has paid toward employee's retirement and healthcare, they built in a percentage per employee. We had open enrollment in June and we didn't factor those changes in. He stated there was a difference of approximately \$3,200.00. Adam Ledford also stated there is a Utility Certification that 50% was paid out of general fund and while taking a corrective measure to fix these issues, we performed an analysis of over-time that was used in the first six months. He stated something you don't see on this list is the dollar amount that was issued to employees who participated in the Annual Buy Back program and stated while building the budget for next year, we need to consider the Annual Buy Back funds.

2. **Stormwater Management Position**

Chris Mitchell suggested Adam Ledford come up with a couple versions of a job description. He stated it was appropriate to discuss here because they haven't really decided the relationship with the utilities. He would like for it to be a position that is

a stand-alone or combination of stormwater and public works. If the scope grows, we add skill sets. The additional cost of a new position would be funded through another line item. After a lengthy discussion, Adam Ledford stated he plans to bring an organizational chart and multiple job descriptions to the January City Council meeting.

VI. **Reports**

1. **Superintendent Report:** The report is herein attached as part of these minutes.
2. **November Financial Report:** The report is herein attached as part of these minutes.
3. **November Unaccounted-for Water Report:** The report is herein attached as part of these minutes.

VII. **Adjournment: 7:28 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All:
AYE

V. Old Business:

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

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

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

Short Term STP Upgrades: (July 2024)

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

Also see #4 Supt Report

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

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

- NWC Staff visited 79 residents with Private identified Issues/NWC will need to re-smoke some areas identified
- Customer identified sites-Completed by customers- Response: _15_Qty-continuing to communicate with customers
- NWC is reviewing Public Identified issues-NWC side

0-6: Cross Connection: (RPBP)

- All completed except STP-blower room

0-7: Galvanized Pipe replacement/Eliminate Projects

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

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

0-8: SB845 TN Board of Utility Regulation

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

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

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

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

NEW BUSINESS:

N-1: Service Agreement Review:

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: January 22, 2024

RE: Superintendent Report

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

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

3. **Operations Building:** clean

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

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

5. WTP-Water Plant:

- a. -Reports-Monthly-to TDEC completed (5 monthly-12 hrs)
- b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
- c. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
- d. – Samples- Bacteriological ,Lagoon and quarterly Samples collected
- e. -Backwashed Filters- 5 this month-Requires 6 hours each BW. (coating)
 - i. -Adam Roberson-is training in the operations of the WTP/Distribution System
- f. Propane-ordered filled container
- g. Water Samples-Nitrate-p/u at entry point at plant
- h. High Service #1-operated
- i. Painting-started painting feed lines within plant and Labeling them
- j. Chlorinators-worked on them-malfunctioning

6. Distribution System:

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

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

8. Sewer Collection System:

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

Water Works Fund Balance Report

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual	Budget	
Revenues																		
	<i>Water Billing</i>	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 44,906	\$ 287,326	54.3%	\$ 554,000
	<i>Sewer Billing</i>	\$ 367,719	\$ 395,322	\$ 398,576	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 263,646	51.6%	\$ 520,700
	<i>Water Works Charges</i>	\$ 227,286	\$ 119,471	\$ 47,681	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 1,686,643	\$ 6,162	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 250	\$ 20,660	1.2%	\$ 2,138,535
	<i>Interest Income</i>	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total Revenues		\$ 976,237	\$ 903,532	\$ 824,307	\$ 921,925	\$ 969,533	\$ 963,286	\$ 1,037,725	\$ 2,726,343	\$ 96,876	\$ 91,409	\$ 99,448	\$ 98,703	\$ 96,860	\$ 88,336	\$ 571,632	21.0%	\$ 3,213,235
Expenses																		
	<i>Admin & General</i>	\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 313,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,415	\$ 20,047	\$ 181,334	57.8%	\$ 419,024
	<i>Customer Billing</i>	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 23,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 2,000	\$ 20,969	91.2%	\$ 21,000
	<i>Wastewater Treatment & Disposal</i>	\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 20,882	\$ 133,956	62.6%	\$ 218,100
	<i>Wastewater Collection</i>	\$ 27,289	\$ 40,072	\$ 31,649	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 22,363	\$ 61,767	7.0%	\$ 2,170,608
	<i>Water Transmission & Distribution</i>	\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,579	\$ 95,431	\$ 108,268	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,409	\$ 11,876	\$ 73,059	39.7%	\$ 197,451
	<i>Water Purification</i>	\$ 106,751	\$ 106,384	\$ 118,451	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 21,368	\$ 114,488	37.8%	\$ 203,530
Total Expenses		\$ 602,492	\$ 659,113	\$ 656,862	\$ 643,965	\$ 669,980	\$ 761,845	\$ 812,104	\$ 1,924,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,882	\$ 76,485	\$ 98,536	\$ 585,573	30.4%	\$ 3,229,713
Balance		\$ 373,745	\$ 244,419	\$ 167,445	\$ 277,960	\$ 299,553	\$ 201,441	\$ 225,621	\$ 802,239	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (10,200)	\$ (13,941)		\$ (16,478)
Depreciation		\$ 90,000	\$ 94,008	\$ 95,000	\$ 98,000	\$ 104,004	\$ 107,316	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 100,000
Operating Available Flow		\$ 283,745	\$ 150,411	\$ 72,445	\$ 179,960	\$ 195,549	\$ 94,125	\$ 193,247	\$ 702,239	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (10,200)	\$ (13,941)		\$ (116,478)
Beginning Fund Balance		\$ 221,657	\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,391,139		\$ 2,093,378
Ending Fund Balance		\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 2,093,378	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,377,198	\$ 1,377,198		\$ 1,976,900
Capital Outlays									\$ 986,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 9,250	\$ 11,676	\$ 71,403	7.2%	\$ 2,221,435

