Wendell Town Board of Commissioners

Town Hall, Board Room

409 Landing View Drive, Wendell, NC, 27591

Regular Session Agenda

Monday, January 26, 2026 @ 7:00 PM

CALL TO ORDER

Call to Order - Mayor Virginia Gray
Pledge of Allegiance - Wendell Elementary School Student, King Horton
Invocation - Wendell Council of Churches

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD

The public may participate in public comment period in the following ways:
1. Signing up for public comment period the night of the meeting if attending in person. Please sign up at the podium in the Board Room lobby. Sanitation stations will be available. You will have three minutes to speak.
2. Submitting written statements via email to the Town Clerk at mtew@townofwendellnc.gov by the Friday prior to the Board Meeting, before 5 p.m. Please include your full name and address for the record. All written public comments timely received will be read into the record for a length of three minutes and copies will be provided to the Board of Commissioners at or before the meeting.

3. CONSENT AGENDA

3.a Wake County Tax Report

Staff Contact: Mary Beth Tew
Town Clerk
mtew@townofwendellnc.gov

3.b Approval of Summary of Minutes from January 10, 2026

Staff Contact: Mary Beth Tew
Town Clerk
mtew@townofwendellnc.gov

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4.a Recognition of Wendell Elementary School Teacher, Kate Davis

Staff Contact: Mary Beth Tew
Town Clerk
mtew@townofwendellnc.gov

4.b Fiscal Year 2026 Monthly Financial Reports Through December 2025

Staff Contact: Garrett Johnson
Finance Director
gjohnson@townofwendellnc.gov

4.c Review of the Citizen Advisory Board Appointment Process and Upcoming Vacancies

Staff Contact: Mary Beth Tew
Town Clerk
mtew@townofwendellnc.gov

4.d Parks & Recreation Master Plan Update

Staff Contact: Jeff Polaski
Parks & Recreation Director
jpolaski@townofwendellnc.gov

5. PUBLIC HEARINGS

5.a A25-11 - Public Hearing for Approximately 1.142 Acres, PIN: 1794356852, Located at 4931 Drive In Lane

Staff Contact: Bryan Coates
Planning Director
bcoates@townofwendellnc.gov

6. ADMINISTRATIVE ITEMS

6.a Decision to Approve Rankings and Authorize the Town Manager to Negotiate and Sign a Contract for the Request for Qualifications (RFQ) #677-PR26-02 for Professional Concept and Design Services for the Recreation Center Project

Staff Contact: Jeff Polaski
Parks and Recreation Director
jpolaski@townofwendellnc.gov

6.b Authorize the Town Manager to Execute a Task Order for Professional Services for the Main Street Park Design by Surface 678, P.A.

Staff Contact: Jeff Polaski
Parks and Recreation Director
jpolaski@townofwendellnc.gov

7. OTHER BUSINESS

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

ADJOURN

AGENDA ITEM NO. 3.a

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Mary Beth Tew, Administration
ITEM TYPE:	Tax Reports
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	Wake County Tax Report
SPECIFIC ACTION REQUESTED:	Information Only
ITEM SUMMARY:	The Town of Wendell Board of Commissioners will receive the attached tax report submitted to the Town by Wake County. The report is provided for informational purposes only and no decisions are made by the Town.

ATTACHMENTS:
Wake County Tax Report January 2026

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

January 6, 2026

Ms. Mary Beth Tew
Town Clerk
Town of Wendell
409 Landing View Drive
Wendell, NC 27591

Dear Ms. Tew:

The Wake County Board of Commissioners, in regular session on January 5, 2026, approved and accepted the enclosed tax report for the Town of Wendell.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

11/01/2025 - 11/30/2025

Rebate Detail Report

WENDELL

DATE 12/01/2025 TIME 3:55:08 PM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
942062	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007029901	2025	2025	000000	W C WENDELL LLC
942110	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007062021	2025	2025	000000	PICO DE GALLO LLC
941990	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007048311	2025	2025	000000	SIP AND SHOP CAFE LLC
942135	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007034468	2025	2025	000000	TAP IT MINI GOLF & BREWERY LLC
941945	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007046609	2025	2025	000000	COPPER CRUST COMPANY LLC
942183	131.25	0.00	13.13	0.00	144.38	11/5/2025	0006998391	2025	2025	000000	ASSOCIATED EQUITY GROUP LLC
942212	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007000625	2025	2025	000000	SIDE-PARK 2 LLC
941960	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007025027	2025	2025	000000	JETER MANAGEMENT GROUP INC
941967	131.25	0.00	13.13	0.00	144.38	11/5/2025	0007025069	2025	2025	000000	HAPPIE CHICKS TOO
SUBTOTALS FOR BUSINESS ACCOUNTS	**1,181.25**	**0.00**	**118.17**	**0.00**	**1,299.42**	**1,299.42**		**9 Properties Rebated**			
INDIVIDUAL PROPERTY ACCOUNTS											
944059	4.20	0.00	0.42	0.00	4.62	11/19/2025	0006813483	2025	2025	000000	FELTON, HERMAN JR
944058	4.20	0.00	0.42	0.00	4.62	11/19/2025	0006813483	2024	2024	000000	FELTON, HERMAN JR
944056	117.32	30.00	0.00	0.00	147.32	11/19/2025	0007041051	2025	2024	000000	WILLIAMS, DONALD LEWIS
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**125.72**	**30.00**	**0.84**	**0.00**	**156.56**	**156.56**		**3 Properties Rebated**			

INDIVIDUAL REAL ESTATE ACCOUNT

944061	865.28	0.00	0.00	0.00	865.28	11/19/2025	0000314238	2025	2025	000000	WILSON, DAPHNE E
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**865.28**	**0.00**	**0.00**	**0.00**	**865.28**	**865.28**		**1 Properties Rebated**			
TOTAL REBATED FORWENDELL	**2,172.25**	**30.00**	**119.01**	**0.00**	**2,321.26**	**2,321.26**		**13 Properties Rebated for City**			

AGENDA ITEM NO. 3.b

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Mary Beth Tew, Administration
ITEM TYPE:	Minutes
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	Approval of Summary of Minutes from January 10, 2026
SPECIFIC ACTION REQUESTED:	Approve the Summary of Minutes
ITEM SUMMARY:	On Saturday, January 10, 2026, at 8:00 a.m., the Town Board of Commissioners held an Organizational Retreat at Town Hall, 409 Landing View Drive, Wendell, NC, 27591. The attached Summary of Minutes are to be approved at the Town Board of Commissioners' Meeting and then posted to the website and kept in the Minutes Book.

ATTACHMENTS:
Minutes - January 10, 2026

TOWN OF WENDELL
TOWN BOARD OF COMMISSIONERS ORGANIZATIONAL RETREAT MINUTES
January 10, 2026

The Wendell Town Board of Commissioners held their Organizational Retreat on Saturday, January 10, 2026, in the Town Board Room, Wendell Town Hall, 409 Landing View Drive.

Present: Mayor Virginia Gray, Mayor Pro Tempore Joe DeLoach, Commissioner Kate Benson, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Dustin Ingalls

CALL TO ORDER

Mayor Gray called the meeting to order at 8:00 a.m.

1. RETREAT AGENDA

1.a Commissioner Rules of Procedure Review

Staff Contact: Marc Collins
Town Manager
mcollins@townofwendellnc.gov

Marc Collins, Town Manager, review the rules of procedure.

The Board discussed the rules of procedure.

1.b Administrative Procedure Review

Staff Contact: Stephanie Smith
Assistant Town Manager
ssmith@townofwendellnc.gov

Stephanie Smith, Assistant Town Manager, reviewed the administrative procedures.

The Board discussed the administrative procedures.

1.c Communications Review

Staff Contact: Tyler Newman
Communications Manager
tnewman@townofwendellnc.gov

Tyler Newman, Communications Manager, reviewed the Communications Tools for the Town.

The Board discussed the communications tools for the Town.

1.d Legal and Legislative Review (Closed Session if needed)

Staff Contact: Jim Cauley
Town Attorney

Jim Cauley, Town Attorney, provided a legislative review.

ACTION
Mover: Mayor Pro Tempore Joe DeLoach made a motion to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3).
Ayes: Mayor Pro Tempore Joe DeLoach, Commissioner Kate Benson, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Dustin Ingalls
Nays: None
Vote: 5-0

ACTION
Mover: Mayor Pro Tempore Joe DeLoach made a motion to resume regular session.
Ayes: Mayor Pro Tempore Joe DeLoach, Commissioner Kate Benson, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Dustin Ingalls
Nays: None
Vote: 5-0

BREAK

The Mayor called for a break at 10:23 a.m.

The Mayor called the meeting back to order at 10:35 a.m.

1.e Core Values and Enneagram Exercise

Staff Contact: Sarah Madras

Sarah Madras and Cassandra Pickett facilitated the Board through an Enneagram exercise.

LUNCH

The Mayor called for a break at 12:19 p.m.

The Mayor called the meeting back to order at 12:28 p.m.

Mrs. Madras and Mrs. Pickett led the group through a core values exercise.

1.f Budget and Strategic Plan Process Review

Staff Contact: Marc Collins
Town Manager
mcollins@townofwendellnc.gov

1.g Capital Project Update

Staff Contact: Jeffery Brown
Assistant Town Manager
jbrown@townofwendellnc.gov

Marc Collins, Town Manager, gave a brief update on the current capital projects.

1.h Commissioner Committee Assignment Discussion

Staff Contact: Mary Beth Tew
Town Clerk
mtew@townofwendellnc.gov

Mary Beth Tew, Town Clerk, presented the current Commissioner Committee assignments.

The Board discussed the Commissioner Committee assignments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 2:47 p.m.

_____
Virginia R. Gray
Mayor

ATTEST:

_____
Mary Beth Tew
Town Clerk

AGENDA ITEM NO. 4.a

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Mary Beth Tew, Administration
ITEM TYPE:	Awards and Presentations
AGENDA SECTION:	RECOGNITIONS, REPORTS, AND PRESENTATIONS
SUBJECT:	Recognition of Wendell Elementary School Teacher, Kate Davis
SPECIFIC ACTION REQUESTED:	Mayor recognizes Teacher.

ITEM SUMMARY:

Ms. Davis is always there to support our students! Students are facing a wide range of challenges at home that impact them everyday. Ms. Davis is always there to help us support them in the classroom and equip them with tools and strategies so that they can be successful at home as well. She frequently checks in and is very responsive and supportive when we reach out.

AGENDA ITEM NO. 4.b

Item Cover Page

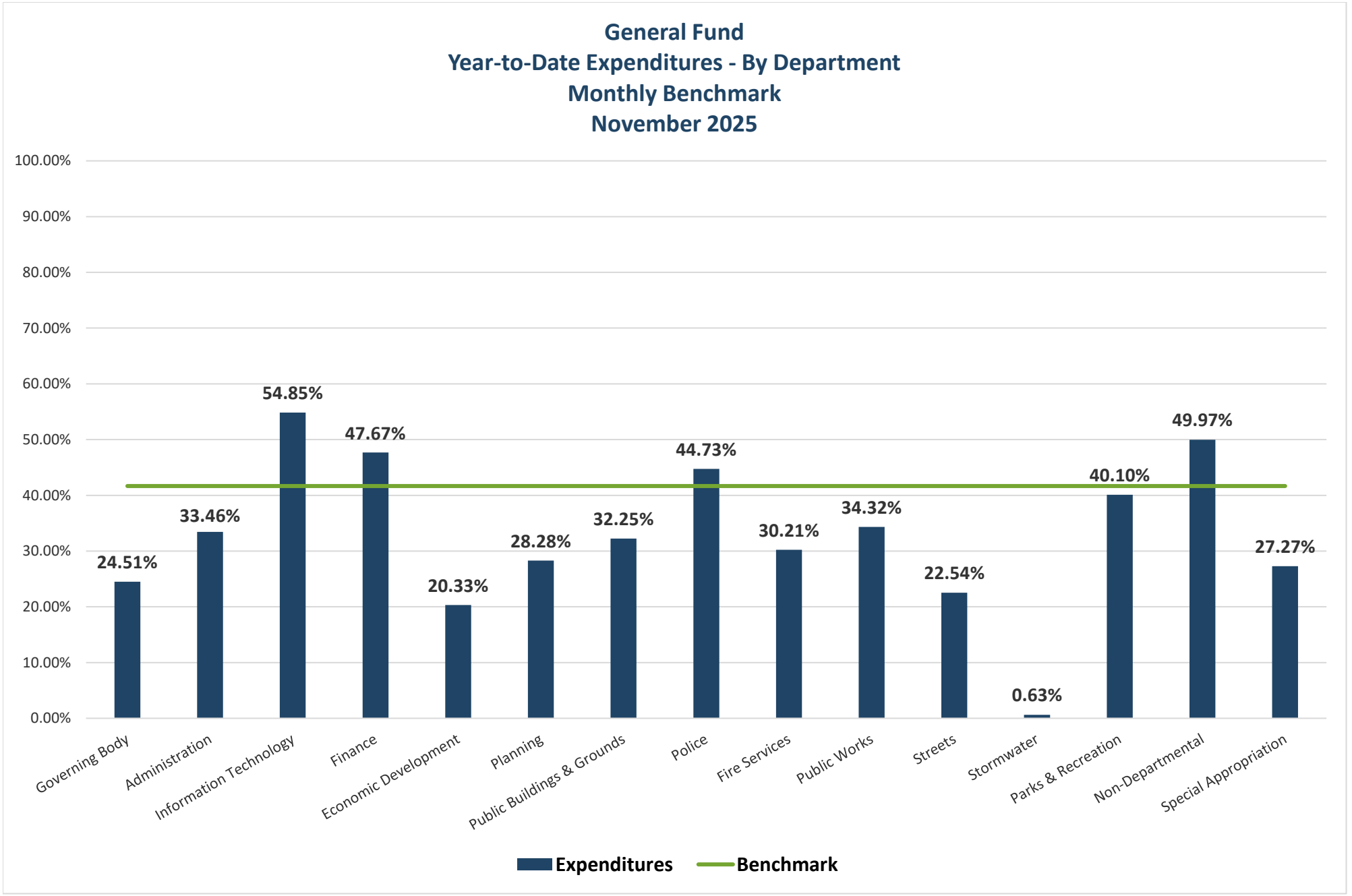
TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

