

**Town of Oak Ridge**  
Tank and Water Main Project, TWC No. 3405-B  
Progress Meeting  
March 16, 2023, 3:00 pm

**Attendees:**

**Town of Oak Ridge:** Bill Bruce, Spencer Sullivan, Mayor Ann Schnieder, Jim Harton  
**The Wooten Company:** John Grey, Dave Malinauskas, Perry Mayhew

The following items are planned for discussion at the meeting:

**A. Progress Status**

1. Tank Site Selection and survey - complete
2. Geotechnical Investigation of Tank site – drilling started on 3/15/23, report will take about a few weeks to complete.
3. Begin design of tank – started, review draft of site plan virtually
4. Confirmation with W-S on sale of water
  - Met with City
  - Have not received draft MOU or Interlocal Agreement
  - Do have direction on meter vault configuration
  - Need to estimate flow demand. From Report:
    - This assumed the full system was built
  - Do we need to build BPS now? Still need to discuss further with HDR – need control valve
5. Get with local DOT regarding water main route – met with DOT on 3/15
6. Select side of road for water main – Monday surveyors on site and site selection will be made.

<b>5-Year:</b>	<b>300,000 GPD</b>
<b>10-Year:</b>	<b>400,000 GPD</b>
<b>30-Year:</b>	<b>550,000 GPD</b>

**B. Data Needed**

1. Tank
  - Access from parking area
  - Water line extended to Fire Dept in front, could then extend to back if desired.
  - Asphalt is suitable for driveway
  - Need to know what style of fence for tank site. Is barbed wire required?
    - Wooten will verify what is required by the State
    - Town will review what is allowed by codes
  - Area light needs to be full cut-off – no light extending beyond site
  - Need to have landscaping/plantings (holly trees) around tank fence



**E. Next Items**

1. Tank:

- o Finish design
- o Does Town want separate property for tank site? - no
- o Discuss permitting – Wooten to call PWS – well is transient non community well
- o Advertise project – after permitting

2. Water Main

- o Complete Survey
- o Look at road crossing locations and schedule soil borings
- o Determine where easements will be needed
- o Discussed possible extension to Town Center, could wait until project is bid to see how the bid prices are.

**F. Cost Opinion**

<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
12" WL	18500	LF	\$180	\$3,330,000
Meter Vault	1	EA	\$250,000	\$250,000
Booster PS	1	EA	\$750,000	\$750,000
FHs	15	EA	\$8,000	\$120,000
250,000 Gal Elev Tank	1	EA	\$2,300,000	\$2,300,000
Construction Subtotal				\$6,750,000
Contingency	10%			\$675,000
Engineering Services				
Tank Design				\$105,050
Tank Construction Services				\$209,550
Water Line Design				\$319,150
Water Line Construction Services				\$265,350
<b>TOTAL OPINION OF PROBABLY PROJECT COST</b>				<b>\$8,324,100</b>

**G. Questions or Comments**

Wooten to send site plan when ready

**H. Next Meeting**

1. Next meeting is May ??, 2023 will be set once site plan approval and permitting is more complete.. Then in Aug and Oct.





### Exhibit B: Approved Budget

<b>REVENUES</b>		<b>Total Revenue</b>
Guilford County Coronavirus State and Local Fiscal Recovery Funds Awarded	\$	3,265,000
<b>Budget Cost Categories</b> (If your budget costs do not fall within these cost categories, please add budget lines as needed and detail what the cost item(s) are)		<b>Total Expenditures</b>
1. Personnel (Salary and Wages)	\$	
2. Fringe Benefits	\$	
3. Travel	\$	
4. Equipment	\$	
5. Supplies	\$	
6. Contractual Services and Subawards	\$	
7. Consultant (Professional Service)	\$	
8. Construction	\$	3,265,000
9. Occupancy (Rent and Utilities)	\$	
10. Research and Development (R&D)	\$	
11. Telecommunications	\$	
12. Training and Education	\$	
13. Direct Administrative Costs	\$	
14. Miscellaneous Costs	\$	
15. <i>Add additional cost items as needed</i>		
16. Total Direct Costs (add lines 1-15)	\$	3,265,000
17. Total Indirect Costs		
Rate %: Base*:	\$	
18. Total Costs Federal Grant Funds (Lines 16 and 17)	\$	3,265,000
<b>MUST EQUAL REVENUE TOTALS ABOVE</b>		

\* *The Base is modified direct total costs (MTDC) of the subaward project. Pursuant to 2 CFR 200.68, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*



## Attachment A Scope of Work and Annual Budget

Before it will be possible to finalize this award and make any disbursement, you are required to provide to the Agency a description for how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. This will include a scope of work, information related to any potential sub-grants and an annual budget for the grant funds. Please attach additional sheets as necessary.