Water Billing Revenues

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual	%	Budget
413-37110 Metered Water Sales	\$ 377,403	\$ 384,444	\$ 373,628	\$ 450,729	\$ 500,700	\$ 479,802	\$ 517,505	\$ 525,000	\$ 47,510	\$ 47,461	\$ 49,786	\$ 48,040	\$ 48,084	\$ 44,598	\$ 285,479	54.4%	\$ 550,000
413-37120 Flate Rate Water Sales	\$ 3,829	\$ 4,295	\$ 4,420	\$ 4,377	\$ 6,734	\$ 4,250	\$ 4,018	\$ 4,000	\$ 308	\$ 308	\$ 308	\$ 308	\$ 307	\$ 308	\$ 1,847	46.2%	\$ 4,000
Total	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 44,906	\$ 287,326	54.3%	\$ 554,000

Sewer Billing Revenues

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Totals	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Oct Actual	2023-24 Nov Actual	2023-24 Dec Actual	2023-24 Actual	%	2024-25 Budget
413-37210 Sewer Service Charges	\$ 367,073	\$ 394,988	\$ 398,576	\$ 419,727	\$ 416,323	\$ 424,847	\$ 493,633	\$ 510,000	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 263,646	51.7%	\$ 520,000
413-37220 Sewer Inspection Fees	\$ 550	\$ -	\$ -	\$ 550	\$ 2,200	\$ 550	\$ -	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 550
413-37290 Other Operating Revenues - Sewer Stoppag	\$ 96	\$ 334	\$ -	\$ 96	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 150
Total	\$ 367,719	\$ 395,322	\$ 398,576	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 263,646	51.6%	\$ 520,700

Water Works Charges Revenues

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Totals	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Oct Actual	2023-24 Nov Actual	2023-24 Dec Actual	2023-24 Actual	2024-25 Budget	
413-33193 ARPA Grants								\$ 1,615,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 2,061,435
413-33730 TN Safety Grant	\$ -	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 500
413-33440 Used Oil Grant	\$ 6,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
413-33490 CDBG Grant	\$ 177,100	\$ 81,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
413-36100 Interest Earnings	\$ 8	\$ 15	\$ 16	\$ 7	\$ 3	\$ -	\$ 3	\$ 26,603	\$ -	\$ -	\$ 1,461	\$ 2,915	\$ 3,792	\$ -	\$ 8,168	30.7%	\$ 25,000
413-37130 Fire Service & Hydrant Rentals	\$ 8,800	\$ 8,800	\$ 12,200	\$ 12,200	\$ 12,200	\$ 12,200	\$ -	\$ 12,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 12,200
413-37191 Forfeited Discounts & Penalties	\$ 13,910	\$ 13,045	\$ 13,244	\$ 14,095	\$ 11,882	\$ 12,429	\$ 5,270	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 13,000
413-37195 Installation Charges	\$ 6,760	\$ 4,560	\$ 8,165	\$ 5,345	\$ 4,780	\$ 4,800	\$ 1,690	\$ 4,800	\$ -	\$ 140	\$ 465	\$ 850	\$ 695	\$ 250	\$ 2,400	50.0%	\$ 4,800
413-37196 Water Tap Fees	\$ 3,300	\$ 550	\$ 1,100	\$ 1,100	\$ 3,062	\$ 2,775	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,100
413-37199 Miscellaneous	\$ 2,084	\$ 1,458	\$ 260	\$ 480	\$ 1,860	\$ 8,660	\$ 7,356	\$ 2,000	\$ 6,162	\$ 604	\$ -	\$ 308	\$ -	\$ -	\$ 7,074	353.7%	\$ 2,000
413-37293 Sale of Parts	\$ 177	\$ 1,240	\$ 34	\$ 1,296	\$ -	\$ 123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268	\$ -	\$ 268		\$ -
413-37294 Installation Charges (Turn On)	\$ 500	\$ -	\$ -	\$ 683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
413-37299 Miscellaneous	\$ -	\$ 30	\$ -	\$ 240	\$ 4,289	\$ 3,214	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 500
413-37990 Other Non-Operating (NDSP Con	\$ 8,500	\$ 8,536	\$ 11,912	\$ 11,000	\$ 5,500	\$ 9,636	\$ 8,250	\$ 11,000	\$ -	\$ -	\$ -	\$ 2,750	\$ -	\$ -	\$ 2,750	25.0%	\$ 18,000
Total	\$ 227,286	\$ 119,471	\$ 47,681	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 1,686,643	\$ 6,162	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 250	\$ 20,660	1.2%	\$ 2,138,535