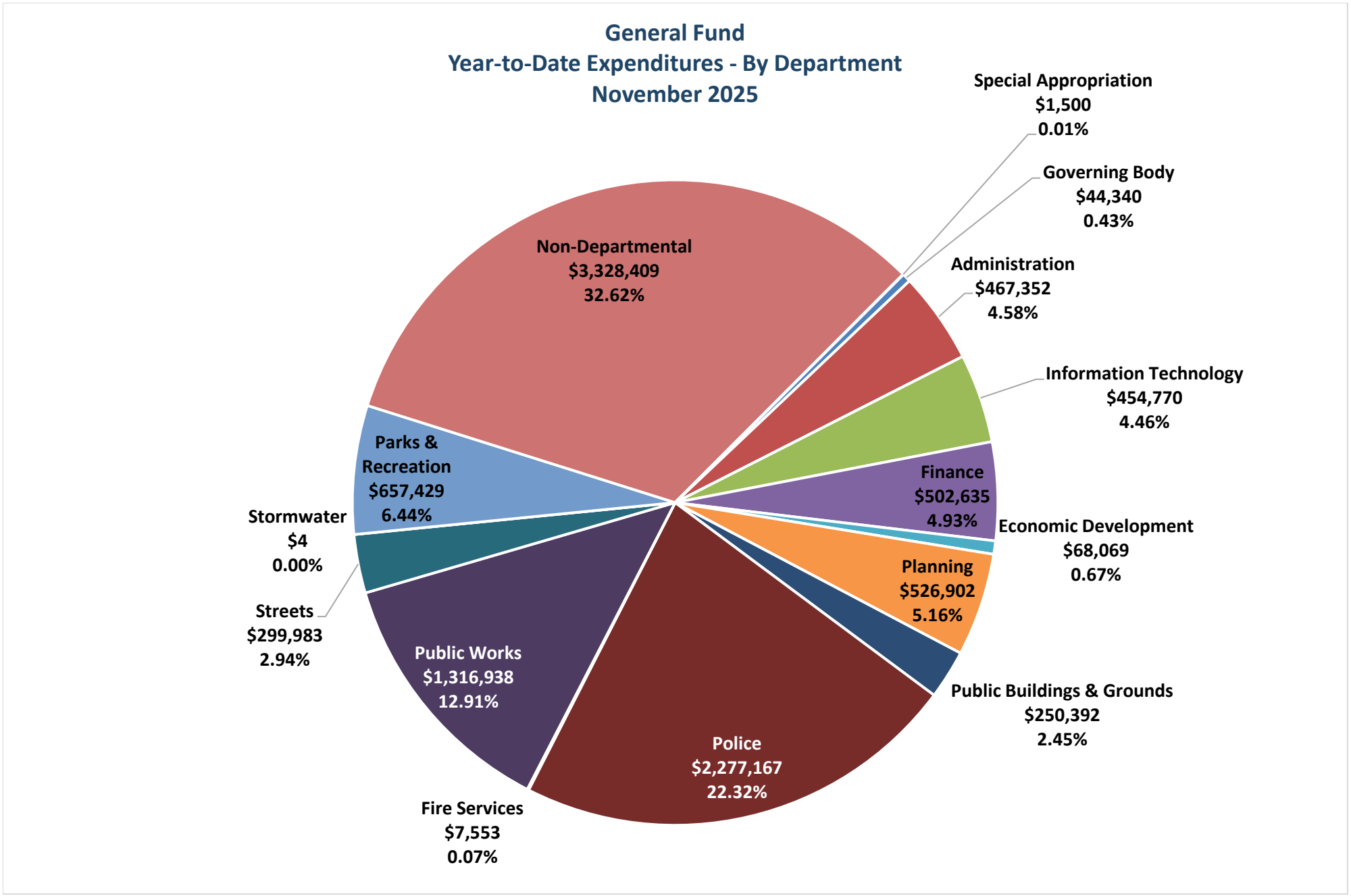
DATE:	January 26, 2026
SUBMITTED BY:	Garrett Johnson, Finance
ITEM TYPE:	Discussion
AGENDA SECTION:	RECOGNITIONS, REPORTS, AND PRESENTATIONS
SUBJECT:	Fiscal Year 2026 Monthly Financial Reports Through December 2025
SPECIFIC ACTION REQUESTED:	Report on Current Financials for information purposes.
ITEM SUMMARY:	The Financial Performance Reports are attached for the Fiscal Year 2026 through December 2025.

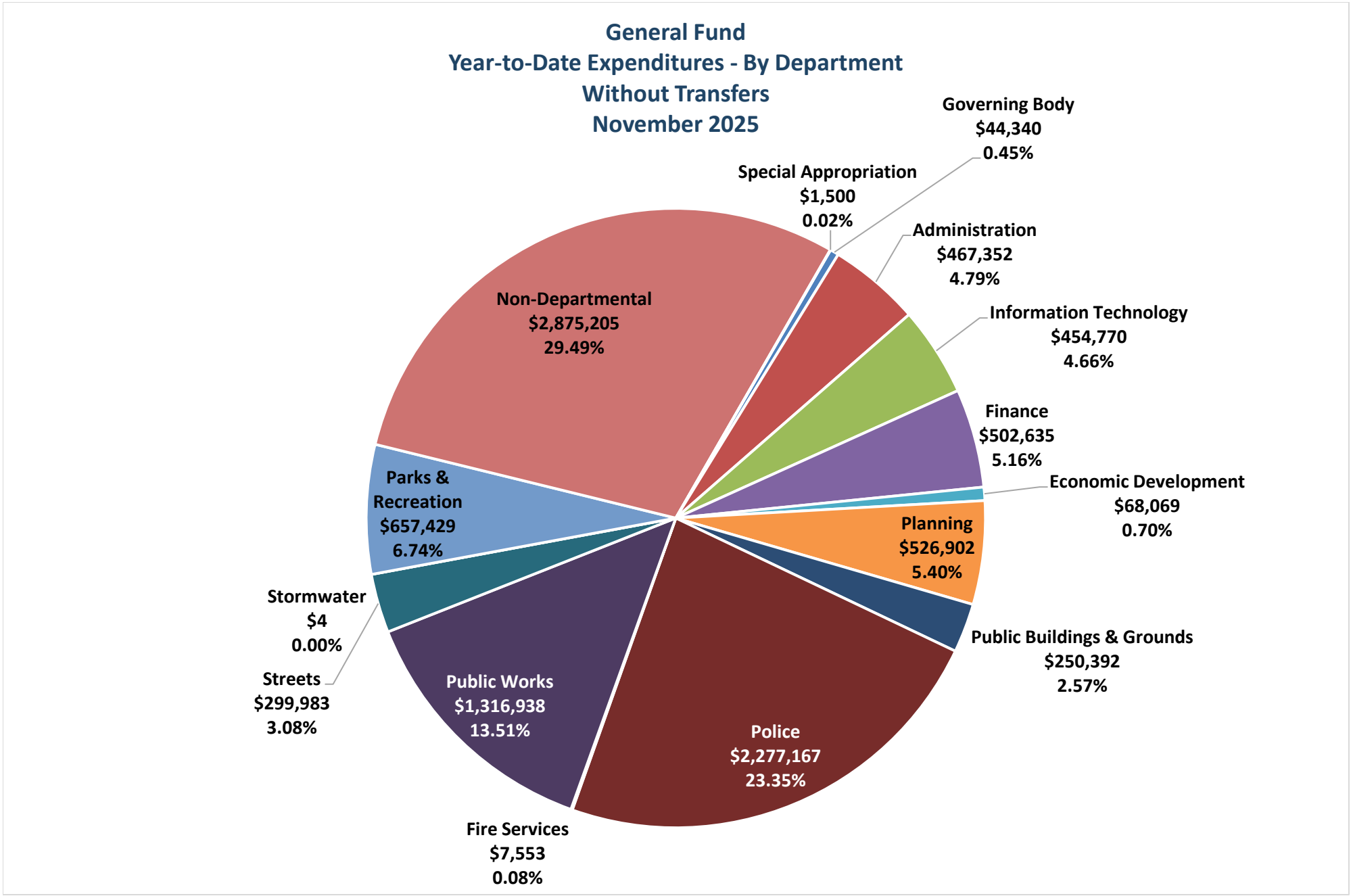
ATTACHMENTS:
FY 2026 Financial Snapshot Report - November 2025
FY 2026 Financial Snapshot Report - November 2025 - Print Friendly
FY 2026 Financial Snapshot Report - December 2025
FY 2026 Financial Snapshot Report - December 2025 - Print

Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Governing Body	10-410	$180,871	$0	$180,871	$44,340	24.51%
Administration	10-420	$1,383,790	$12,950	$1,396,740	$467,352	33.46%
Information Technology	10-430	$748,179	$80,930	$829,109	$454,770	54.85%
Finance	10-440	$1,061,115	-$6,650	$1,054,465	$502,635	47.67%
Economic Development	10-450	$308,508	$26,375	$334,883	$68,069	20.33%
Planning	10-490	$1,863,375	$0	$1,863,375	$526,902	28.28%
Public Buildings & Grounds	10-500	$782,615	-$6,235	$776,380	$250,392	32.25%
Police	10-510	$5,042,786	$48,510	$5,091,296	$2,277,167	44.73%
Fire Services	10-530	$25,000	$0	$25,000	$7,553	30.21%
Public Works	10-560	$3,964,574	-$127,785	$3,836,789	$1,316,938	34.32%
Streets	10-570	$1,394,045	-$63,200	$1,330,845	$299,983	22.54%
Stormwater	10-580	$0	$625	$625	$4	0.63%
Parks & Recreation	10-620	$1,637,700	$1,945	$1,639,645	$657,429	40.10%
Non-Departmental	10-660	$6,163,416	$497,760	$6,661,176	$3,328,409	49.97%
Special Appropriation	10-690	$5,500	$0	$5,500	$1,500	27.27%
Total		**$24,561,474**	**$465,225**	**$25,026,699**	**$10,203,443**	**40.77%**


General Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
24.51%
33.46%
54.85%
47.67%
20.33%
28.28%
32.25%
44.73%
30.21%
34.32%
22.54%
0.63%
40.10%
49.97%
27.27%
Governing Body
Administration
Information Technology
Finance
Economic Development
Planning
Public Buildings & Grounds
Police
Fire Services
Public Works
Streets
Stormwater
Parks & Recreation
Non-Departmental
Special Appropriation
Expenditures
Benchmark

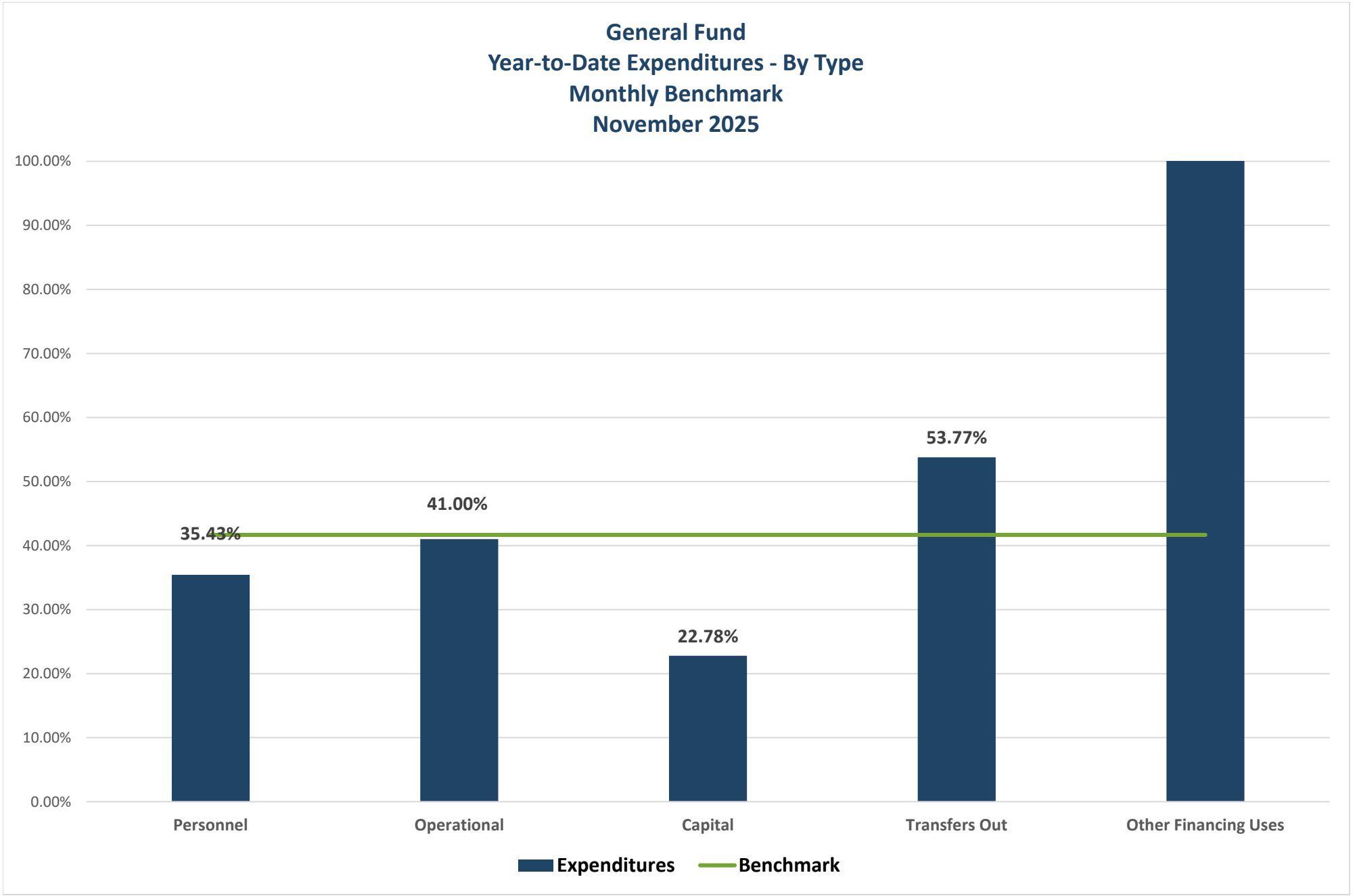

General Fund
Year-to-Date Expenditures - By Department
November 2025
Special Appropriation
$1,500
0.01%
Governing Body
$44,340
0.43%
Administration
$467,352
4.58%
Information Technology
$454,770
4.46%
Finance
$502,635
4.93%
Economic Development
$68,069
0.67%
Planning
$526,902
5.16%
Public Buildings & Grounds
$250,392
2.45%
Police
$2,277,167
22.32%
Fire Services
$7,553
0.07%
Public Works
$1,316,938
12.91%
Streets
$299,983
2.94%
Stormwater
$4
0.00%
Parks & Recreation
$657,429
6.44%
Non-Departmental
$3,328,409
32.62%