<b>1. Organization:</b>	
Organization Name:	Town of Oak Ridge
Tax Identification #:	56-2118649
Organization Fiscal Year End:	June 30, 2023

<b>2. Scope of Work:</b>
Recipient shall detail below how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include services to be provided, objectives to be achieved, and expected results. The description should also include anticipated timing of those services, objectives and expected results.
<ol style="list-style-type: none"> <li>1. <b>Survey, design, and preliminary geotechnical for a 250,000-gallon elevated water storage tank.</b> The objective of this task is a complete set of construction plans suitable for bid. Anticipated completion date is June 2023.</li> <li>2. <b>Survey, design, preliminary geotechnical, and easement mapping for 18,500 linear feet of 12" water main.</b> The objective of this task is a complete set of construction plans suitable for bid. Anticipated completion date is June 2024.</li> <li>3. <b>Bid assistance, construction administration, and construction observation for water storage tank.</b> Once a contract for construction is secured, the objective of this task is professional assistance and oversight in the construction of the water tank.</li> <li>4. <b>Construction of water storage tank.</b> The grant funds will be applied to a portion of the total anticipated cost of construction.</li> </ol>

<b>3. Subgrants:</b>			
a. Does the Recipient anticipate that it will sub-grant or pass down any funds to another organization?		Yes	X No
If yes, answer the following:			
b. Name of Sub-recipient	c. Program Name	d. Amount to Sub-recipient	

Below are general expenditure descriptions that can serve as a *guide* for preparing the organization's annual budget related to the grant award. Please add or delete expenditure captions for clarity if needed. The annual budget must be signed by an authorizing official.

The following annual budget is for the time period beginning (7/1/2022) and ending (6/30/2023.).

EXPENDITURE DESCRIPTION	AMOUNT
Employee Expenses (e.g. program related staffing).	
Water storage tank design	\$96,200
Water line design	\$310,300
Construction administration	\$218,400
Construction of water storage tank (partial)	\$529,181.75
Administration Expenses (e.g. overhead & project management)	
Other Expenses (e.g. related charges not assigned above and described by recipient)	
<b>Total Beginning Balance of the Project Fund</b>	<b><u>\$1,154,081.75</u></b>

With regard to the information contained herein, I certify that the annual budget has been approved by the Recipient's Chief Fiscal Officer, CEO or Board Chair.

  
Signature.

1/6/2023  
Date

Bill Bruce  
Printed Name

Town Manager  
Title



Date: May 4, 2023

To: Mayor Ann Schneider  
Mayor Pro Tem Jim Kinneman  
Council Member George McClellan

Council Member Martha Pittman  
Council Member Spencer Sullivan

From: Bill Bruce, Town Manager

## **Re: Budget Message**

It is my pleasure to present the proposed Town of Oak Ridge Fiscal Year 2023/2024 budget for your consideration. The budget has been prepared with considerable input and oversight from the Finance Committee and Finance Officer, as well as input from various committees and Town citizens. After four meetings of the Finance Committee, concluding with a favorable recommendation, I present this report to the Council and citizens in the form of a recommended budget. The recommendation is in the proper form for budgetary adoption and has been verified as to accuracy and completeness.

The proposed FY23/24 budget reflects the culmination of several multi-year planning efforts for major capital investments, including the construction of a 250,000-gallon elevated water storage tank and engineering for a 3.5-mile water line to connect the elevated tank to Winston-Salem/Forsyth County Utilities. Providing a clean, reliable source for both drinking water and firefighting has been a priority for the Town of Oak Ridge since at least 2003 when the Town conducted its first water study. The \$2.9M allocated in the proposed budget toward these crucial investments will be fully funded by state and federal grants.

The Town's commitment to investment in parks, open space, and trails is also reflected in this year's budget. Renovation of the Redmon House into the Farmhouse Community Center (including a new addition), beautification and functional improvements to the grounds surrounding the Farmhouse site, including new parking facilities; and construction of the Veterans Honor Green at Heritage Farm Park are all programmed in the coming fiscal year. An additional \$430,000 in state and federal grants (in addition to over \$90,000 in generous donations for the Veterans Honor Green) will contribute to the construction costs of these projects.

Construction of Heritage Farm Park has been approved by Council as a separate Capital Project Ordinance, and is included in this Budget Message as an attachment. It should be noted that over \$2M in grants were secured for this project.

Other initiatives include an accessible playground at Heritage Farm Park, further investment in the Town's growing network of trails, new bleachers and other functional and aesthetic improvements at Town Park, and a much-needed modernization of the Town's Development Ordinance. The budget also supports an expanded Music in the Park series and a Town of Oak Ridge 25<sup>th</sup> anniversary celebration, as well as popular annual events such as RidgeFest, Light Up the Night, Heritage Day, and other holiday celebrations.

The budget supports staff as they continue to provide exceptional service and guidance to the Town's thirteen standing boards and committees, as well as other project-specific working groups, consultants, and contractors; to maintain exceptional parks facilities; to provide outstanding citizen service; and to manage the increasingly demanding day-to-day responsibilities of a growing town.

On the revenue side, through steady and well-planned growth the Town anticipates a 10% increase in revenues, including property and sales tax collections, interest earnings and ABC revenue, as well as other formula-based state distributions. The 10% increase in revenue does not include almost \$4M in grant funding for capital projects anticipated in the next fiscal year, in addition to over \$1.7M in state and federal funds already received and programmed. Revenue increases are offset by a 14% increase in operating expenses, due to a number of factors including inflation, higher expenses related to grant administration and consulting services, as well as a growing staff with increasing administrative responsibilities. All expenses have been researched and vetted by the Finance Committee, and all income has been conservatively estimated after due consideration of our own historic financial data as well as the best information we could obtain from the North Carolina State Treasurer, the North Carolina Department of Revenue, and the Guilford County Tax Department as well as other sources. As in past years, all requests for expenditures have been heard, debated, and evaluated before being included in the budget.