Customer Billing Expenses

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Totals	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Oct Actual	2023-24 Nov Actual	2023-24 Dec Actual	2023-24 Actual	2024-25 Budget
52316-211 Postage, Box Rent, etc.	\$ 5,876	\$ 3,561	\$ 3,766	\$ 3,937	\$ 3,440	\$ 4,141	\$ 4,936	\$ 6,000	\$ 86	\$ 2,051	\$ -	\$ -	\$ 91	\$ 2,000	\$ 4,228	70.5% \$ 6,000
52316-255 Data Processing Services	\$ 6,609	\$ 6,571	\$ 6,262	\$ 10,059	\$ 7,895	\$ 8,708	\$ 11,517	\$ 17,000	\$ 14,679	\$ 332	\$ -	\$ -	\$ 1,730	\$ -	\$ 16,741	98.5% \$ 15,000
Total	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 23,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 2,000	\$ 20,969	91.2% \$ 21,000

Administration & General Expenses

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	2023-24	2024-25	
																Actual	Budget	
52317-110	Personnel	\$ 108,828	\$ 123,229	\$ 117,813	\$ 124,071	\$ 121,178	\$ 125,707	\$ 139,915	\$ 99,999	\$ 8,753	\$ 10,962	\$ 7,307	\$ 12,302	\$ 7,308	\$ 7,308	\$ 53,940	53.9%	\$ 103,794
52317-111	Secretary/Treasury Personnel	\$ 4,153	\$ 4,694	\$ 4,875	\$ 5,139	\$ 5,271	\$ 6,006	\$ 4,384	\$ 9,000	\$ 462	\$ 692	\$ 461	\$ 462	\$ 461	\$ 577	\$ 3,115	34.6%	\$ 14,000
52317-112	Overtime Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87	\$ 306	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52317-114	PT Personnel	\$ 3,339	\$ 4,131	\$ 7,611	\$ 9,288	\$ 12,898	\$ 11,130	\$ 13,425	\$ -	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448		\$ -
52317-133	City Bonus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375	50.0%	\$ 750
52317-134	Bonus (Holiday - Other)	\$ 108	\$ 217	\$ 217	\$ 217	\$ 217	\$ 109	\$ 6,467	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217	\$ 217	100.0%	\$ 108
52317-136	Time In Service Bonus	\$ 3,000	\$ -	\$ -	\$ 500	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-137	Certification Bonus	\$ 3,000	\$ 5,250	\$ 5,250	\$ 4,500	\$ 3,750	\$ 2,250	\$ 6,000	\$ 6,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 6,000	100.0%	\$ 3,000
52317-141	Payroll Taxes	\$ 9,244	\$ 10,422	\$ 10,040	\$ 10,997	\$ 10,209	\$ 11,308	\$ 12,894	\$ 8,566	\$ 985	\$ 885	\$ 590	\$ 972	\$ 820	\$ 615	\$ 4,867	56.8%	\$ 9,306
52317-142	Hospital & Health Ins	\$ 32,182	\$ 33,765	\$ 29,291	\$ 29,375	\$ 23,112	\$ 17,650	\$ 26,642	\$ 17,727	\$ 1,758	\$ 2,199	\$ 1,465	\$ 1,466	\$ 1,466	\$ 1,466	\$ 9,820	55.4%	\$ 20,191
52317-143	Retirement	\$ 12,687	\$ 15,118	\$ 17,038	\$ 18,627	\$ 16,325	\$ (44,397)	\$ 8,067	\$ 6,597	\$ 485	\$ 662	\$ 442	\$ 732	\$ 441	\$ 446	\$ 3,208	48.6%	\$ 7,487
52317-146	Workers' Compensation Ins	\$ 17,111	\$ 13,694	\$ 7,089	\$ 7,271	\$ 7,655	\$ 8,128	\$ 10,081	\$ 10,100	\$ -	\$ -	\$ 8,346	\$ -	\$ -	\$ -	\$ 8,346	82.6%	\$ 9,181
52317-147	Unemployment Ins	\$ -	\$ -	\$ -	\$ -	\$ 545	\$ 10	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 10
52317-148	Employee Education & Training	\$ 583	\$ 1,005	\$ 510	\$ 325	\$ -	\$ 540	\$ 560	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25	5.0%	\$ 550
52317-220	Printing, Duplication, Etc.	\$ 1,382	\$ 1,279	\$ 2,396	\$ 1,887	\$ 2,567	\$ 1,231	\$ 1,720	\$ 1,250	\$ 81	\$ 320	\$ 116	\$ 316	\$ 724	\$ 85	\$ 1,642	131.4%	\$ 1,700
52317-230	Publicity, Subscriptions, & Dues	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-235	Memberships & Registration Fees	\$ 1,885	\$ 2,058	\$ 2,232	\$ 2,360	\$ 2,223	\$ 3,075	\$ 2,143	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 926	\$ 1,318	\$ 2,244	74.8%	\$ 3,000
52317-237	Advertising	\$ 431	\$ 392	\$ 575	\$ 969	\$ 784	\$ 925	\$ 1,461	\$ 800	\$ -	\$ -	\$ 75	\$ 85	\$ -	\$ -	\$ 160	20.0%	\$ 800
52317-250	Professional Services								\$ 88,275	\$ 7,356	\$ 7,356	\$ 7,356	\$ 7,568	\$ 7,357	\$ 7,356	\$ 44,349	50.2%	\$ 113,901
52317-252	Legal Services	\$ -	\$ 882	\$ 148	\$ -	\$ 800	\$ 169	\$ 714	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 800
52317-253	Accounting & Auditing Services	\$ 8,750	\$ 8,950	\$ 9,200	\$ 9,600	\$ 11,000	\$ 11,250	\$ 12,150	\$ 13,000	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	53.8%	\$ 12,500
52317-256	Consultant Services	\$ 1,070	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 500
52317-280	Travel	\$ 59	\$ 63	\$ 437	\$ 598	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 500
52317-310	Office Supplies & Materials	\$ 2,270	\$ 1,893	\$ 1,866	\$ 2,402	\$ 1,433	\$ 2,149	\$ 1,900	\$ 2,500	\$ -	\$ 1,424	\$ -	\$ 485	\$ -	\$ 322	\$ 2,231	89.2%	\$ 2,000
52317-320	Operating Supplies	\$ 136	\$ 298	\$ 234	\$ 176	\$ 502	\$ 83	\$ 191	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 250
52317-329	Other Operating Supplies	\$ 45	\$ 67	\$ 57	\$ 187	\$ (9)	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-510	Liability Ins	\$ 14,265	\$ 14,220	\$ 15,344	\$ 14,903	\$ 14,378	\$ 17,681	\$ 20,150	\$ 22,064	\$ -	\$ -	\$ -	\$ 29,905	\$ -	\$ -	\$ 29,905	135.5%	\$ 32,896
52317-555	Bank Service Charges	\$ 2,426	\$ 2,284	\$ 1,741	\$ 1,666	\$ 1,699	\$ 1,776	\$ 1,580	\$ 2,000	\$ 140	\$ 136	\$ 165	\$ 160	\$ 230	\$ -	\$ 831	41.6%	\$ 1,800
52317-620	Notes - Series 2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-640	Interest on Notes (Loan 1)	\$ 6,353	\$ 5,695	\$ 5,015	\$ 4,313	\$ 3,586	\$ 2,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-734	Customer Reimbursement								\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56	\$ -	\$ 56		\$ -
52317-741	Bad Debt Expense	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52317-900	Capital Outlay								\$ 14,000									\$ 80,000
52317-948	Computer Equipment	\$ 4,828	\$ 1,860	\$ 1,323	\$ -	\$ -	\$ 2,812	\$ 4,908	\$ 3,000	\$ 625	\$ 312	\$ 368	\$ 312	\$ 626	\$ 312	\$ 2,555	85.2%	\$ -
Total		\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 313,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,415	\$ 20,047	\$ 181,334	57.8%	\$ 419,024