General Fund
Year-to-Date Expenditures - By Department
Without Transfers
November 2025
Governing Body
$44,340
0.45%
Special Appropriation
$1,500
0.02%
Administration
$467,352
4.79%
Information Technology
$454,770
4.66%
Finance
$502,635
5.16%
Economic Development
$68,069
0.70%
Planning
$526,902
5.40%
Public Buildings & Grounds
$250,392
2.57%
Police
$2,277,167
23.35%
Fire Services
$7,553
0.08%
Public Works
$1,316,938
13.51%
Streets
$299,983
3.08%
Stormwater
$4
0.00%
Parks &
Recreation
$657,429
6.74%
Non-Departmental
$2,875,205
29.49%

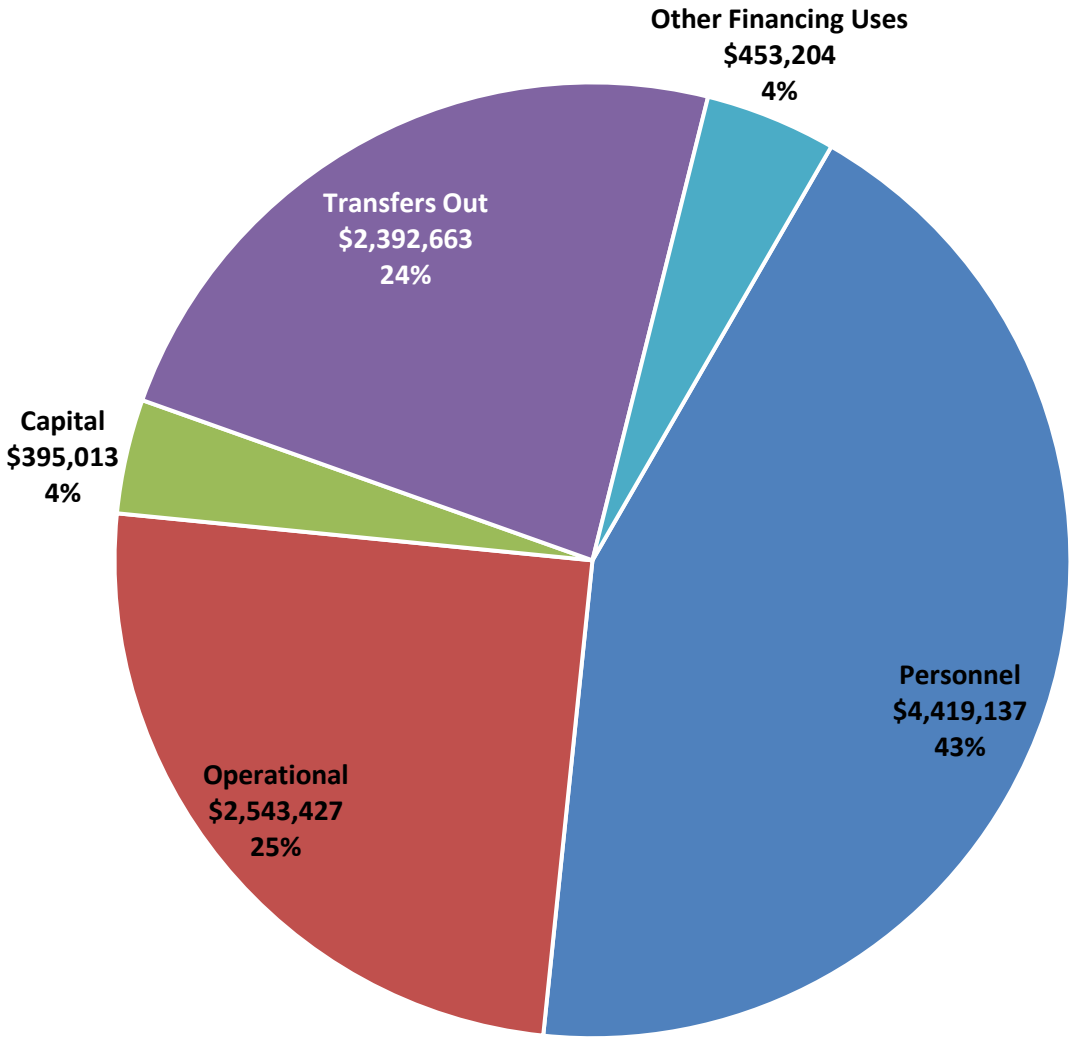
Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

TYPE	*ADOPTED BUDGET*	*AMENDED BUDGET*	*MODIFIED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Personnel	$12,675,500	-$204,050	$12,471,450	$4,419,137	35.43%
Operational	$6,242,696	-$38,472	$6,204,224	$2,543,427	41.00%
Capital	$1,691,447	$42,512	$1,733,959	$395,013	22.78%
Transfers Out	$3,951,831	$497,760	$4,449,591	$2,392,663	53.77%
Other Financing Uses	$0	$167,475	$167,475	$453,204	270.61%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$10,203,443**	**40.77%**

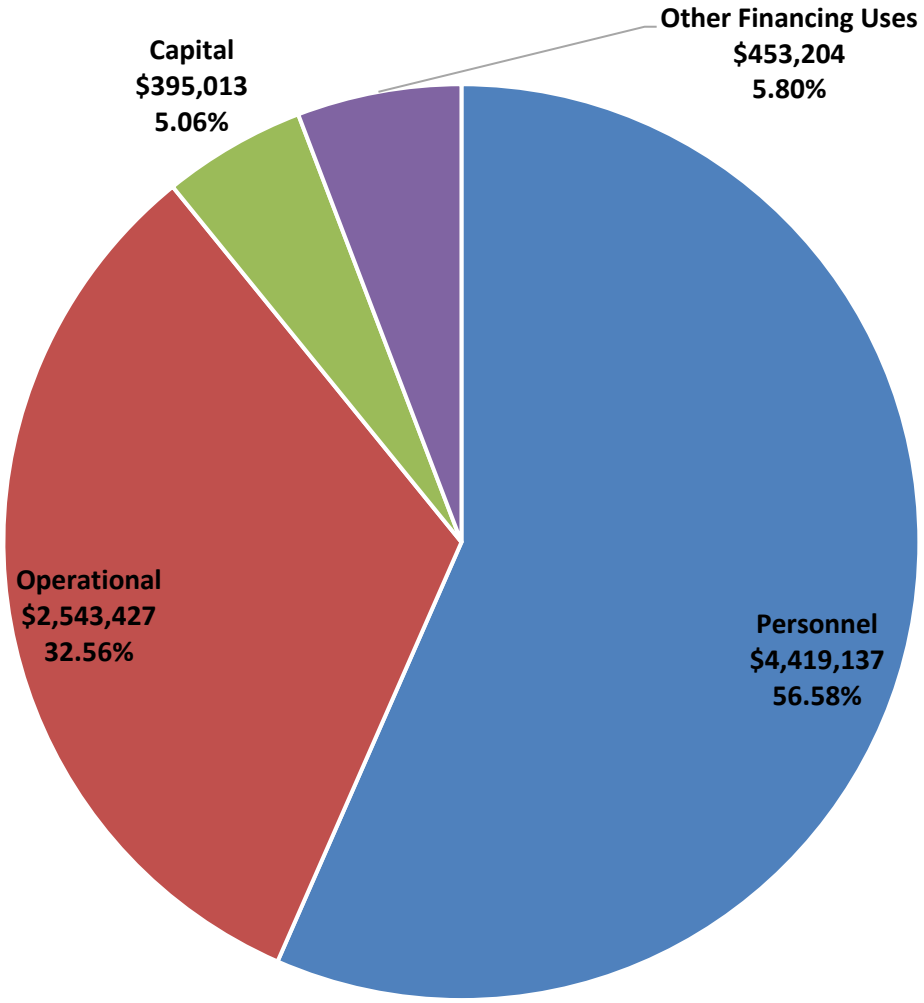
NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.


General Fund
Year-to-Date Expenditures - By Type
Monthly Benchmark
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
35.43%
41.00%
22.78%
53.77%
Personnel
Operational
Capital
Transfers Out
Other Financing Uses
Expenditures
Benchmark