The 2023-2024 recommended budget **proposes no change to the property tax rate of .0800** as adopted in 2017. Even with a number of major capital investments, including investments in parks and water infrastructure, the budget anticipates a fund balance in excess of \$2M at the end of FY23/24. This year's proposed budget therefore maintains the current tax rate, funds these initiatives, and also maintains adequate reserves.

The following budget message provides a recap of major initiatives in the 2022/23 budget year, summarizes major initiatives in the upcoming budget year, and then provides background information on the Town plans and policies that provide input into the budget process. The budget message also includes the 2023/24 budget ordinance and budget worksheet.

## Re-cap of 2022/23 Fiscal Year Priorities

---

The Town of Oak Ridge began its 25<sup>th</sup> year as an incorporated town in position to advance several multi-year initiatives including planning for the construction of a new park and planning for a future municipal water system. These priorities were set during Town Council's annual Capital Planning workshop, by the Strategic Plan, and through other adopted plans and studies.

1. *Heritage Farm Park.* Plans to begin construction of Heritage Farm Park were delayed by a long, but ultimately successful, search for adequate groundwater to serve the new park's irrigation and potable water needs. Following resolution of this issue and completion of engineered plans, the Town issued a Request for Proposals to contractors for construction of the park in November 2022. Town Council approved a bid from BAR Construction of Greensboro in February 2023, received Local Government Commission approval for a \$3M loan from Truist Bank to finance a portion of the project in April, and signed a contract in May (pending). The beginning of construction will mark a multi-year process that included purchase of the Whitaker and McCandless tracts, adoption of a Parks and Recreation Master Plan, a site-specific development plan, acquisition of a \$490,000 PARTF grant, allocation of \$1.656M in American Rescue Plan funding, and engineering and permitting.
2. *Water.* The establishment of a municipal water system advanced through two major initiatives in FY22/23. In early 2023 the community well system at the Honeycutt Reserve subdivision was completed and dedicated to the Town as the first component of the Town's municipal water system. An Enterprise Fund was established and seeded with a \$50,000 appropriation from the General Fund to pay for start-up costs associated with the new system. Community well systems in future residential developments in excess of thirty lots will be dedicated to the Town and will provide a base of customers to establish

the system. While currently served by groundwater sources, the Town made a major advancement in its effort to provide a long-term and viable surface water source for both firefighting and drinking water when it completed the Water for Firefighting Study and engaged the Wooten Company to prepare construction and engineering plans for a water tower (to initially be served by groundwater) and a water main to connect the Town's system to Winston-Salem/Forsyth County Utilities. Engineering of the water tower and water main, and construction of the tower, will be fully funded by \$2.915M in state funding and federal ARP funding allocated by Guilford County

3. *Farmhouse Community Center.* During this current fiscal year, the Town finalized and approved construction plans to convert the historic Redmon House at Oak Ridge Town Park into the Farmhouse Community Center. The former farm tenant house will be converted into a community center capable of hosting meetings and events of up to fifty people. On March 30, Town Council approved a bid from BAR Construction for \$630,000 to renovate and construct the community center, offset by \$380,000 in state funding and federal ARP funding allocated by Guilford County.
4. *NC 68 / NC 150 Intersection Improvements and Roundabouts.* In February 2023 the Town Council approved a Municipal Agreement with NCDOT to cost-share several functional and aesthetic improvements to the upcoming NC68/NC150 intersection improvement project. The town's \$326,700 commitment to sidewalks and aesthetic improvements to the proposed roundabouts and intersection further implements the Town of Oak Ridge Streetscape Vision Plan, adopted by Council in 2018.
5. *Trails and Open Space.* The Mountains-to-Sea Trail Committee and the Conservation Easement Committee continued their work planning and building trails and prioritizing conservation and historic preservation easements. Several miles of new trail easements were secured on the eastern side of Oak Ridge near the Carriage Cove and Pemberley Estates subdivisions, and volunteer crews have been busy constructing these new trails in addition to maintaining the Town's growing network of existing trails. In addition, through the work of the Conservation Easement Committee, Town Council agreed to provide matching funds toward a grant to purchase property along the Haw River for open space protection and passive recreation.



6. *Veterans Honor Green.* Construction plans for the Veterans Honor Green are complete and the Special Events Committee reached its ambitious initial fundraising goal in FY23/24. The committee secured over \$90,000 in private donations, which are matched by \$68,000 in Town funds and a \$50,000 State Capital and Infrastructure Fund (SCIF) grant.

# Priorities for 2023/2024 Fiscal Year

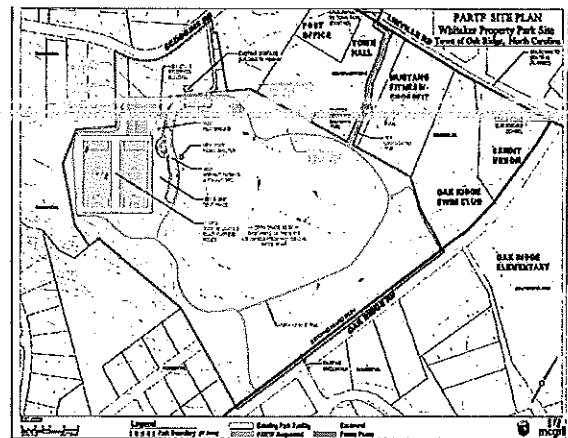
## Oak Ridge Strategic Plan: Vision Statement

Oak Ridge is a safe and livable community that takes great pride in its natural beauty and small-town village charm. The Town’s rich history and rural roots inspire an independent, family-oriented community engaged in planning for its future while preserving its unique character, historic resources, and open spaces.