Water Purification Expenses

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual	Budget	
52113-110	Personnel	\$ 21,449	\$ 26,489	\$ 29,529	\$ 21,319	\$ 20,298	\$ 32,573	\$ 69,784	\$ 69,777	\$ 3,672	\$ 5,845	\$ 3,897	\$ 3,897	\$ 5,846	\$ 3,897	\$ 27,054	38.8%	\$ 73,765
52113-112	Overtime Personnel	\$ 4,112	\$ 4,026	\$ 6,032	\$ 1,467	\$ 2,429	\$ 386	\$ 338	\$ 3,800	\$ 200	\$ 800	\$ 200	\$ 400	\$ 400	\$ 200	\$ 2,200	57.9%	\$ 3,100
52113-114	PT Personnel	\$ -	\$ -	\$ -	\$ 4,000	\$ 1,001	\$ 1,362	\$ 21,104	\$ 9,620	\$ 3,560	\$ 5,154	\$ 3,711	\$ 3,389	\$ 3,179	\$ 3,693	\$ 22,686	235.8%	
52113-134	Bonus (Holiday - Other)	\$ 108	\$ 108	\$ 108	\$ -	\$ 217	\$ -	\$ 2,717	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217	\$ 217	100.0%	\$ 217
52113-136	Time Inservice Bonus	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52113-137	Certification Bonus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,500
52113-141	Payroll Taxes	\$ 2,003	\$ 2,325	\$ 2,679	\$ 1,734	\$ 1,650	\$ 2,147	\$ 7,042	\$ 6,512	\$ 562	\$ 889	\$ 589	\$ 579	\$ 711	\$ 604	\$ 3,934	60.4%	\$ 6,012
52113-142	Hospital & Health Ins	\$ 17,923	\$ 7,624	\$ 8,000	\$ 9,104	\$ 12,468	\$ 12,327	\$ 29,512	\$ 34,539	\$ 1,398	\$ 1,851	\$ 1,187	\$ 1,263	\$ 1,263	\$ 1,179	\$ 8,141	23.6%	\$ 27,116
52113-143	Retirement	\$ 1,358	\$ 3,747	\$ 4,930	\$ 2,863	\$ 121	\$ (2,160)	\$ 1,518	\$ 2,627	\$ 141	\$ 217	\$ 143	\$ 150	\$ 217	\$ 143	\$ 1,011	38.5%	\$ 2,750
52113-148	Employee Education & Training	\$ 1,135	\$ 1,045	\$ 463	\$ 1,802	\$ 438	\$ 219	\$ 62	\$ 500	\$ -	\$ -	\$ 237	\$ -	\$ -	\$ -	\$ 237	47.4%	\$ 500
52113-170	Fees	\$ 1,425	\$ 1,425	\$ 1,123	\$ -	\$ 1,527	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000
52113-241	Electric	\$ 30,766	\$ 30,495	\$ 31,203	\$ 35,638	\$ 26,787	\$ 24,008	\$ 40,092	\$ 40,500	\$ 3,361	\$ 3,337	\$ 3,470	\$ -	\$ 3,239	\$ 3,110	\$ 16,517	40.8%	\$ 40,500
52113-244	Gas	\$ 1,176	\$ 1,643	\$ 2,185	\$ 2,154	\$ 2,971	\$ 3,117	\$ 5,291	\$ 6,000	\$ 58	\$ -	\$ -	\$ -	\$ 664	\$ 874	\$ 1,596	26.6%	\$ 5,300
52113-245	Telephone & Other Communications	\$ 4,025	\$ 4,072	\$ 4,660	\$ 7,067	\$ 8,137	\$ 12,689	\$ 3,353	\$ 6,000	\$ 271	\$ 264	\$ -	\$ 538	\$ 1,111	\$ 179	\$ 2,363	39.4%	\$ 6,000
52113-260	Repairs & Maintenance Services	\$ 10,624	\$ 13,397	\$ 16,443	\$ 13,207	\$ 17,982	\$ 17,088	\$ 18,068	\$ 15,000	\$ -	\$ 508	\$ -	\$ -	\$ -	\$ 837	\$ 1,345	9.0%	\$ 15,000
52113-291	Physical/Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 270
52113-320	Operating Supplies	\$ 884	\$ 2,593	\$ 466	\$ 343	\$ 1,287	\$ 5,777	\$ 318	\$ 2,500	\$ 1,023	\$ 212	\$ 33	\$ 3,080	\$ 783	\$ 2,100	\$ 7,231	289.2%	\$ 2,500
52113-322	Chemical, Lab, & Medical Supplies	\$ 7,709	\$ 7,159	\$ 8,663	\$ 9,967	\$ 9,198	\$ 12,075	\$ 14,076	\$ 15,000	\$ 3,079	\$ 6,439	\$ 59	\$ 60	\$ -	\$ 4,335	\$ 13,972	93.1%	\$ 16,000
52113-329	Other Operating Supplies	\$ 1,304	\$ 165	\$ 925	\$ 1,229	\$ 978	\$ 808	\$ 170	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000
52113-900	Capital Projects							\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 5,984	\$ -	\$ 5,984	7.0%	\$ -
52113-389	Independent Lab Analysis	\$ -	\$ 71	\$ 1,042	\$ -	\$ 1,300	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000
Total		\$ 106,751	\$ 106,384	\$ 118,451	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 21,368	\$ 114,488	37.8%	\$ 203,530