General Fund
Year-to-Date Expenditures - By Type
November 2025



General Fund
Year-to-Date Expenditures - By Type
Without Transfers
November 2025

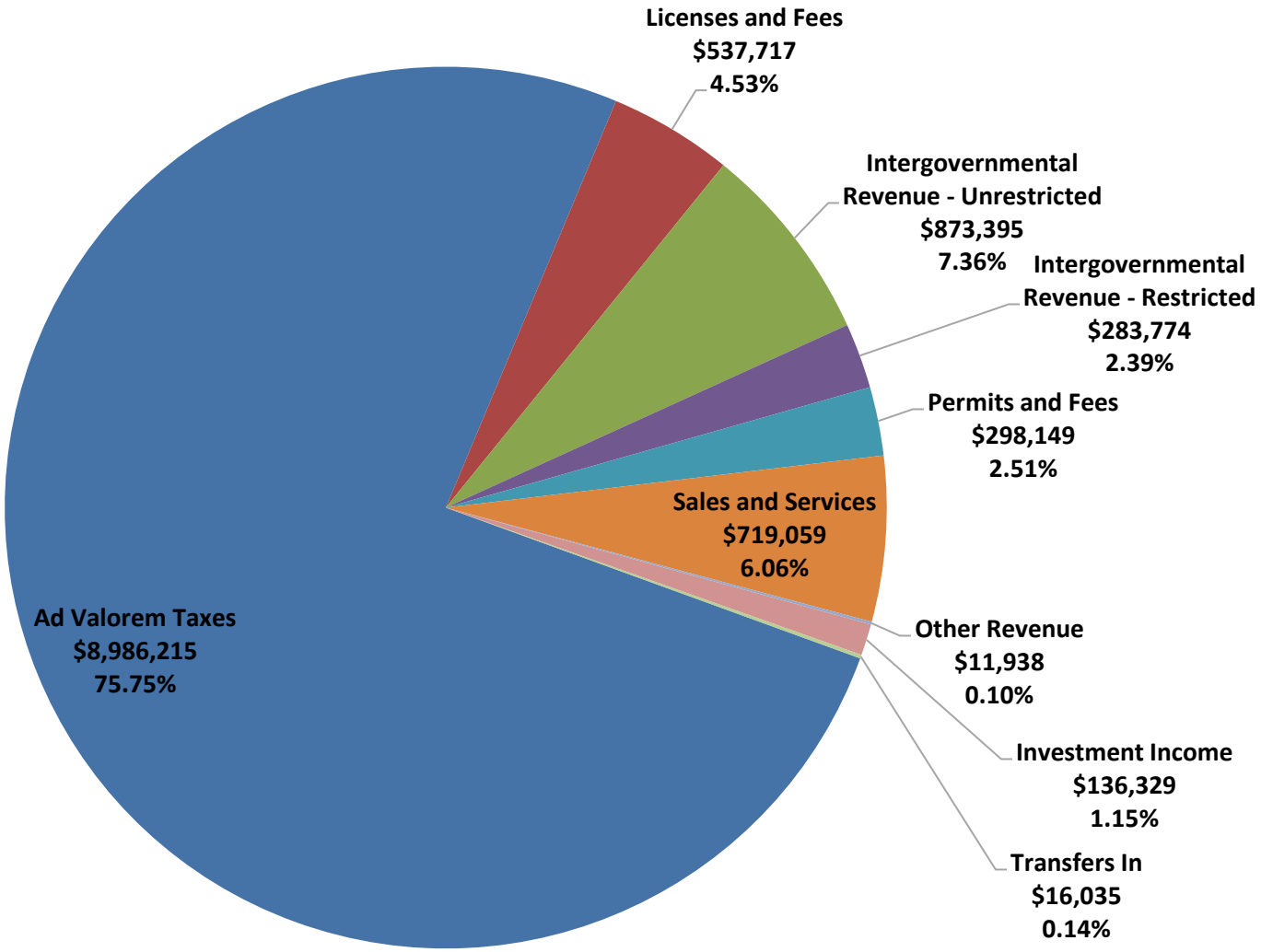


Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

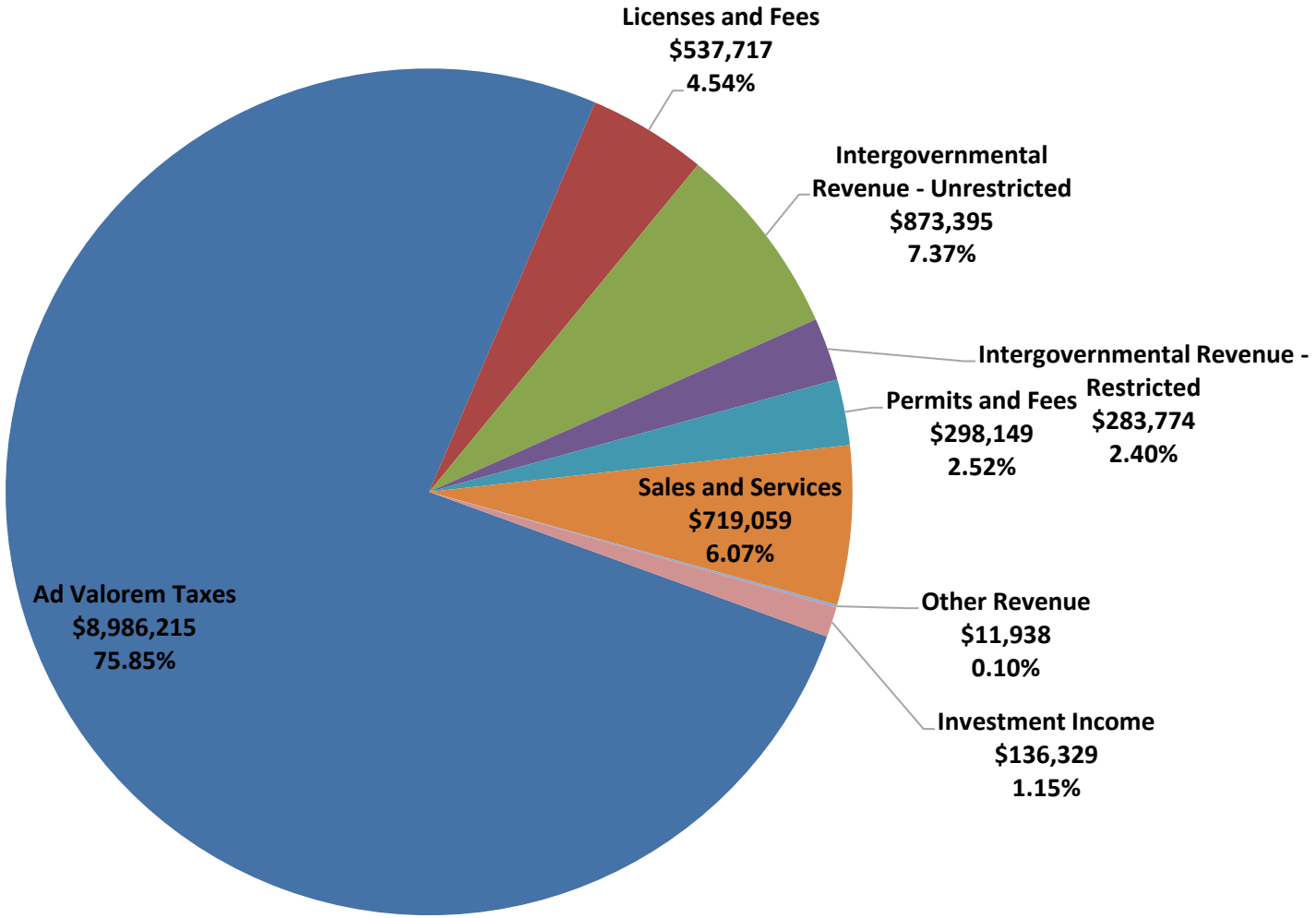
CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Ad Valorem Taxes	$13,130,000	$31,325	$13,161,325	$8,986,215	68.28%
Licenses and Fees	$1,385,975	$0	$1,385,975	$537,717	38.80%
Intergovernmental Revenue - Unrestricted	$5,270,600	$0	$5,270,600	$873,395	16.57%
Intergovernmental Revenue - Restricted	$694,164	-$4,125	$690,039	$283,774	41.12%
Permits and Fees	$645,750	$81,850	$727,600	$298,149	40.98%
Sales and Services	$2,597,800	$25	$2,597,825	$719,059	27.68%
Other Revenue	$4,900	$125	$5,025	$11,938	237.57%
Investment Income	$400,000	$0	$400,000	$136,329	34.08%
Transfers In	$0	$0	$0	$16,035	0.00%
Other Financing Sources	$0	$164,970	$164,970	$443,596	268.89%
Debt Proceeds	$115,000	$0	$115,000	$0	0.00%
Fund Balance Appropriations	$317,285	$191,055	$508,340	$0	0.00%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$12,306,206**	**49.17%**

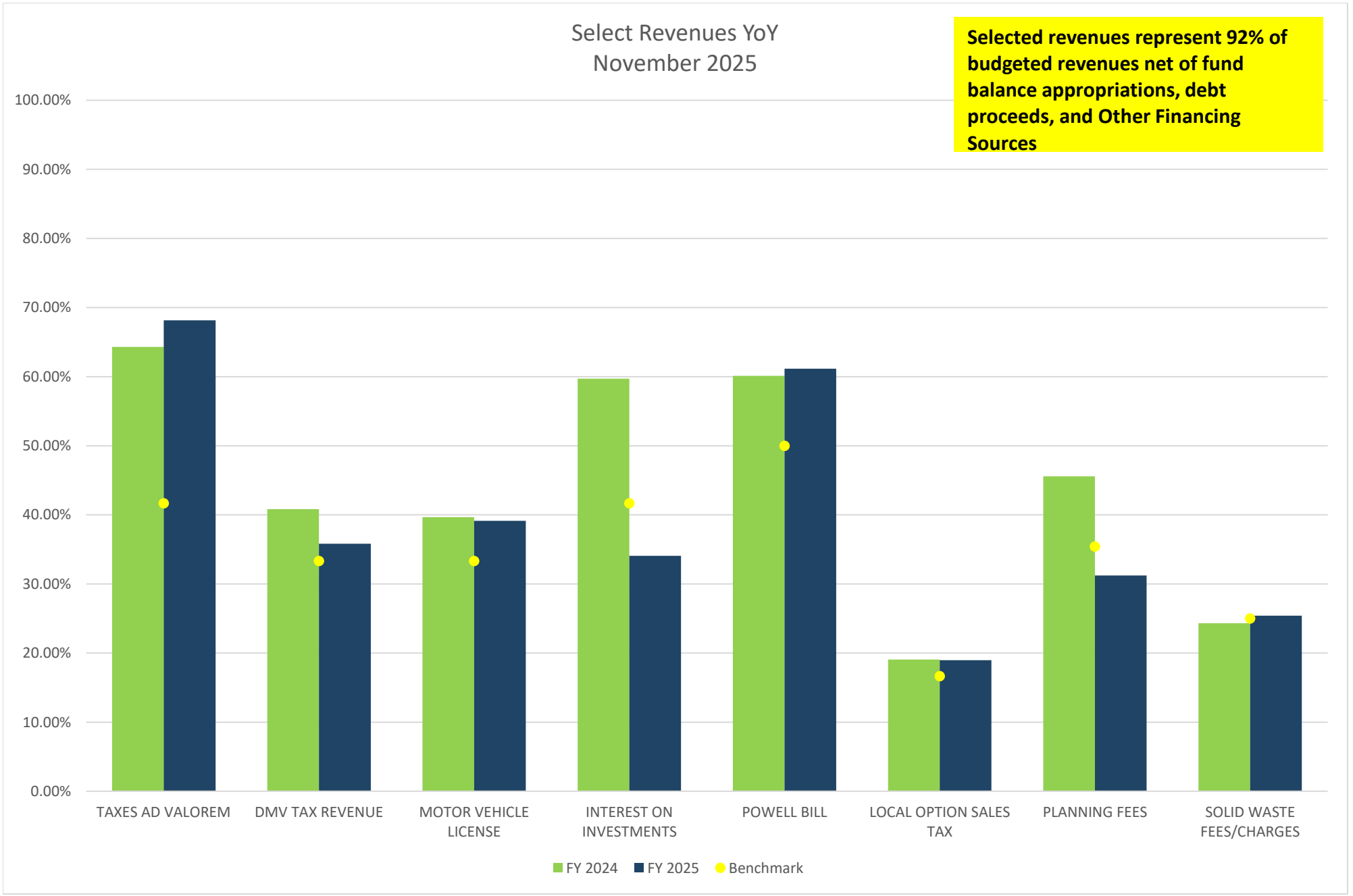
NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.

General Fund
Year-to-Date Revenues - By Type
November 2025



General Fund
Year-to-Date Revenues - By Type
Without Transfers/Debt Proceeds/Other Financing Sources/Fund Balance
November 2025




Select Revenues YoY
November 2025
Selected revenues represent 92% of budgeted revenues net of fund balance appropriations, debt proceeds, and Other Financing Sources
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
TAXES AD VALOREM
DMV TAX REVENUE
MOTOR VEHICLE LICENSE
INTEREST ON INVESTMENTS
POWELL BILL
LOCAL OPTION SALES TAX
PLANNING FEES
SOLID WASTE FEES/CHARGES
FY 2024
FY 2025
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Streets	20-570	$119,740	$0	0.00%
Non-Departmental	20-660	$1,780,051	$1,721,970	96.74%
Total		**$1,899,791**	**$1,721,970**	**90.64%**

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

Debt Type	*Lender*	*Purpose*	*FY 2026 Obligation*	*Payment Month*	*Final Payment*	*Remaining Payments*
Installment Financing Agreement	Truist	See Footnote (1)	$110,564	July 2025	FY 2027	1
Installment Financing Agreement	KS Bank	Street Resurfacing	$119,740	May 2026	FY 2031	6
Installment Financing Agreement	Truist	See Footnote (2)	$925,110	October 2025	FY 2037	11
Installment Financing Agreement	Webster Bank	Public Works Yard	$686,299	July 2025	FY 2045	19
General Obligation Bond	Webster Bank	Parks & Recreation	$0		FY 2046	20
		Total	**$1,841,713**			

(1) Construction of Lighted Multi-Purpose Field, Installation of Concrete Walking Paths in Wendell Community Park, Resurfacing of Tennis Court, Purchase of Police Station Property and Facility Upgrades, Installation of Town-wide Wayfinding Signage.

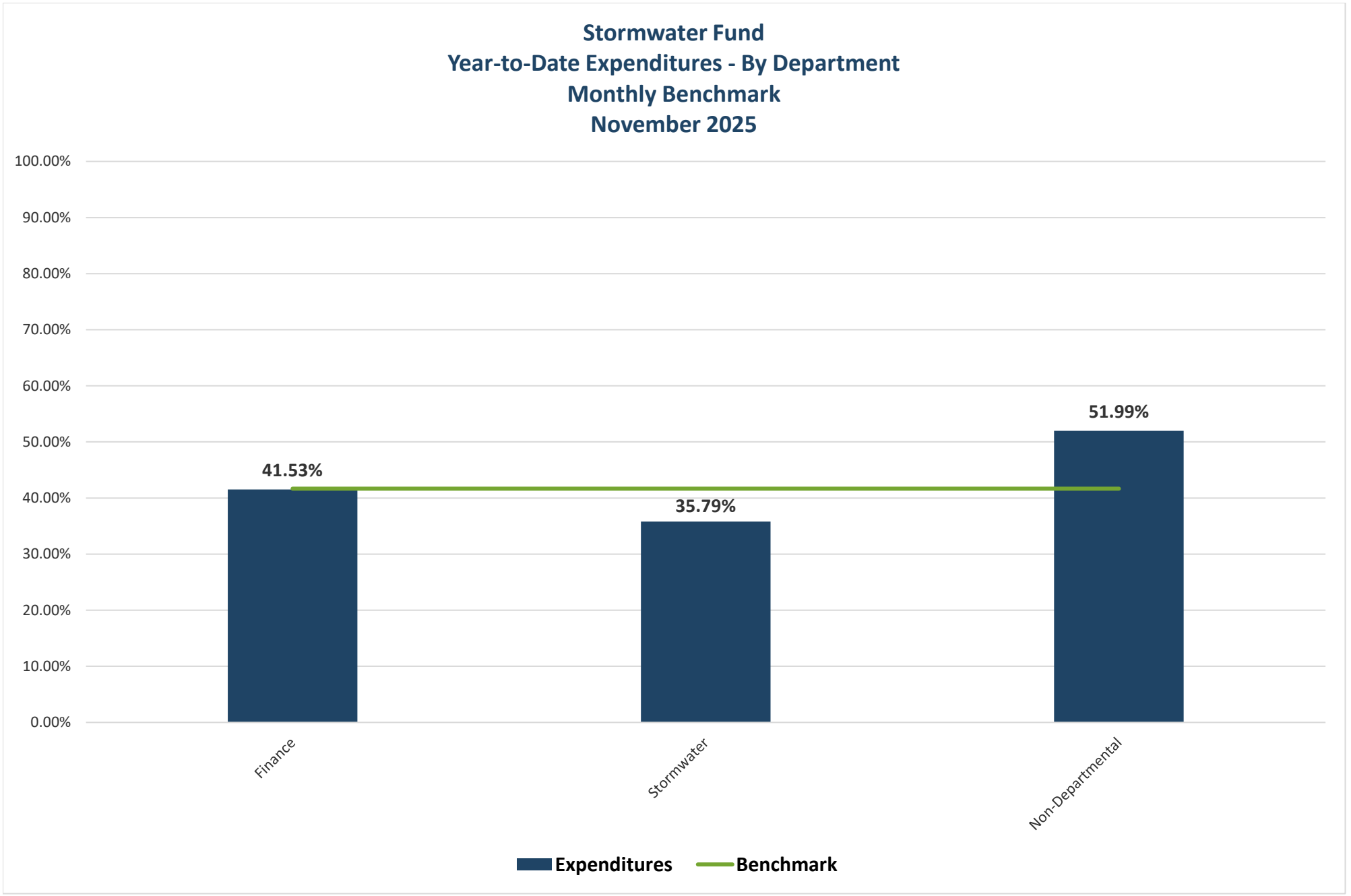
(2) Construction of Town Hall, Landing View Drive Road Exension, Construction of Hollybrook Park, Neighborhood Improvement Program, Future Police Station Property Acquisition