Priorities for the 2023/24 Fiscal Year were shaped by the Goals and Policies adopted in the Town’s Strategic Plan, Capital Improvement Plan, the Parks and Recreation Master Plan, and the Streetscape Vision Plan. Below is a summary of the major proposed initiatives in 2023/24:

- 1. Construction of Heritage Farm Park.** Construction of Heritage Farm Park will be underway during Summer of 2023 and will be wrapping up toward late Spring of 2024. The Town will use a combination of American Rescue Plan funds, a Parks and Recreation Trust Fund grant, and debt proceeds to fund construction, which includes two multi-purpose playing fields, a picnic shelter, restrooms, parking lot, walking trails, and a playground. The project will add much-needed facilities for youth athletics, provide additional recreational opportunities for Oak Ridge citizens, and preserve an iconic vista of fields and woods in the Town’s Historic District.

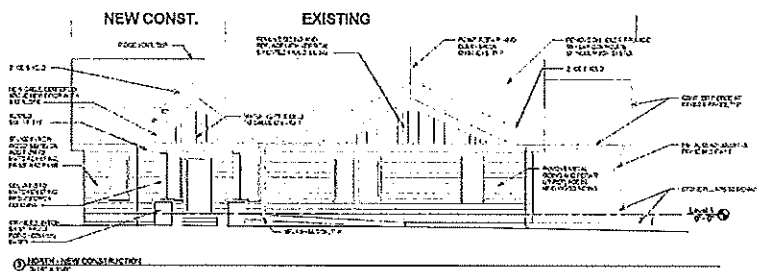
**Budgeted in separate Capital Project Ordinance**  
**Total Grants Awarded: \$2,146,102**  
**Town Funds: \$3,213,998**  
**Project Total: \$5,360,100**



- 2. Water.** Plans and permits for a 250,000 gallon elevated water storage tank located behind Town Hall will be complete and ready to bid by Summer 2023. When constructed (pending Council approval) the tower will be filled by a groundwater well and will initially serve the Oak Ridge Fire Department and irrigation and restroom facilities at Heritage Farm Park. Engineering for a 3.5-mile water main along NC 150 to connect the tower with Winston-Salem/Forsyth County Utilities will continue through FY23/24.

**Total Grants Awarded: \$2,915,000**  
**Town Funds: \$0**  
**Project Total: \$2,915,000**

- 3. Farmhouse Community Center (Redmon House).** Renovation and new construction to transform the historic Redmon House into the Farmhouse Community Center will begin in Summer 2023. When completed, the community



center will be used as an indoor meeting and event rental space and will bring new life to a vernacular historic structure in the heart of the Town's Historic District.

**Total Grants Awarded: \$380,000**

**Town Funds: \$270,000**

**Project Total: \$650,000**

4. *Town Park Entrance Master Plan.* A companion project to the Farmhouse Community Center, implementation of the Town Park Entrance Master Plan (under development) will include new parking facilities, sidewalks, and landscaping to the grounds surrounding the Farmhouse and will create an attractive and inviting entrance to the Town Park.

**Project Total: \$150,000**

5. *68/150.* Construction of intersection improvements at NC68/150, as well as roundabouts at NC150/Marketplace Dr. and NC68/Linville Rd. is slated to begin in September 2023. While federal and state dollars are the primary source of funds for the project, the Town has approved a municipal agreement for sidewalks and other improvements designed to further the goals of the Streetscape Vision Plan. While NCDOT construction work will be a major theme of the next fiscal year, the Town's obligation will not come due until after project completion in late 2025.

6. *MST.* The Mountains-to-Sea Trail Committee will continue its work planning and constructing sections of trail in Oak Ridge. Completion of over two new miles of trail in 2022/23 near the new Reserve at Carriage Cove and Pemberley Estates subdivisions is anticipated in 2024, and will further the committee's goal of connecting trails with the new Bandera Farms property on Bunch Rd., providing a gateway to the Piedmont Greenway, Summerfield, and Greensboro. Construction of a new trailhead parking lot for the new trails is included in the proposed budget.

**Project Total: \$68,000**

7. *Veterans Honor Green.* Construction of the Veterans Honor Green is anticipated in FY23/24. The Honor Green is designed as a contemplative space near and within a scenic stand of pines on the Heritage Farm Park property. Available funding currently exceeds the project's 2020 cost estimate of \$200,000.

**Total Grants Awarded: \$50,000**

**Total Donations: \$90,000**

**Town Funds: \$68,000**

**Project Total: \$208,000**



8. *Town Park/ Beautification.* The Parks and Recreation Department will undertake several projects at the Town Park in FY22/23, including window replacement at the caretaker's house, replacement of ballfield bleachers, top-dressing of multi-purpose fields, and equipment replacement.

**Project Total: \$67,000**

9. *Development Ordinance Modernization.* While the Town has adopted periodic updates to its Development Ordinance over the years, the bulk of the ordinance is over thirty years old. With the assistance of a consultant the Town will undertake a project to reorganize, streamline, and modernize the Development Ordinance to reflect building trends and best practices in planning and zoning, as well as to improve functionality and user-friendliness.

**Project Total: \$85,000**

10. *Water Enterprise Fund.* The Town will connect its first customers to the municipal water system, currently limited to the Honeycutt Reserve Subdivision, in FY2023/24. An Enterprise Fund budget of \$27,041 will cover meter purchases and contracted management services. These expenses will be fully offset by user fees and enterprise fund balance.