Water Transmission & Distribution Expenses

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual	Budget	
52114-110	Personnel	\$ 19,767	\$ 20,929	\$ 16,811	\$ 15,460	\$ 35,784	\$ 37,000	\$ 8,290	\$ 37,980	\$ 731	\$ 1,549	\$ 3,096	\$ 2,805	\$ 2,805	\$ 3,134	\$ 14,120	37.2%	\$ 37,921
52114-112	Overtime Personnel	\$ 5,369	\$ 6,838	\$ 5,611	\$ 4,910	\$ 992	\$ 14,751	\$ 104	\$ 4,600	\$ -	\$ 158	\$ 786	\$ 700	\$ 200	\$ 542	\$ 2,386	51.9%	\$ 4,000
52114-114	PT Personnel	\$ 8,772	\$ 7,561	\$ 14,080	\$ 12,592	\$ 17,493	\$ -	\$ 7,288	\$ 9,620	\$ 689	\$ 1,257	\$ 767	\$ 811	\$ 617	\$ 705	\$ 4,846	50.4%	\$ 31,435
52114-134	Bonus (Holiday - Other)	\$ 108	\$ 108	\$ 108	\$ -	\$ 108	\$ 217	\$ 108	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ 108	100.0%	\$ 108
52114-136	Time In Service Bonus	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52114-137	Certification Bonus	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,500
52114-141	Payroll Taxes	\$ 2,728	\$ 2,688	\$ 2,796	\$ 2,830	\$ 3,847	\$ 4,063	\$ 1,189	\$ 4,117	\$ 107	\$ 226	\$ 356	\$ 330	\$ 277	\$ 343	\$ 1,639	39.8%	\$ 5,735
52114-142	Hospital & Health Ins	\$ 1,995	\$ 12,386	\$ 8,546	\$ 4,898	\$ 11,369	\$ 11,454	\$ 3,716	\$ 22,334	\$ 160	\$ 44	\$ 76	\$ -	\$ -	\$ 84	\$ 364	1.6%	\$ 429
52114-143	Retirement	\$ 2,852	\$ 3,245	\$ 3,013	\$ (304)	\$ 338	\$ (2,015)	\$ 238	\$ 1,538	\$ 25	\$ 59	\$ 11	\$ -	\$ -	\$ 11	\$ 106	6.9%	\$ 1,524
52114-147	Unemployment Ins	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10
52114-260	Repairs & Maintenance Services	\$ -	\$ -	\$ -	\$ 566	\$ 195	\$ -	\$ 649	\$ 1,000	\$ -	\$ -	\$ -	\$ 4,198	\$ 14	\$ -	\$ 4,212	421.2%	\$ 1,000
52114-291	Physical/Drug Testing	\$ 95	\$ 176	\$ 246	\$ 281	\$ 224	\$ 520	\$ 340	\$ 240	\$ -	\$ -	\$ 270	\$ 85	\$ -	\$ -	\$ 355	147.9%	\$ 270
52114-320	Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448	\$ 1,000	\$ -	\$ 448	\$ 580	\$ 40	\$ -	\$ -	\$ 1,068	106.8%	\$ 1,000
52114-322	Chemical, Lab, & Medical Supplies	\$ 308	\$ 150	\$ 103	\$ -	\$ -	\$ 885	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000
52114-329	Other Operating Supplies	\$ 201	\$ 533	\$ 1,126	\$ 504	\$ 1,049	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 150	\$ -	\$ 450		\$ -
52114-331	Fuel Charges	\$ 4,872	\$ 6,556	\$ 5,812	\$ 5,073	\$ 4,597	\$ 6,854	\$ 8,382	\$ 9,000	\$ 789	\$ 552	\$ 847	\$ 802	\$ 966	\$ 254	\$ 4,210	46.8%	\$ 8,500
52114-332	Motor Vehicle Parts	\$ 1,657	\$ 4,101	\$ 9,643	\$ 2,589	\$ 1,006	\$ 2,941	\$ 752	\$ 3,000	\$ -	\$ 78	\$ -	\$ 877	\$ 515	\$ 170	\$ 1,640	54.7%	\$ 3,000
52114-338	Repair Parts for Water Lines, Meters, H	\$ 11,116	\$ 20,529	\$ 11,478	\$ 12,180	\$ 17,729	\$ 38,258	\$ 25,970	\$ 26,000	\$ 385	\$ 844	\$ 5,661	\$ 5,320	\$ 1,557	\$ 6,525	\$ 20,292	78.0%	\$ 26,000
52114-341	Consumable Tools	\$ 582	\$ 902	\$ 275	\$ -	\$ 700	\$ 910	\$ 850	\$ 1,000	\$ 35	\$ 164	\$ -	\$ -	\$ -	\$ -	\$ 199	19.9%	\$ 1,000
52114-934	Joint Water Line Project							\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 6,335	\$ -	\$ -	\$ 6,335	42.2%	\$ -
52114-900	Capital Outlay								\$ 44,000			\$ 362	\$ 8,059	\$ 2,308	\$ -	\$ 10,729	24.4%	\$ 55,000
52114-391	Water Meters	\$ -	\$ 5,084	\$ -	\$ -	\$ -	\$ -	\$ 959	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000
Total		\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,579	\$ 95,431	\$ 116,698	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,409	\$ 11,876	\$ 73,059	39.7%	\$ 180,431