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

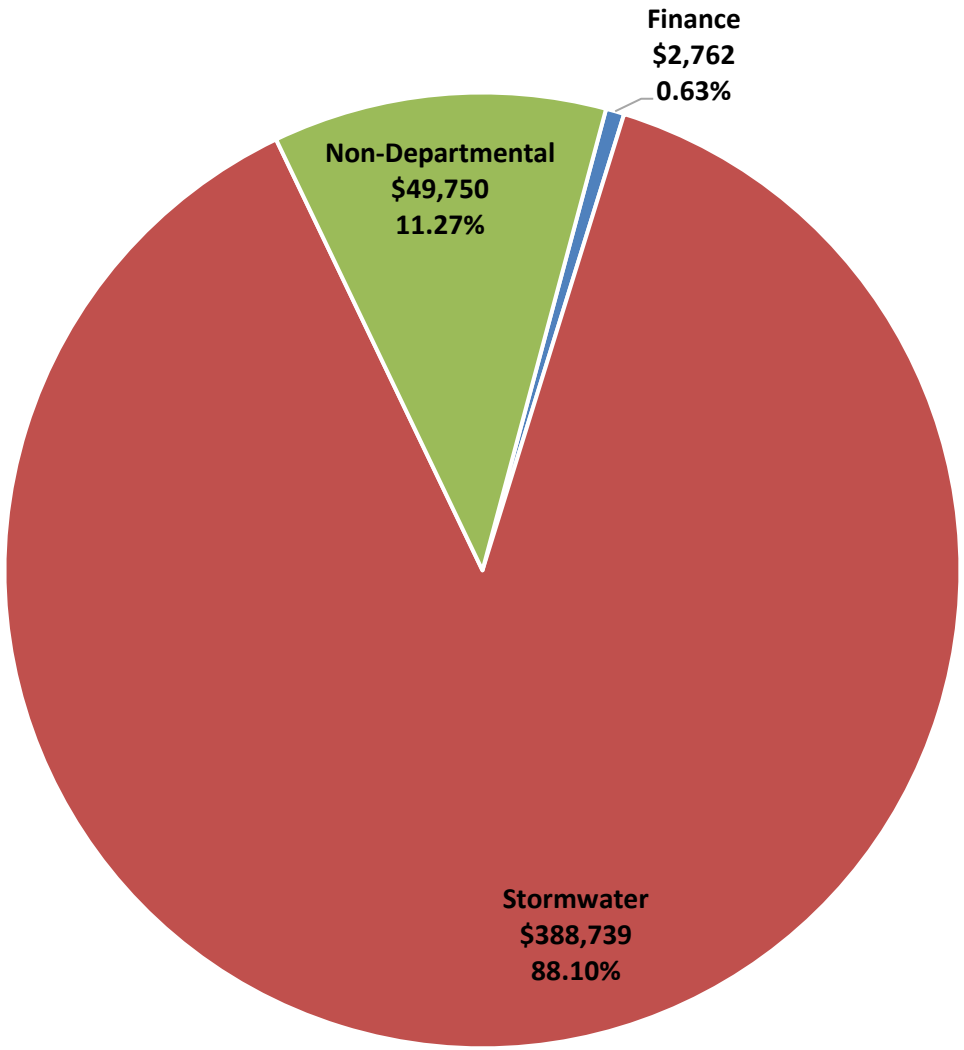
CATEGORY	*ADOPTED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Investment Income	$0	$798	0.00%
Transfers In	$1,899,791	$1,841,710	96.94%
Total	**$1,899,791**	**$1,842,509**	**96.98%**

Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
November 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*AMENDED BUDGET*	*MODIFIED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Finance	34-440	$0	$6,650	$6,650	$2,762	41.53%
Stormwater	34-580	$853,380	$232,760	$1,086,140	$388,739	35.79%
Non-Departmental	34-660	$95,700	$0	$95,700	$49,750	51.99%
Total		**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 441,251**	**37.13%**

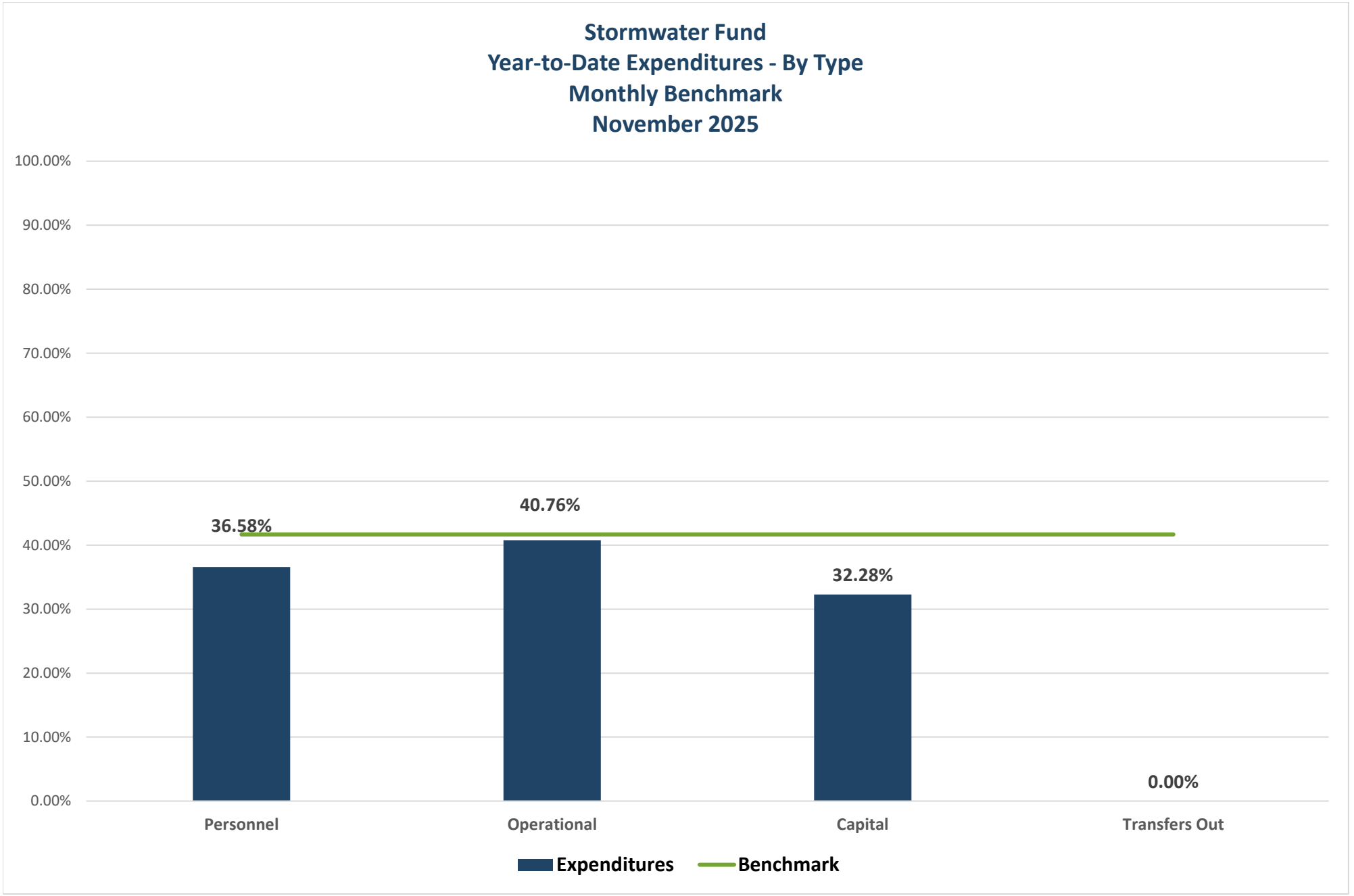

Stormwater Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
41.53%
35.79%
51.99%
Finance
Stormwater
Non-Departmental
Expenditures
Benchmark

Stormwater Fund
Year-to-Date Expenditures - By Department
November 2025

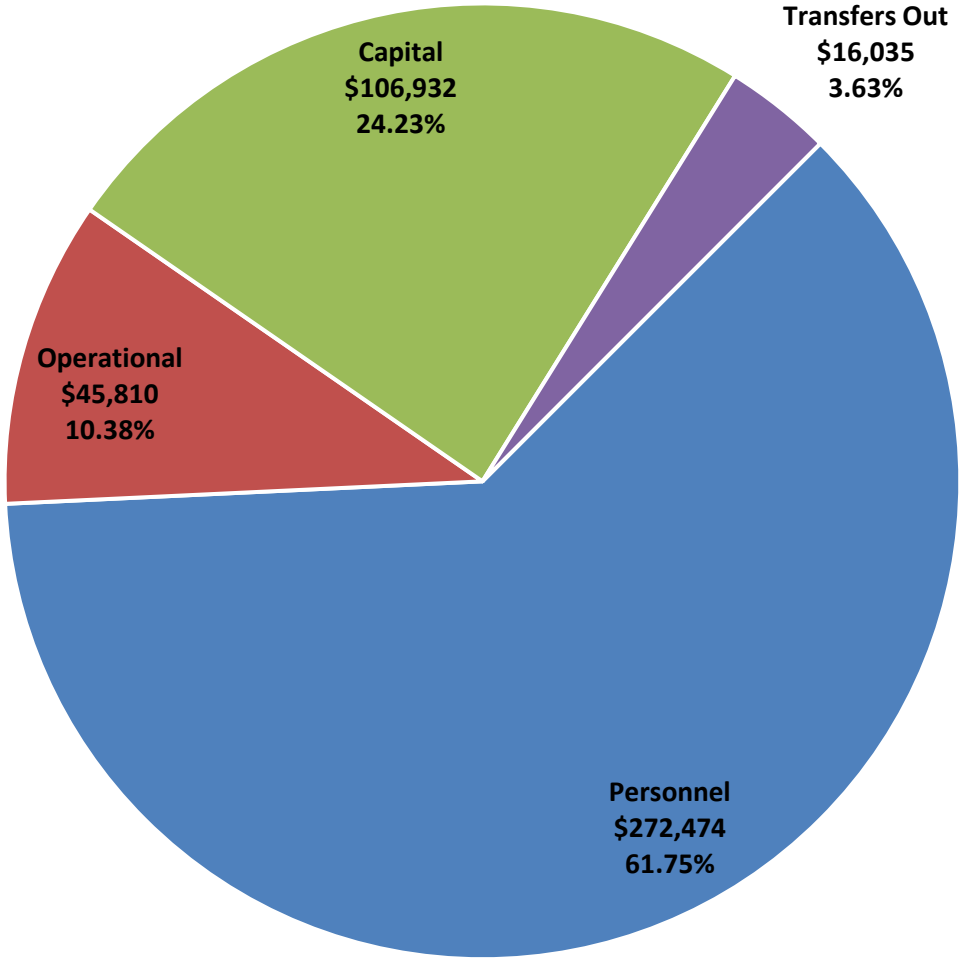


Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
November 2025

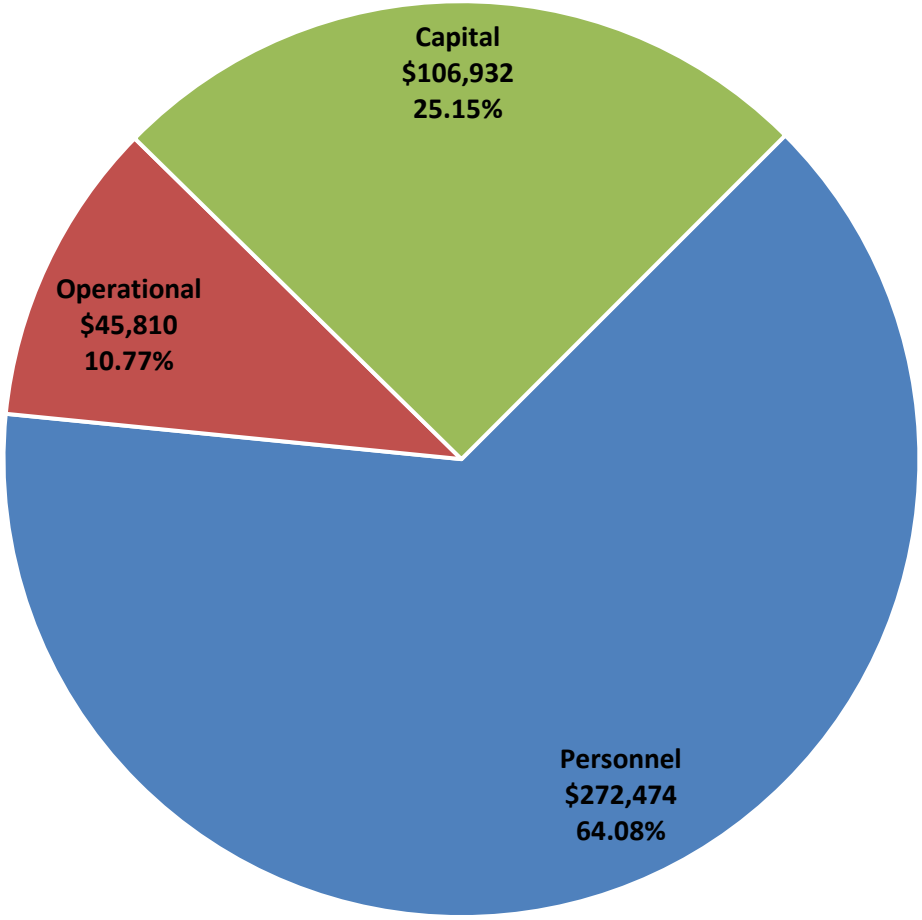
TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$540,700	$204,175	$744,875	$272,474	36.58%
Operational	$81,380	$31,000	$112,380	$45,810	40.76%
Capital	$327,000	$4,235	$331,235	$106,932	32.28%
Transfers Out	$0	$0	$0	$16,035	0.00%
Total	**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 441,251**	**37.13%**


Stormwater Fund
Year-to-Date Expenditures - By Type
Monthly Benchmark
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
36.58%
40.76%
32.28%
0.00%
Personnel
Operational
Capital
Transfers Out
Expenditures
Benchmark