## Documents that set priorities for budget

---

Operational and capital expenses in the proposed budget are developed, debated, and vetted in a multitude of ways. Ideas for major capital expenses typically begin through long-range and strategic planning processes, which are conducted over many months of analysis and public involvement. Below is a summary of the long-range planning documents that are used as inputs into the proposed budget:

1. *Strategic Plan.* The Strategic Plan, adopted in December 2018 and revised in 2021 and 2023, was developed by Town Council to provide a strategic direction for initiatives over the next 5-10 years. The Plan highlights strategic priorities in four focus areas and sets an ambitious schedule for implementation.
2. *Capital Improvement Program (CIP).* Town Council meets in February of every year to review its current five-year Capital Improvement Program and to revise as necessary in order to reflect new or emerging priorities, infrastructure or equipment needs, or projects no longer deemed feasible. The result is a five-year Capital Improvement Program that guides budget development.
3. *Parks and Recreation Master Plan.* The Parks and Recreation Master Plan, adopted in 2020, sets priorities for system-wide investments in parks and recreation over the next 10 years. The plan analyzes existing facilities and community input, reviews recreation standards, and provides recommendations and strategies for improving and enhancing the park system in the Town of Oak Ridge. The Plan also includes detailed recommendations for development of Heritage Farm Park.
4. *Pedestrian Plan.* The Oak Ridge Pedestrian Plan was adopted in 2013. Through stakeholder and public involvement, the Plan prioritizes pedestrian improvements including sidewalks, side paths, and trails. The Plan is used as a guide in setting pedestrian priorities in the five-year CIP.
5. *Future Land Use Plan.* The Future Land Use Plan, first adopted in 2003, was amended and adopted by Town Council in 2016. The Plan primarily guides land use decisions and has particular relevance during rezoning requests as well as guides transportation policy, prioritizes open space preservation, and influences building and site design. The Plan also includes the Town's Thoroughfare and Collector Street Plan.
6. *Streetscape Vision Plan.* Oak Ridge adopted the Streetscape Vision Plan in April 2018. The Plan envisions streetscape improvements including sidewalks, lighting, planters, benches, and other improvements in the Town Core. It also recommends other design features to create a safe and inviting public realm for pedestrians and bicyclists.

## Budget calendar

---

Preparation of the Town budget began on February 15 when the Town Council met to discuss and adopt the Capital Improvement Plan (CIP) for 2023-2028. Following adoption of the CIP the Town Manager and Finance Officer met to review current year spending, prior year trends, and upcoming projects and initiatives. Input and requests were collected from Town staff, boards, and committees. Drafts of these figures were then reviewed, vetted, and amended through four Finance Committee meetings. The final version of the draft budget was released on May 4 with a public hearing scheduled for June 1 for public comment and Council consideration.

### Finance Committee Meeting Schedule FY 2022-23

Wednesday, Feb. 15	Town Council Capital Improvement Plan Workshop
Monday, Mar. 6	Finance Committee Meeting
Monday, Mar. 20	Finance Committee Meeting
Monday, Apr. 3	Finance Committee Meeting CANCELED
Monday, Apr. 17	Finance Committee Meeting
Monday, May 1	Finance Committee Meeting
Thursday, May 4	Preliminary Budget Released for Public Review
Thursday, June 1	Budget Public Hearing and Possible Adoption (7 pm)

## Budget summary

---

### Revenues

Increased revenues reflect the Town's continued trend of steady, well-planned growth. Property and sales tax revenues are projected to increase by 7% over the previous year's budget. Interest earnings and ABC revenue are projected to increase as well, though formula-based intergovernmental revenue sources, such as cable tax and electric power receipts, are projected to hold steady. An increase in park revenue is also projected, primarily due to an expanded Music in the Park series. Park facility rentals overall, however, continue to decline as the Town continues to lose tournament revenue to larger facilities.

Grant income, at 61.1% of the Town's revenue, is by far the largest source of income in the FY23/24 budget. All grants are tied to specific capital expenditures, and most grant revenue is payable as reimbursement of funds expended.

	Amount	Percent
• Grants	\$3,885,000	60.9%
• Property Tax Receipts	\$1,200,000	18.8%
• Sales Tax Receipts	\$422,000	6.6%
• Intergovernmental Revenue (e.g. utility and other taxes collected by the state and distributed to local governments)	\$324,385	5.1%
o ABC Distribution	\$250,000	3.9%
• Interest Earnings	\$90,000	1.4%
• Park Revenues	\$81,500	1.3%
• Planning and Zoning Fees	\$10,000	0.2%
• Fund Balance Appropriation	\$93,269	1.4%
• Water Enterprise Fund Revenue	\$20,603	0.3%
• Enterprise Fund Balance Appropriation	\$6,438	0.1%
TOTAL	\$6,383,195	100.0%

### Operating Expenses- Administrative

Administrative operating expenses include salaries and benefits for administrative employees; contracts for accounting, legal services, and consulting; expenses for Town committees and boards; as well as other miscellaneous operating expenses.

This year's budget includes allocations for merit increases for Town employees (5%), a small increase to Town Council stipends (\$100/month) and maintains benefits and retirement contributions for Town staff at current levels. The budget also maintains adequate funding for professional contracts for accounting and legal services and includes a consulting budget to address on-call engineering services and IT administration. An increase in accounting and consulting expenses reflects the additional auditing expenses associated with several large grants and a major reorganization and modernization of the Town's Development Ordinance.