Wastewater Treatment & Diposal Expenses

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual		Budget
52213-110	Personnel	\$ 50,001	\$ 51,293	\$ 59,955	\$ 65,916	\$ 58,351	\$ 58,705	\$ 62,546	\$ 64,597	\$ 5,023	\$ 7,843	\$ 6,528	\$ 6,529	\$ 6,528	\$ 6,528	\$ 38,979	60.3%	\$ 67,181
52213-112	Overtime Personnel	\$ 2,270	\$ 1,025	\$ 2,604	\$ 2,637	\$ 3,064	\$ 2,186	\$ 2,939	\$ 6,100	\$ 562	\$ 200	\$ 200	\$ 200	\$ 200	\$ 400	\$ 1,762	28.9%	\$ 5,000
52213-134	Bonus (Holiday - Other)	\$ 108	\$ 108	\$ 108	\$ 217	\$ 108	\$ 108	\$ 3,858	\$ 2,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ 108	5.4%	\$ 108
52213-136	Time in Service Bonus	\$ 750	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52213-137	Certification Bonus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,500
52213-141	Payroll Taxes	\$ 3,953	\$ 3,950	\$ 4,731	\$ 5,337	\$ 4,343	\$ 4,760	\$ 5,246	\$ 5,677	\$ 423	\$ 609	\$ 510	\$ 509	\$ 508	\$ 532	\$ 3,091	54.5%	\$ 5,645
52213-142	Hospital & Health Ins	\$ 20,162	\$ 13,898	\$ 15,299	\$ 16,913	\$ 17,802	\$ 15,437	\$ 15,991	\$ 17,727	\$ 1,399	\$ 2,199	\$ 1,804	\$ 2,142	\$ 2,141	\$ 2,142	\$ 11,827	66.7%	\$ 20,620
52213-143	Retirement	\$ 5,945	\$ 6,260	\$ 7,704	\$ 9,340	\$ 8,932	\$ (30,585)	\$ 4,587	\$ 4,319	\$ 318	\$ 445	\$ 301	\$ 301	\$ 301	\$ 312	\$ 1,978	45.8%	\$ 4,796
52213-148	Employee Education & Training	\$ 320	\$ -	\$ 274	\$ -	\$ 119	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800	160.0%	\$ 500
52213-170	Fees	\$ -	\$ -	\$ -	\$ 3,353	\$ 2,030	\$ 3,907	\$ 3,857	\$ 4,000	\$ -	\$ -	\$ 2,868	\$ -	\$ -	\$ -	\$ 2,868	71.7%	\$ 4,000
52213-241	Electric	\$ 25,744	\$ 27,424	\$ 26,789	\$ 25,893	\$ 35,443	\$ 33,841	\$ 27,433	\$ 35,000	\$ 2,409	\$ 2,425	\$ 2,353	\$ 5,303	\$ 2,201	\$ 2,298	\$ 16,989	48.5%	\$ 35,000
52213-245	Telephone & Other Communications	\$ 2,878	\$ 4,599	\$ 5,477	\$ 6,031	\$ 9,541	\$ 11,399	\$ 8,736	\$ 5,000	\$ 351	\$ 382	\$ 165	\$ 475	\$ 207	\$ 553	\$ 2,133	42.7%	\$ 5,000
52213-256	Consultant's Services	\$ 897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52213-260	Repairs & Maintenance Services	\$ 5,142	\$ 7,650	\$ 8,462	\$ 4,782	\$ 4,977	\$ 14,822	\$ 13,138	\$ 16,500	\$ 3,095	\$ 9,101	\$ 1,280	\$ 18	\$ -	\$ 1,495	\$ 14,989	90.8%	\$ 16,500
52213-295	Landfill Services	\$ 6,461	\$ 8,647	\$ 7,422	\$ 5,342	\$ 8,542	\$ 13,837	\$ 14,097	\$ 15,000	\$ 1,434	\$ 25	\$ 1,227	\$ 851	\$ 1,668	\$ 1,977	\$ 7,182	47.9%	\$ 15,000
52213-320	Operating Supplies	\$ 689	\$ 3,115	\$ 5,404	\$ 2,187	\$ 1,270	\$ 665	\$ 8,759	\$ 10,000	\$ -	\$ 1,488	\$ 223	\$ -	\$ 606	\$ -	\$ 2,317	23.2%	\$ 9,000
52213-322	Chemical, Lab, and Medical Supplies	\$ 21,577	\$ 22,849	\$ 21,092	\$ 17,582	\$ 16,309	\$ 19,408	\$ 20,037	\$ 21,000	\$ 2,880	\$ 2,859	\$ 869	\$ 799	\$ -	\$ 4,055	\$ 11,462	54.6%	\$ 22,000
52213-326	Clothing & Uniforms	\$ 2,480	\$ 2,962	\$ 3,289	\$ 3,976	\$ 4,181	\$ 4,243	\$ 4,575	\$ 5,000	\$ 607	\$ 366	\$ 550	\$ 488	\$ 500	\$ 476	\$ 2,987	59.7%	\$ 6,000
52213-329	Other Operating Supplies	\$ 108	\$ 493	\$ 2,724	\$ 1,794	\$ 151	\$ 266	\$ 459	\$ -	\$ 86	\$ 6	\$ 81	\$ 5	\$ 81	\$ 6	\$ 265		\$ 250
52213-390	Other Supply Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52213-934	Drainage, Water Supply & Storage, Sewage									\$ 3,438	\$ 8,781	\$ 2,000	\$ -			\$ 14,219		\$ -
52213-790	Other Grants, Contributions, and Idem	\$ 1,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total		\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 20,882	\$ 133,956	62.6%	\$ 218,100