Stormwater Fund
Year-to-Date Expenditures - By Type
November 2025



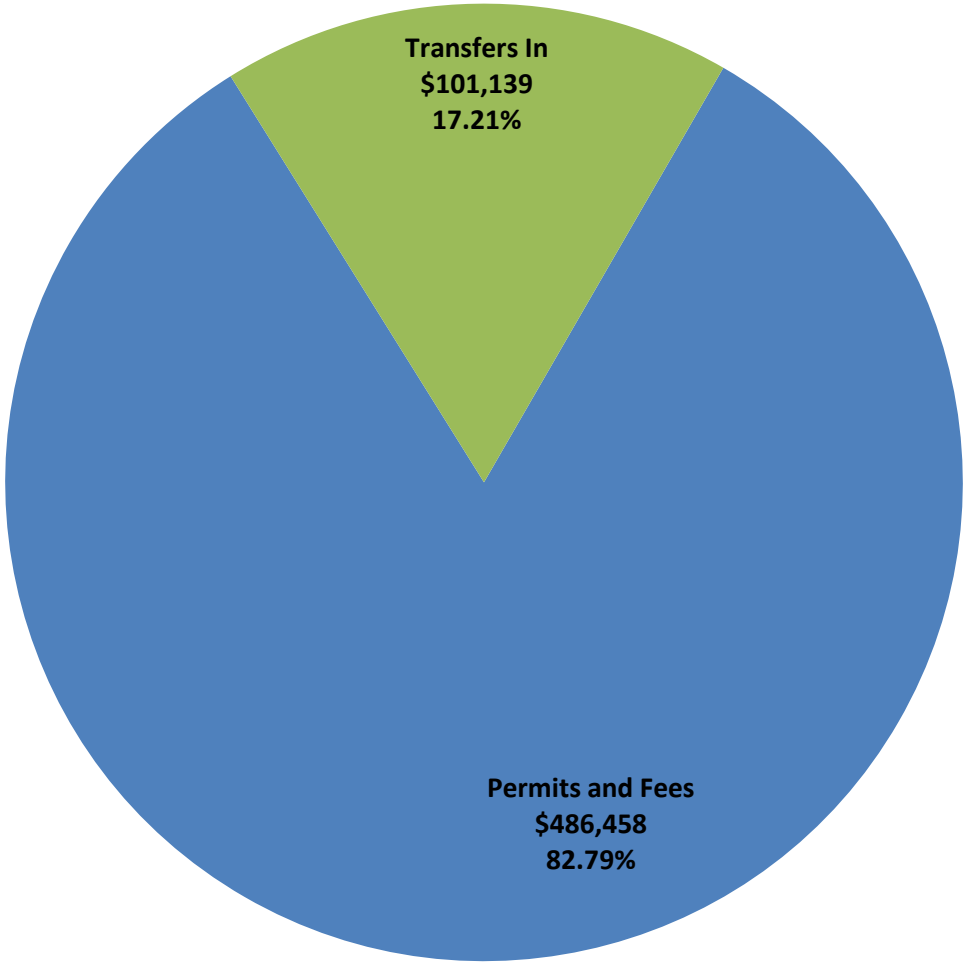
Stormwater Fund
Year-to-Date Expenditures - By Type
Without Transfers
November 2025



Town Of Wendell
Fiscal Year 2024-2025
Stormwater Fund
November 2025

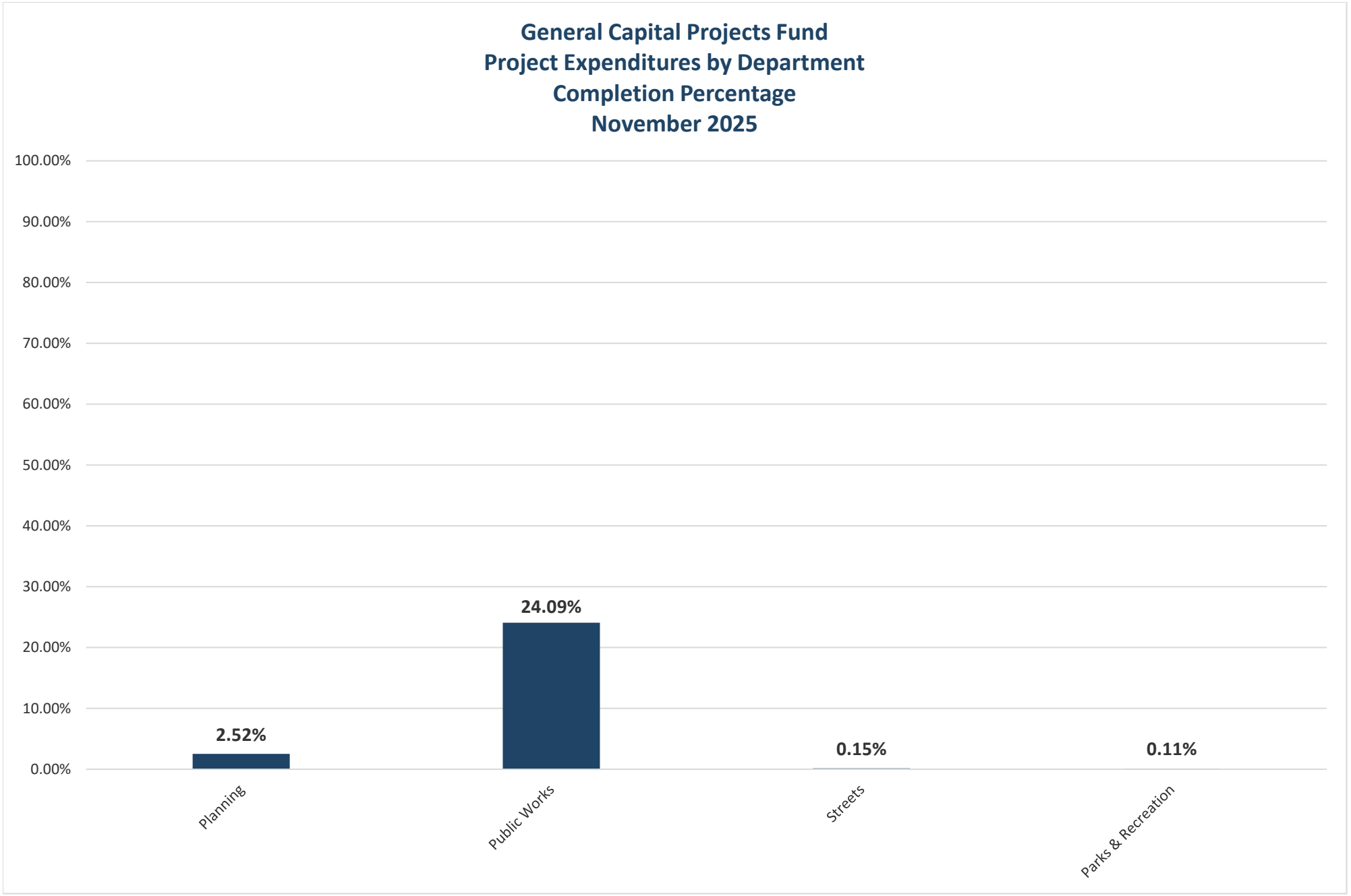
CATEGORY	*ADOPTED BUDGET*	*AMENDED BUDGET*	*ANTICIPATED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Permits and Fees	$584,000	$0	$584,000	$486,458	83.30%
Investment Income	$0	$0	$0	$0	0.00%
Transfers In	$365,080	$239,410	$604,490	$101,139	16.73%
Total	**$949,080**	**$239,410**	**$1,188,490**	**$587,596**	**49.44%**

Stormwater Fund
Year-to-Date Revenues - By Type
November 2025

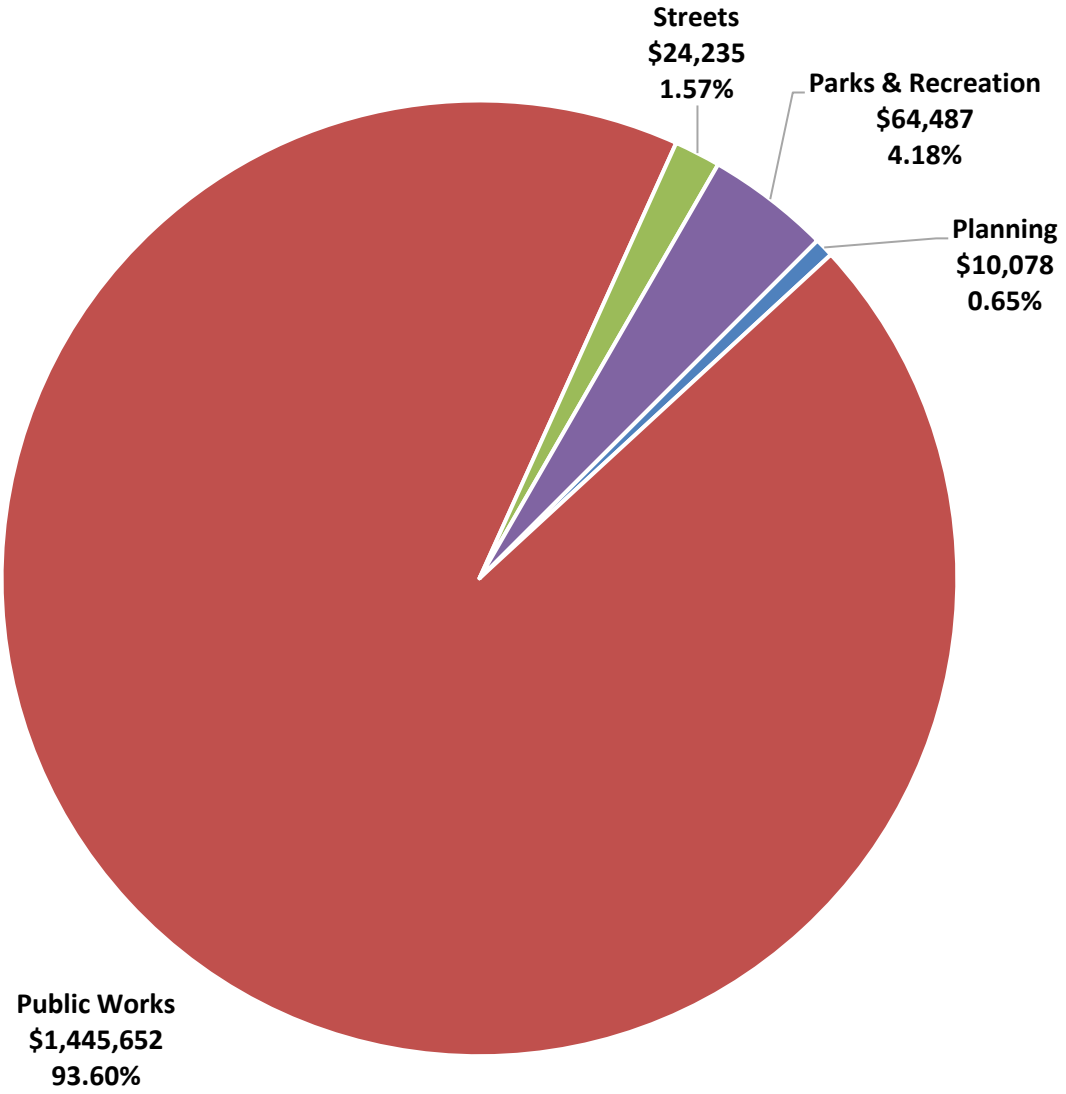


Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Planning	70-490	$400,000	$0	$400,000	$10,078	2.52%
Public Works	70-560	$6,000,000	$0	$6,000,000	$1,445,652	24.09%
Streets	70-570	$16,336,848	$0	$16,336,848	$24,235	0.15%
Parks & Recreation	70-620	$56,075,338	$1,198,350	$57,273,688	$64,487	0.11%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 1,544,451**	**1.93%**

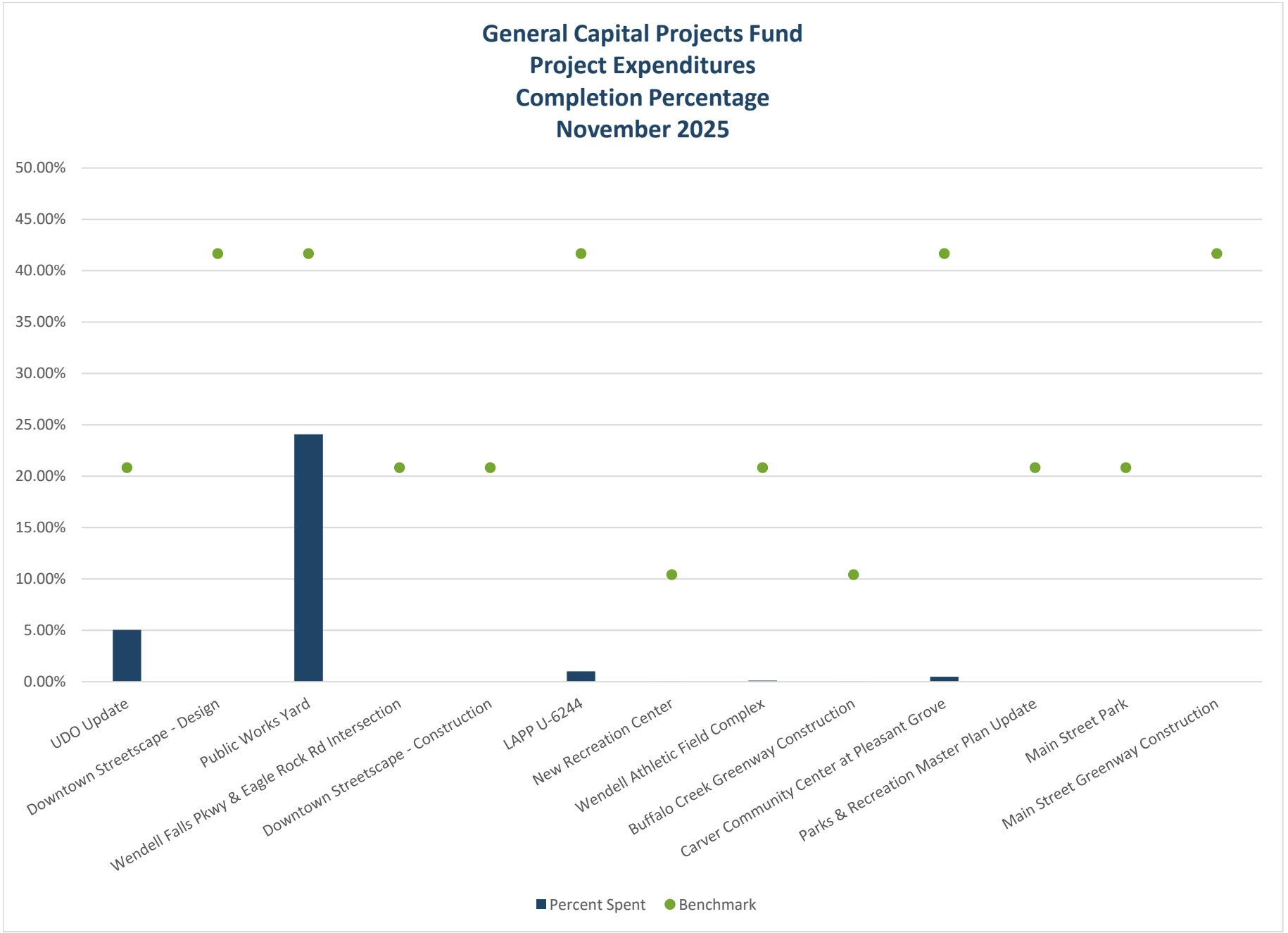

General Capital Projects Fund
Project Expenditures by Department
Completion Percentage
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
2.52%
24.09%
0.15%
0.11%
Planning
Public Works
Streets
Parks & Recreation