Budget requests for Town committees and boards were reviewed by the Town Manager and Finance Committee with an eye toward historic funding levels and any new or proposed initiatives. Highlights include: training and education for the Planning and Zoning Board, Historic Preservation Commission, and Board of Adjustment; funding for grant programs including the Historic Heritage Grant Program and the Conserving Oak Ridge through Easements (CORE) grant initiative; development costs for a book documenting historic structures in Oak Ridge, as well as funding for communications and outreach for HPC; outreach and materials for the Tree Committee and MST Committee; and Special Events Committee programs, including Heritage Day, Light Up the Night, and an Oak Ridge 25<sup>th</sup> anniversary celebration.

	Amount	Percent
• Salaries and benefits for administrative employees	\$504,870	50.4%
• Contracts for accounting, legal services, consulting, Animal control, and tax collection	\$340,991	34.1%
• Expenses for Town committees and boards	\$63,077	6.3%
• Other operating expenses	\$91,600	9.2%
TOTAL	\$1,000,538	100.0%

#### *Operating Expenses- Building and Grounds*

	Amount	Percent
• Electricity, maintenance, furnishings, etc.	\$41,200	100.0%

#### *Operating Expenses- Culture and Recreation*

A 7% increase in Parks and Recreation expenses is proposed for the coming fiscal year, due in large part to expanded special events programming and continued increases in operations and maintenance expenses. A modest additional expense for maintenance of Heritage Farm Park is anticipated, though full maintenance responsibilities will not be realized until project completion in Summer 2024. The budget also continues a subsidy program for the Oak Ridge Youth Association (ORYA) for up to \$30,000 in facility use fees.

In addition to these added tasks and programs, Parks and Recreation staff will continue to provide superior service to the Town Park, the grounds at Town Hall, the Cascades Preserve, Union Cemetery, the "Welcome" signs, Town-installed sidewalks, the intersection of NC68 and NC150, the Redmon house, and a portion of the Mountains-to-Sea Trail. Staff will also continue to support facility rentals and special events held at the park. Culture and Recreation operating expenses also includes contributions to Senior Services of Guilford County.

	Amount	Percent
• Salaries and benefits for Parks employees	\$404,466	60.5%
• Operations and maintenance	\$174,900	26.1%
• Special events	\$42,000	6.3%
• Other (Senior Services, insurance, etc.)	\$17,500	2.6%
• ORYA stipend expense	\$30,000	4.5%
TOTAL	\$668,866	100.0%

## Capital Expenses

Capital expenses, summarized in the Priorities for 2023/24 Fiscal Year section of the Budget Message, include:

	Amount	Percent	Grant Total
• Water tank	\$2,680,000	57.2%	\$2,680,000
• Farmhouse Community Center	\$650,000	13.9%	\$380,000
• Debt service	\$313,933	6.7%	
• Heritage Farm Park Playground	\$280,000	6.0%	
• Water main (engineering only)	\$235,000	5.0%	\$235,000
• Veterans Honor Green	\$200,000	4.3%	\$132,000
• Town Park Entrance Master Plan Implementation	\$150,000	3.2%	
• Parks and Rec Equipment/Capital	\$67,000	1.4%	
• MST	\$65,000	1.4%	
• Property Acquisition (matching funds for LWCF grant approved FY22/23)	\$40,000	0.8%	
• IT equipment	\$7,250	0.1%	
TOTAL	\$4,688,183	100.0%	\$3,427,000*

\*Includes some grant money already in hand, but exclusive of PARTF grant budgeted in Capital Project Ordinance. Total grant INCOME in FY23/24 is \$3,885,000.

## Water Enterprise Fund

The Water Enterprise Fund is funded by user fees generated by customers of the Town's water system, currently limited to the Honeycutt Reserve subdivision. A modest enterprise fund balance appropriation is needed to balance the Water Enterprise Fund budget in the first full year of operation as homes are constructed and customers are added to the system.

Revenues (tap fees and water usage fees)	\$20,603
Water Enterprise Fund Balance Appropriation	<u>\$6,438</u>
	\$27,041
Expenses (Management fees, contingency reserve, meter costs)	\$27,041

**Fiscal Year 2023-2024 Proposed Budget Ordinance  
Released May 4, 2023**

**Revenues**

Ad valorem Taxes	1,200,000
Unrestricted Intergovernmental	4,881,335
Permits and Fees	10,000
Investment Earnings	90,000
Other Income	81,500
Donations	50
Water Enterprise Fund Revenue	20,603
Appropriation from Water Enterprise Fund Balance	6,438
Appropriation from Fund Balance	135,902
<b>Total Revenues and Appropriation from Fund Balance</b>	<b><u>6,425,828</u></b>

**Expenditures**

General Government	1,041,738
Cultural and Recreation	668,866
Capital Expenditure	4,688,183
Water Enterprise Fund Expense	27,041
Appropriation to Water Enterprise Fund Balance	0
<b>Total Expenditures</b>	<b><u>6,425,828</u></b>