Wastewater Collection Expenses

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual		Budget
52211-110 Personnel	\$ 20,981	\$ 20,285	\$ 17,961	\$ 17,280	\$ 18,170	\$ 8,331	\$ 14,260	\$ 19,118	\$ -	\$ 390	\$ 1,559	\$ 1,559	\$ 1,559	\$ 1,560	\$ 6,627	34.7%	\$ 21,080
52211-112 Overtime Personnel	\$ 83	\$ 172	\$ 518	\$ 440	\$ -	\$ -	\$ -	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 4,500
52211-114 PT Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,044	\$ 8,022	\$ 9,620	\$ 669	\$ 1,026	\$ 744	\$ 788	\$ 598	\$ 684	\$ 4,509	46.9%	\$ 31,435
52211-134 Bonus (Holiday - Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ 108		\$ 108
52211-137 Certification Bonus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
52211-141 Payroll Taxes	\$ 1,610	\$ 1,587	\$ 1,410	\$ 1,348	\$ 1,304	\$ 766	\$ 1,762	\$ 2,761	\$ 51	\$ 108	\$ 177	\$ 177	\$ 163	\$ 178	\$ 854	30.9%	\$ 4,370
52211-142 Hospital & Health Ins	\$ 421	\$ 10,058	\$ 7,699	\$ 6,353	\$ 9,252	\$ 840	\$ 8,222	\$ 11,513	\$ -	\$ -	\$ 338	\$ 676	\$ 676	\$ 676	\$ 2,366	20.6%	\$ 10,096
52211-143 Retirement	\$ 2,387	\$ 2,426	\$ 2,591	\$ 428	\$ 97	\$ (457)	\$ 138	\$ 921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 899
52211-148 Employee Education & Training	\$ -	\$ -	\$ -	\$ 51	\$ 320	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 250
52211-241 Electric (Lift Stations)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224	\$ 3,524	\$ 1,300	\$ 83	\$ 83	\$ 87	\$ 81	\$ 94	\$ 89	\$ 517	39.8%	\$ 1,300
52211-260 Repairs & Maintenance Services	\$ 1,244	\$ 5,330	\$ 1,224	\$ 2,982	\$ 4,996	\$ 165,354	\$ 13,070	\$ 7,500	\$ 198	\$ 1,507	\$ 938	\$ 4,198	\$ -	\$ 7,704	\$ 14,545	193.9%	\$ 9,000
52211-291 Physical/Drug Testing	\$ 563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 135
52211-320 Operating Supplies	\$ -	\$ 214	\$ 246	\$ 370	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 580	\$ -	\$ 80	\$ -	\$ 660	66.0%	\$ 1,000
52211-934 Drainage, Water Supply, & Storage,							\$ -	\$ 815,140	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ 11,364	\$ 18,364	2.3%	\$ 2,061,435
52211-900 Capital Outlay								\$ 10,000	\$ -	\$ 12,885	\$ -	\$ -	\$ 332	\$ -	\$ 13,217	132.2%	\$ 25,000
52211-329 Other Operating Supplies	\$ -	\$ -	\$ -	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total	\$ 27,289	\$ 40,072	\$ 31,649	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 22,363	\$ 61,767	7.0%	\$ 2,170,608