General Capital Projects Fund
Year-to-Date Expenditures - By Department
November2025



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

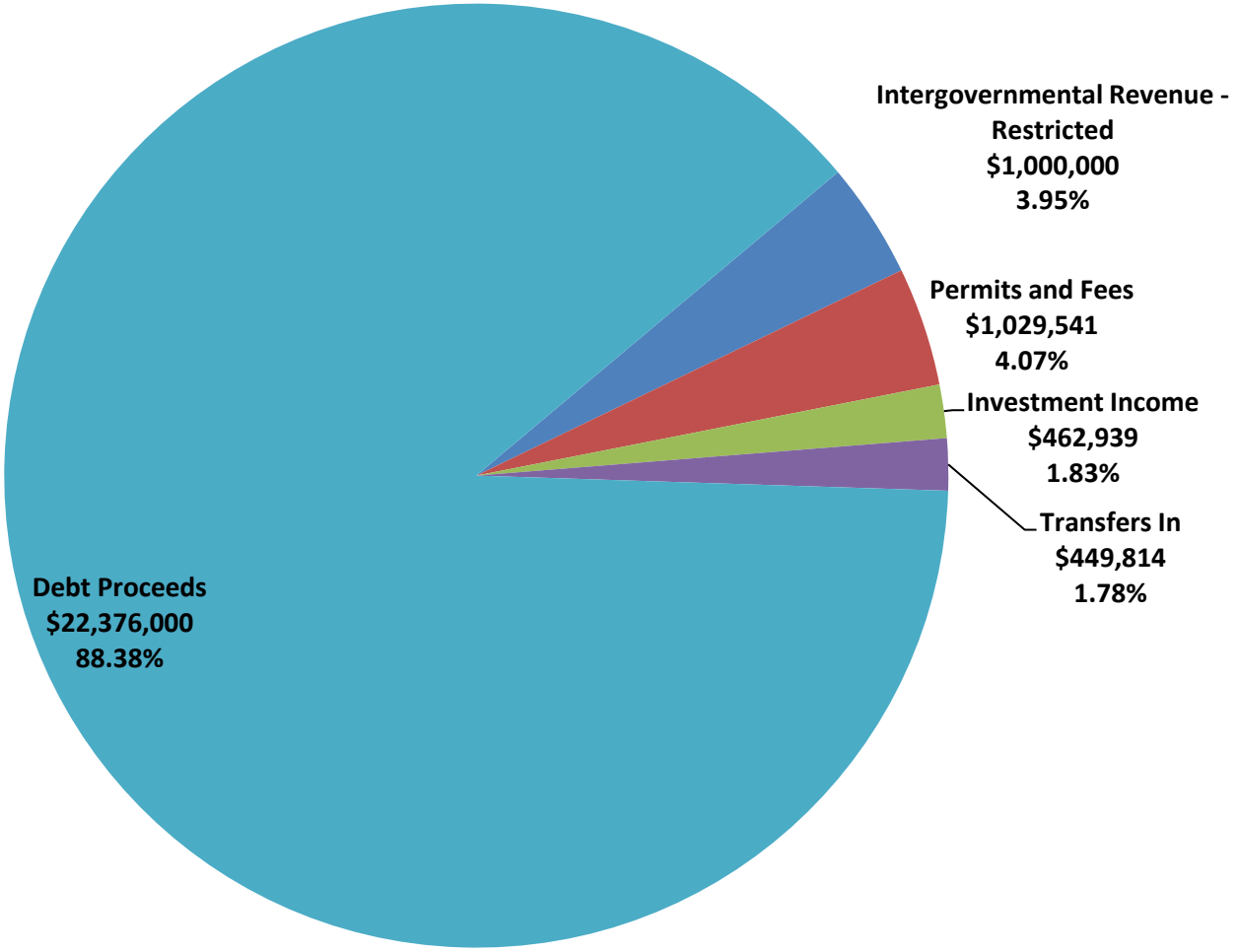
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	TOTAL EXPENSES	PERCENTAGE
UDO Update	70-490	$200,000	$0	$200,000	$10,078	5.04%
Downtown Streetscape - Design	70-490	$200,000	$0	$200,000	$0	0.00%
Public Works Yard	70-560	$6,000,000	$0	$6,000,000	$1,445,652	24.09%
Wendell Falls Pkwy & Eagle Rock Rd Intersection	70-570	$12,427,715	$0	$12,427,715	$0	0.00%
Downtown Streetscape - Construction	70-570	$1,500,000	$0	$1,500,000	$0	0.00%
LAPP U-6244	70-570	$2,409,133	$0	$2,409,133	$24,235	1.01%
New Recreation Center	70-620	$25,600,000	$98,250	$25,698,250	$433	0.00%
Wendell Athletic Field Complex	70-620	$13,165,338	$350,200	$13,515,538	$16,009	0.12%
Buffalo Creek Greenway Construction	70-620	$5,750,000	$0	$5,750,000	$505	0.01%
Carver Community Center at Pleasant Grove	70-620	$9,600,000	$0	$9,600,000	$47,541	0.50%
Parks & Recreation Master Plan Update	70-620	$100,000	$0	$100,000	$0	0.00%
Main Street Park	70-620	$1,650,000	$0	$1,650,000	$0	0.00%
Main Street Greenway Construction	70-620	$210,000	$749,900	$959,900	$0	0.00%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 1,544,451**	**1.93%**


General Capital Projects Fund
Project Expenditures
Completion Percentage
November 2025
50.00%
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
UDO Update
Downtown Streetscape - Design
Public Works Yard
Wendell Falls Pkwy & Eagle Rock Rd Intersection
Downtown Streetscape - Construction
LAPP U-6244
New Recreation Center
Wendell Athletic Field Complex
Buffalo Creek Greenway Construction
Carver Community Center at Pleasant Grove
Parks & Recreation Master Plan Update
Main Street Park
Main Street Greenway Construction
Percent Spent
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

CATEGORY	*ADOPTED BUDGET*	*AMENDED BUDGET*	*ANTICIPATED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Intergovernmental Revenue - Restricted	$9,071,839	$500,000	$9,571,839	$1,000,000	10.45%
Permits and Fees	$6,978,049	$0	$6,978,049	$1,029,541	14.75%
Investment Income	$0	$0	$0	$462,939	0.00%
Transfers In	$3,086,960	$258,350	$3,345,310	$449,814	13.45%
Debt Proceeds	$59,675,338	$440,000	$60,115,338	$22,376,000	37.22%
Total	**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 25,318,294**	**31.64%**

General Capital Projects Fund
Year-to-Date Revenues - By Type
November 2025



Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
November 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Northside Dam	74-580	$500,000	$0	0.00%

Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
November 2025

CATEGORY	*ADOPTED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Transfer In - General Fund	$100,000	$0	0.00%
Transfer In - Stormwater Fund	$400,000	$0	0.00%
Total	**$500,000**	**$0**	**0.00%**

Town Of Wendell
Fiscal Year 2025-2026
Cash and Investment Balances - All Funds
November 2025

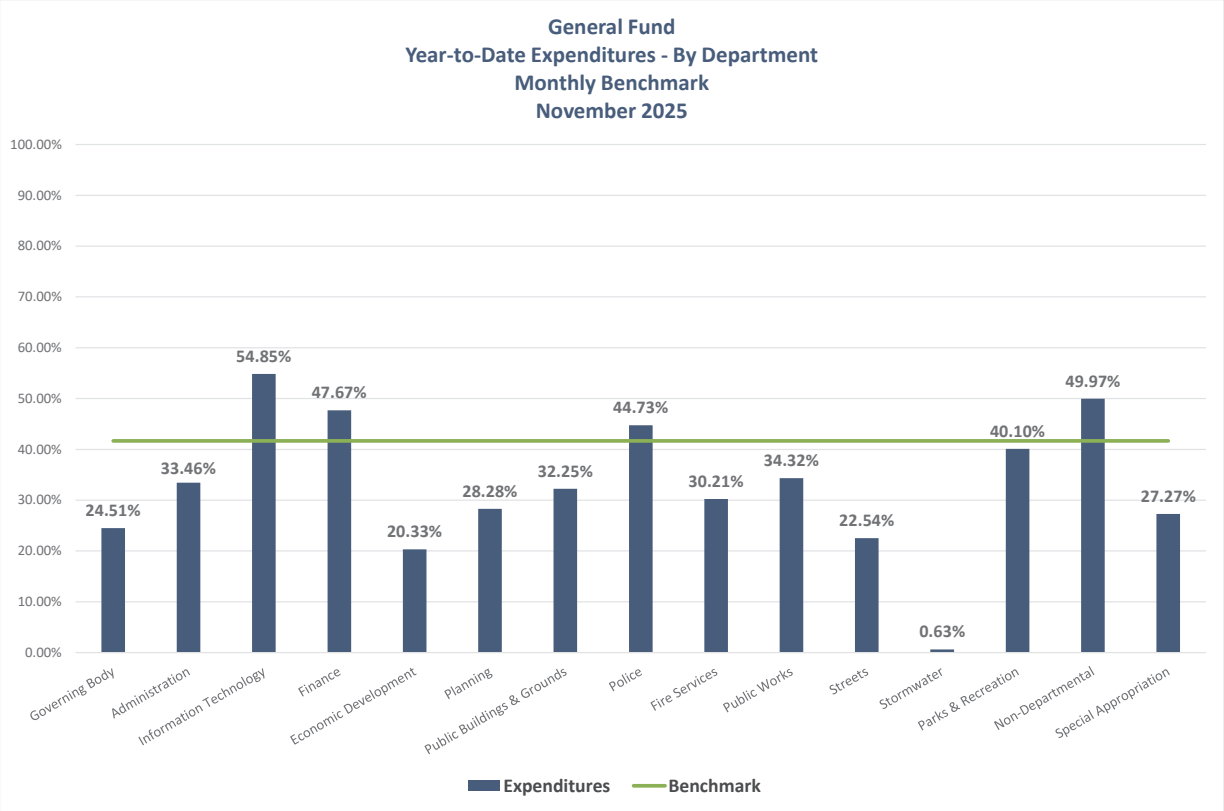
ACCOUNT TYPE/INSTITUTION	
Checking - Interest Bearing	$3,198,377.81
KS Bank	$500,139.73
KS Bank	$2,698,238.08
Checking - Non Interest Bearing	$11,940.32
KS Bank	$11,940.32
Money Market	$4,978,923.63
KS Bank	$250,482.94
KS Bank	$4,728,440.69
Investment	$37,389,309.29
NCCMT	$9,043,319.80
NCCMT	$3,747,429.07
NCCMT	$22,516,698.84
NCCMT	$120,538.29
NC CLASS	$1,961,323.29
Petty Cash	$100.00
Total Cash and Investments	**$45,578,651.05**

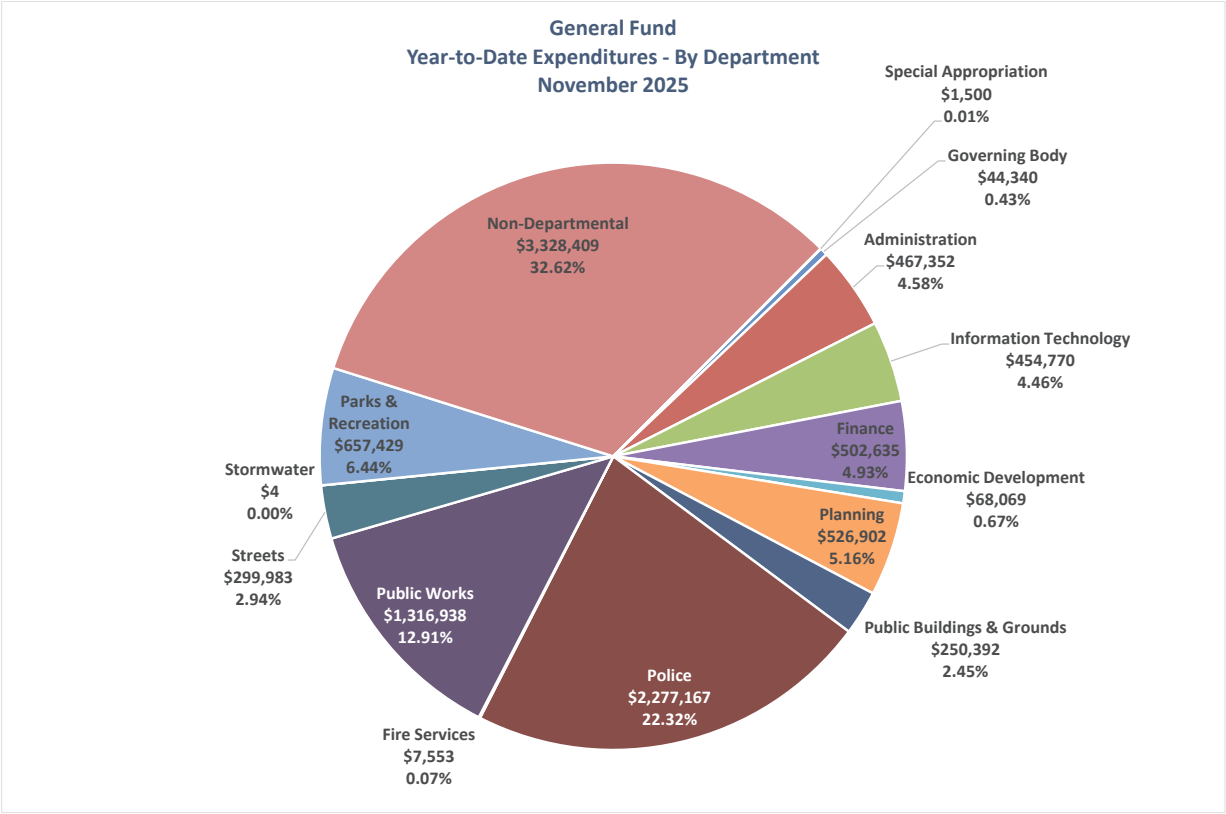
Town Of Wendell
Fiscal Year 2025-2026
Investment Yields
November 2025