**Total Expenditures and Appropriation to Fund Balance** **6,425,828**

Town of Oak Ridge  
Proposed Budget FY 2023-2024  
Modified Accrual Basis

10 General Fund

Revenues	2023-2024
Planning and Zoning Fees	
3110 Planning and Zoning Fees	10,000
<b>Total Planning and Zoning</b>	<b>10,000</b>
Tax Receipts	
3210 Property Tax Receipts	1,200,000
3220 Excise Tax Receipts	32,000
3230 Sales Tax Receipts	422,000
3250 Solid Waste Disposal Tax Dist.	6,000
3261 Telecommunication Services	9,000
3262 Video Programming	57,334
3263 Cable Tax Receipts	0
3264 Electric Power	205,000
3265 Piped Natural Gas	15,000
3839 Miscellaneous Revenues	1
<b>Total Tax Receipts</b>	<b>1,946,335</b>
3311 Grants	3,885,000
<b>Total Grants</b>	<b>3,885,000</b>
ABC Store	
3325 ABC Distribution	250,000
<b>Total ABC Store</b>	<b>250,000</b>
3350 HPC Donations	0
3360 Special Events Committee Revenue	0
3370 Veterans Memorial Donations	0
3380 MST Committee Revenues	50
<b>Total Donations</b>	<b>50</b>
Interest	
3831 Interest Earnings	90,000
<b>Total Interest</b>	<b>90,000</b>

15 Cultural & Recreation Fund

Other Park Revenues	
3331 Dog Park Fund Donations	0
3341 Special Events-Park	22,800
3342 Facility Rental	14,000
3343 Program Fees	1,200
3344 User Fees	10,500
3345 Other Park Revenue - Other	3,000
3346 ORYA Stipend Revenue	30,000
<b>Total Other Park Revenues</b>	<b>81,500</b>

<b>Total Revenues</b>	<b>6,262,885</b>
-----------------------	------------------

Town of Oak Ridge  
Proposed Budget FY 2023-2024  
Modified Accrual Basis

Operating Expenses

4100 Administrative

	Administrative Salaries	341,866
1008	Medicare Expense	4,957
1009	Social Security Expense	21,196
1010	Retirement Expense	43,930
1011	Health/Dental/Vision	74,730
1013	Life Insurance	2,835
1014	Worker Comp	2,800
1015	Unemployment	800
1016	Disability Insurance	1,500
1017	SIMPLE Contribution	10,256
1035	Property Taxes	0
1081	Accounting	120,000
1082	Consulting	134,000
1084	Animal Control	25,991
1090	Legal Fees	50,000
1091	Tax Collection Fees	5,500
1095	Well Monitoring	5,500
2610	Office Supplies	5,500
2611	Postage and Delivery	1,000
3100	Travel	1,000
3101	Travel-Administrative	3,000
3120	Mileage Reimbursement	3,000
3150	Education	6,000
3210	Communications	6,000
3320	Web Hosting Fees	3,000
3700	Advertising	4,000
3950	Dues and Subscriptions	35,000
3960	Bank and Merchant Fees	2,000
3970	Elections	5,000
3990	Miscellaneous	500
4210	Board of Adjustments	500
4220	Historical Committee	17,990
4230	Ordinance Conversion	3,000
4240	Planning Board	1,000
4250	Tree Board	1,500
3981	Special Events Committee-Town	17,587
4300	Equipment Lease	6,600
4350	MST Committee	1,500
4360	Conservation Easement Committee	20,000
4500	Liability Insurance	10,000

**Total Administrative**

**1,000,538**

Town of Oak Ridge  
Proposed Budget FY 2023-2024  
Modified Accrual Basis

<b>Building and Grounds</b>		
1083	Security Monitoring	700
2110	Furnishings	3,500
3310	Electricity	19,000
3510	Repairs & Maintenance	12,000
3515	Cleaning	6,000
<b>Total Building and Grounds</b>		<b>41,200</b>

<b>Cultural and Recreation Expense</b>		
1004	Salary-Other	271,257
1008	Medicare Expense	3,933
1009	Social Security Expense	16,818
1010	Retirement Expense	34,857
1011	Health/Dental/Vision	61,785
1013	Life Insurance	1,890
1014	Worker Comp	5,726
1015	Unemployment	1,000
1016	Disability Insurance	1,200
1017	SIMPLE Contribution	6,000
3500	Operations and Maintenance	174,900
3833	Contributions to Other Agencies	9,000
3981	Special Events-Park	42,000
3982	Dog Park Expense	0
3983	ORYA Stipend Expense	30,000
4500	Liability Insurance	8,500
<b>Total Cultural and Recreation Expense</b>		<b>668,866</b>

<b>Total Expenses</b>	<b>1,710,604</b>
-----------------------	------------------

<b>Net Revenue Before Capital</b>	<b>4,552,281</b>
-----------------------------------	------------------

91 Capital Expense

Capital Expenses

5210	Capital Exp - Computer, etc	7,250
5500	Capital Outlay - Land-Improvements-ROW	4,327,000
5700	Capital Outlay - Park Land and Debt Service	353,933
<b>Total Capital Expense</b>		<b>4,688,183</b>

<b>Total Expenditures</b>	<b>6,398,787</b>
---------------------------	------------------

<b>Net Revenue</b>	<b>(135,902)</b>
--------------------	------------------

Town of Oak Ridge  
Proposed Enterprise Fund Budget FY 2023-2024  
Accrual Basis

20 Water Enterprise Fund

Revenues	2023-2024
Fees	
Tap Fees	11,000
Water Usage Fees	9,603
<b>Total Fees</b>	<u>20,603</u>
<b>Total Revenues</b>	<u><u>20,603</u></u>