City of Norris Public Notice

Budget Procedures and Budget Meetings for the 2024-2025 Fiscal Year

Reference: TCA 6-56-206, budget estimates. This law also provides for a budget calendar, which is summarized below:

- **January 2024 – Initial Preparation.**
City Manager will submit a calendar for the 2024-25 Budget. Department Heads and Appendage Boards/Commissions to receive capital, and O & M budget documents.
- **February 2024 – Internal Preparation.**
City Manager will meet with Department Heads and Appendage Boards/Commissions to review current year spending and propose 2024-2025 spending and capital recommendations.
- **March 2024 – Internal Finalization.**
City Manager will finalize internal plans with Department Heads and Appendage Boards/Commissions to submit a consolidated budget.
- **April 8, 2024 – 5:00 p.m. Budget Workshop.**
City Manager will present budget assumptions to determine key drivers.
- **April 15, 2024 – 5:00 p.m. Budget Workshop.**
City Manager shall file a consolidated budget document with the Council Members in a budget workshop. Additional workshops may be scheduled at the discretion of Council.
- **April 29, 2024 – 5:00 p.m. Budget Workshop.**
City Manager shall file a consolidated budget document with the Council Members in a budget workshop. Additional workshops may be scheduled at the discretion of Council.
- **May 13, 2024 – 6:00 p.m. Council Meeting.**
The Council Members to review and adopt the annual Budget on first reading. Council Members shall also recommend a capital outlay plan. The Council Members shall review a synopsis of the proposed budget and a statement of the tax rate required to finance the proposed budget.
- **May 23, 2024 – Public Hearing Notice.**
The proposed budget and a notice of a Public Hearing shall be published in a newspaper having general circulation in the City.
- **June 6, 2024 – 5:00 p.m. Public Hearing.**
Public Hearing on proposed 2024-2025 budget.
- **June 10, 2024 – 6:00 p.m. Council Meeting.**
2024-2025 Budget presented to Norris City Council for final reading of Ordinance



To: Department Heads

From: City Manager

Re: Budget Preparation & Subsequent Meetings

Date: January 12, 2024

I would like to meet with each department head to discuss your operating, maintenance, & CIP budgets for the 2024/25 budget. There are several attachments to this memo to start the process:

- Current CIP Plan
- Budget Tool Form with Line-Item History
- Proposed Budget Calendar

I leave it to each of you to schedule a time with me to review your budget once you have had time to come up with a proposal. Before March's council meeting, we will schedule follow-up meetings to solidify our CIP proposals before presenting to the Council. Following are some assumptions currently being projected in my base proposal numbers:

- Following the 2023 CIP plan
- 4% increase in Medical Insurance
- 10% increase in Liability Insurance
- 10% increase in Workers' Comp Insurance
- Transition of Watershed Seasonal Staff to Public Works
- 0.6% increase in Retirement
- Completion of all 2023 CIP projects within 2023
- Water Transmission = Xain, Ricky 50%, Kevin 50%
- Water Purification = Cameron, Adam 50%
- WW Collection = Adam 50%, Ricky 50%, Kevin 50%
- WW Treatment = Doug
- Admin & Gen = Tony
- Added Xain Health Insurance for Employee + Child

As drafted if you subtract Capital from the Balance, you are +\$46,794 which accounts for your annual matching sum of \$40,000. If you have any additional questions, please let me know.

NORRIS WATER COMMISSION Unaccounted for Water Report July2023-June 2024

MONTH	WATER PUMPED	WATER SOLD/ METERED	METERED FOR CONSUMPTION	FIRE DEPT. USAGE	FLUSHING	Tank Clean/Fill	Water BILL ADJ.	Water LOST	% LOST	# Cust.
			NOT SOLD							
July	8,067,000	6,329,600	653,400	5,000	580,000		31,600	472,400	5.86%	798
August	8,644,000	7,391,800	714,200		505,000		8,900	24,100	0.28%	798
Sept.	7,382,000	6,372,700	576,400		425,000			7,900	0.11%	798
Oct.	7,545,000	6,999,600	775,600		290,000			-520,200	-6.89%	
Nov.	7,164,000	6,000,600	581,000		215,000			367,400	5.13%	
Dec.	7,645,000	5,355,600	593,000		1,010,000			686,400	8.98%	
Jan.								0	#DIV/0!	
Feb.								0	#DIV/0!	
March								0	#DIV/0!	
April								0	#DIV/0!	
May								0	#DIV/0!	
June								0	#DIV/0!	
Total	46,447,000	38,449,900	3,893,600	5,000	3,025,000	0	8,900	1,038,000		

A	B	C	D	E	F	G	H	I	J
December	2023								
	West Norris Road-Valve								
	West Circle-Valve			30,000					
	Fire Hydrant/Deadend Flushing			150,000					
	Walnut Orchard-F/H			10,000					
	Reservior Hill -8" W/L break			500,000					
	Jamestown -2" W/L break			100,000					
	East Circle-6" W/Line			200,000					
	Garden Road-6" valve			20,000					

Tony Wilkerson
Superintendent