Expenses	
Operating Expenses	
Management Fee Expense	15,000
Customer Service Fee Expense	561
Transfer to Contingency Reserve	480
Meter Cost	11,000
<b>Total Enterprise Expense</b>	<u>27,041</u>
<b>Total Expenditures</b>	<u><u>27,041</u></u>

<b>Net Revenue</b>	<u><u>(6,438)</u></u>
--------------------	-----------------------



## RESOLUTION R-2023-04

### AMENDED CAPITAL PROJECT BUDGET ORDINANCE FOR THE TOWN OF OAK RIDGE

BE IT ORDAINED by the Town Council of Oak Ridge that, pursuant to N.C. Gen. Stat. § 159-13.2, the following capital project ordinance is hereby adopted:

**Section 1:** The project authorized by this ordinance is the construction of Phase One of Heritage Farm Park, and includes a parking lot and access drive, two multi-purpose athletic fields, a walking trail, restroom building, playground, picnic shelter, and associated appurtenances.

**Section 2:** The Parks and Recreation Director and the Town Manager are hereby authorized to proceed with the capital project within the guidelines set by the budget contained herein.

**Section 3:** The following amounts are appropriated for the project:

Phase One Heritage Farm Park	\$ 4,790,000
Athletic Field Lighting	\$ 422,500
Construction Administration	<u>\$ 147,600</u>
TOTAL	\$5,360,100

**Section 4:** The following financing sources are anticipated to be available to complete the project:

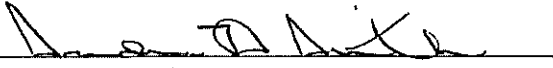
American Rescue Plan Act (ARPA) appropriation	\$ 1,656,102
PARTF grant	\$ 490,000
Proceeds from installment contract	\$ 3,000,000
Fund balance appropriation	<u>\$ 213,998</u>
TOTAL	\$5,360,100

**Section 5:** The Finance Officer is hereby authorized to transfer appropriations as set forth herein between line item expenditures as he deems necessary during the course of development of the project, provided that (a) the amount of any such transfer shall not exceed the total amount of \$5,360,100 approved for the project without prior approval of the Council, and (b) the finance officer make periodic reports of all such transfers at regular Council meetings.

**Section 6:** Copies of this capital project ordinance shall be furnished to the Town Clerk, the Town Manager, the Mayor, and the Finance Officer for direction in carrying out the project.



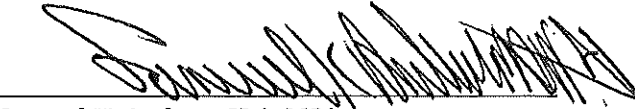
AMENDED this 30<sup>th</sup> day of March, 2023.



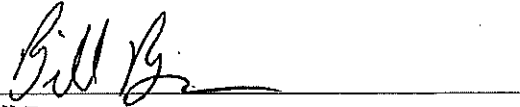
Sandra B. Smith, CMC, NCCMC  
Asst. Town Manager/Town Clerk



Ann Schneider  
Mayor



Samuel K. Anders, CPA, MSA  
Finance Officer



Bill Bruce  
Town Manager



## Town of Oak Ridge Capital Improvement Program

Adopted March 2, 2023

---

### FY 2023-24

Heritage Farm Park Phase 1 (portion)	\$3,912,500
Playground/shade structure	280,000
Administration/contingency (portion)	150,000
Veterans Honor Green	200,000
MST	65,000
Elevated water tank	2,680,000
Water main – Forsyth County line to Town Hall (engineering)	235,000
Park equipment	30,000
Town Park entrance improvements	150,000
Debt service- Whitaker	234,000
Debt service- Heritage Farm Park Phase 1	<u>311,300</u>
	<b>8,247,800</b>
State Water Grant	(1,155,000)
PARTF Grant	(490,000)
American Rescue Plan	(1,800,000)
	<b>4,802,800</b>

### FY 2024-25

Sidewalks (engineering)	85,000
NC150- NC68 to Bastille	
NC68- Linville to Fogleman	
MST	37,500
Park equipment	21,000
Debt service- Whitaker	223,200
Debt service- Heritage Farm Park Phase 1	<u>303,400</u>
	<b>670,100</b>

### FY 2025-26

Sidewalks (construction)	340,000
NC150- NC68 to Bastille	
NC68- Linville to Fogleman	
NC68/150 intersection improvements	400,000
MST	37,500
Park equipment	50,000
Debt service- Whitaker	212,400
Debt service- Heritage Farm Park Phase 1	<u>295,500</u>
	<b>1,335,400</b>

### FY 2026-27

MST	37,500
Park equipment	28,000
Debt service- Whitaker	201,600
Debt service- Heritage Farm Park Phase 1	<u>287,700</u>
	<b>554,800</b>

## Town of Oak Ridge Capital Improvement Program

Adopted March 2, 2023

---

### FY 2027-28

MST	
Park equipment	21,000
Debt service- Whitaker	190,800
Debt service- Heritage Farm Park Phase 1	<u>271,900</u>
	<b>521,200</b>

### Future Years (not programmed)

Heritage Farm Park Phase 2	
Tennis/pickleball Courts	700,000
Basketball court	40,000
Small picnic shelters	30,000
Town Park	
Security	60,000
Field #5	250,000
Fitness stations	29,000
Parking lot expansion	120,000