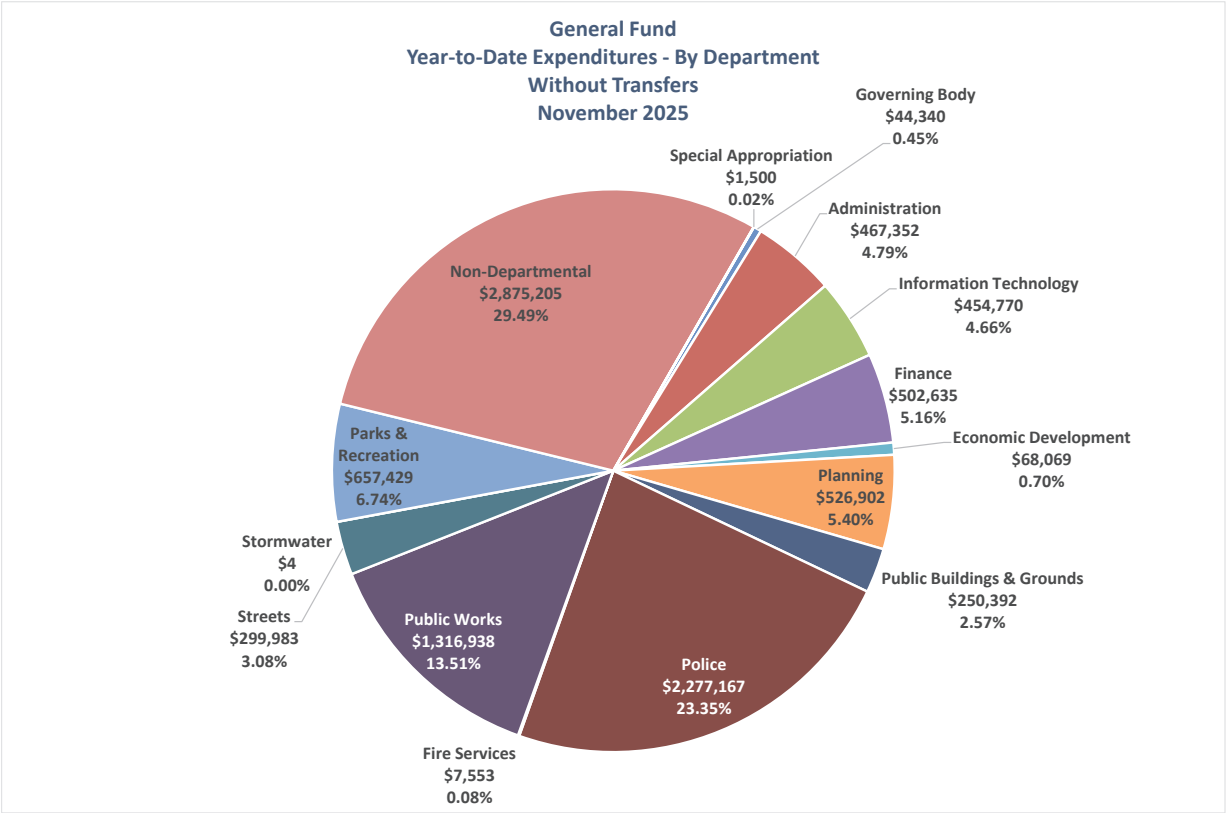
INSTITUTION	*7-Day Yield (November 2025)*	*30-Day Yield (November 2025)*	*30-Day Yield (October 2025)2*
NCCMT	3.91%	3.91%	4.05%
NC CLASS	4.0188%	4.0216%	4.1913%

Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Governing Body	10-410	$180,871	$0	$180,871	$44,340	24.51%
Administration	10-420	$1,383,790	$12,950	$1,396,740	$467,352	33.46%
Information Technology	10-430	$748,179	$80,930	$829,109	$454,770	54.85%
Finance	10-440	$1,061,115	-$6,650	$1,054,465	$502,635	47.67%
Economic Development	10-450	$308,508	$26,375	$334,883	$68,069	20.33%
Planning	10-490	$1,863,375	$0	$1,863,375	$526,902	28.28%
Public Buildings & Grounds	10-500	$782,615	-$6,235	$776,380	$250,392	32.25%
Police	10-510	$5,042,786	$48,510	$5,091,296	$2,277,167	44.73%
Fire Services	10-530	$25,000	$0	$25,000	$7,553	30.21%
Public Works	10-560	$3,964,574	-$127,785	$3,836,789	$1,316,938	34.32%
Streets	10-570	$1,394,045	-$63,200	$1,330,845	$299,983	22.54%
Stormwater	10-580	$0	$625	$625	$4	0.63%
Parks & Recreation	10-620	$1,637,700	$1,945	$1,639,645	$657,429	40.10%
Non-Departmental	10-660	$6,163,416	$497,760	$6,661,176	$3,328,409	49.97%
Special Appropriation	10-690	$5,500	$0	$5,500	$1,500	27.27%
Total		**$24,561,474**	**$465,225**	**$25,026,699**	**$10,203,443**	**40.77%**



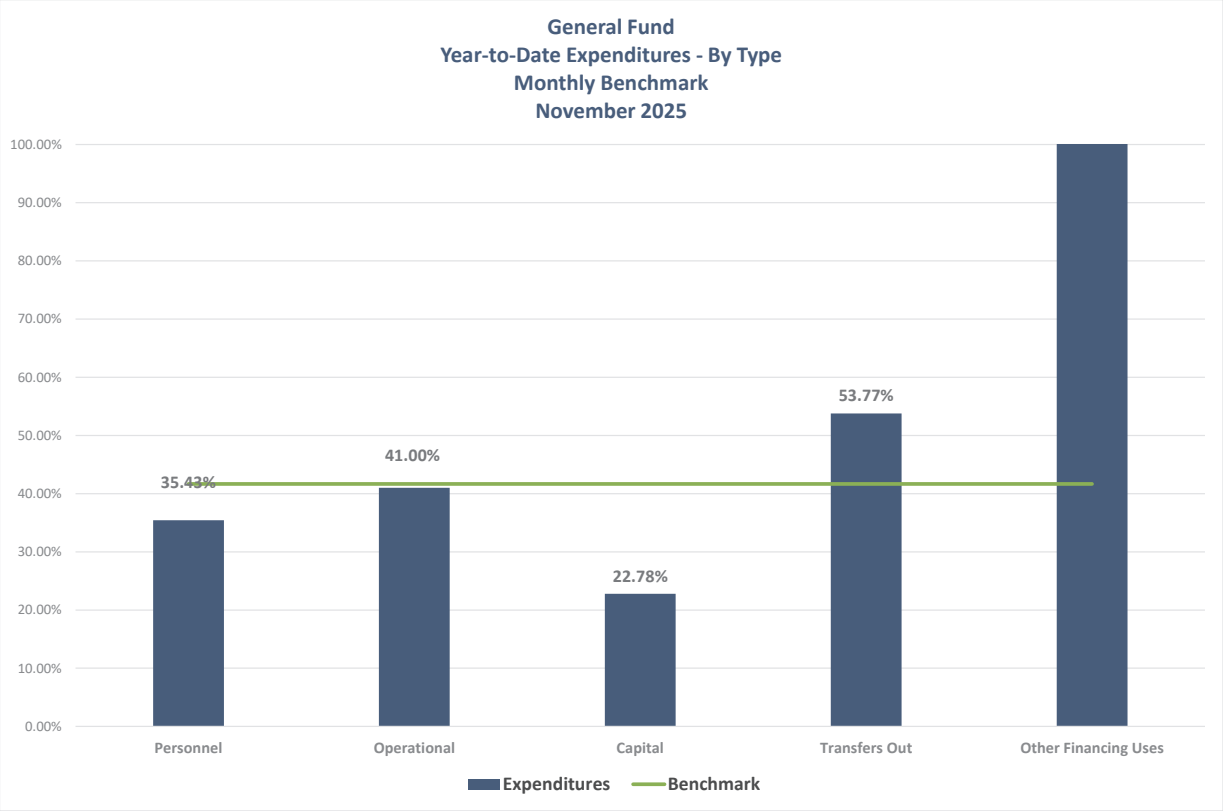

General Fund
Year-to-Date Expenditures - By Department
November 2025
Special Appropriation
$1,500
0.01%
Governing Body
$44,340
0.43%
Administration
$467,352
4.58%
Information Technology
$454,770
4.46%
Finance
$502,635
4.93%
Economic Development
$68,069
0.67%
Planning
$526,902
5.16%
Public Buildings & Grounds
$250,392
2.45%
Police
$2,277,167
22.32%
Fire Services
$7,553
0.07%
Public Works
$1,316,938
12.91%
Streets
$299,983
2.94%
Stormwater
$4
0.00%
Parks &
Recreation
$657,429
6.44%
Non-Departmental
$3,328,409
32.62%

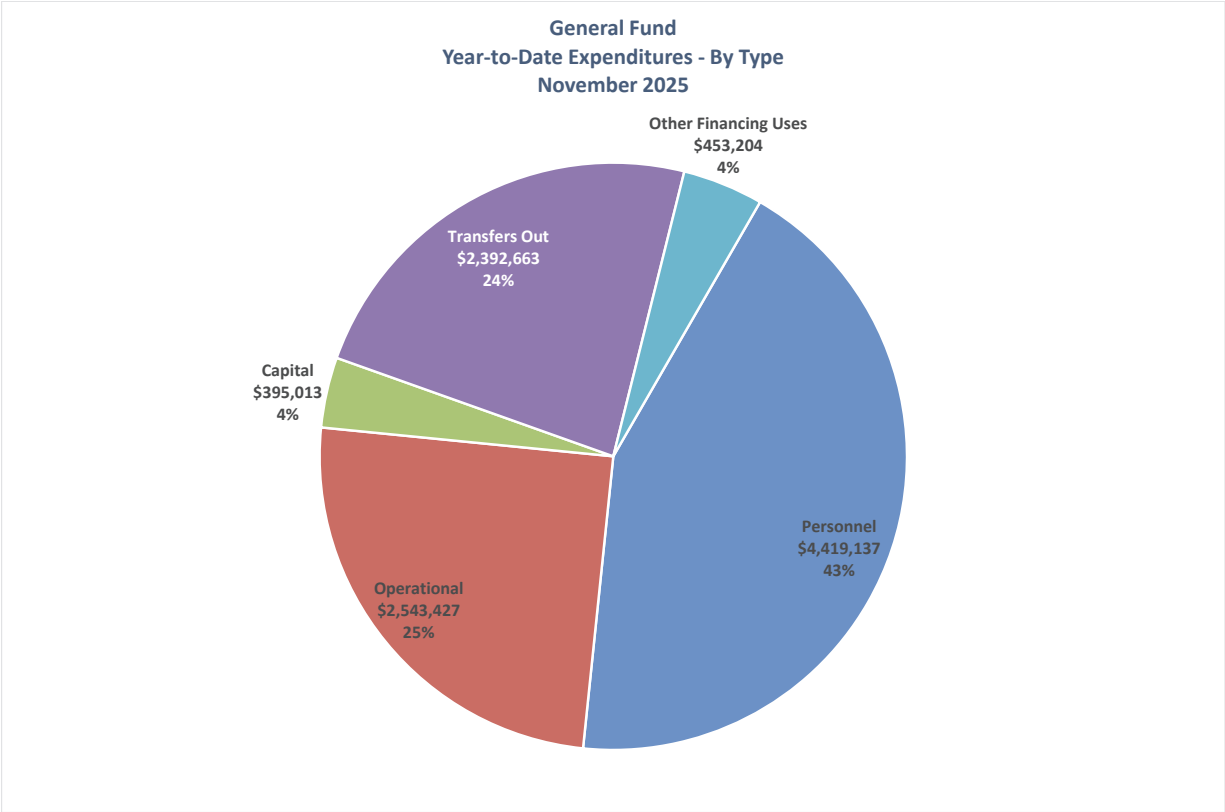

General Fund
Year-to-Date Expenditures - By Department
Without Transfers
November 2025
Governing Body
$44,340
0.45%
Special Appropriation
$1,500
0.02%
Administration
$467,352
4.79%
Information Technology
$454,770
4.66%
Finance
$502,635
5.16%
Economic Development
$68,069
0.70%
Planning
$526,902
5.40%
Public Buildings & Grounds
$250,392
2.57%
Police
$2,277,167
23.35%
Fire Services
$7,553
0.08%
Public Works
$1,316,938
13.51%
Streets
$299,983
3.08%
Stormwater
$4
0.00%
Parks &
Recreation
$657,429
6.74%
Non-Departmental
$2,875,205
29.49%

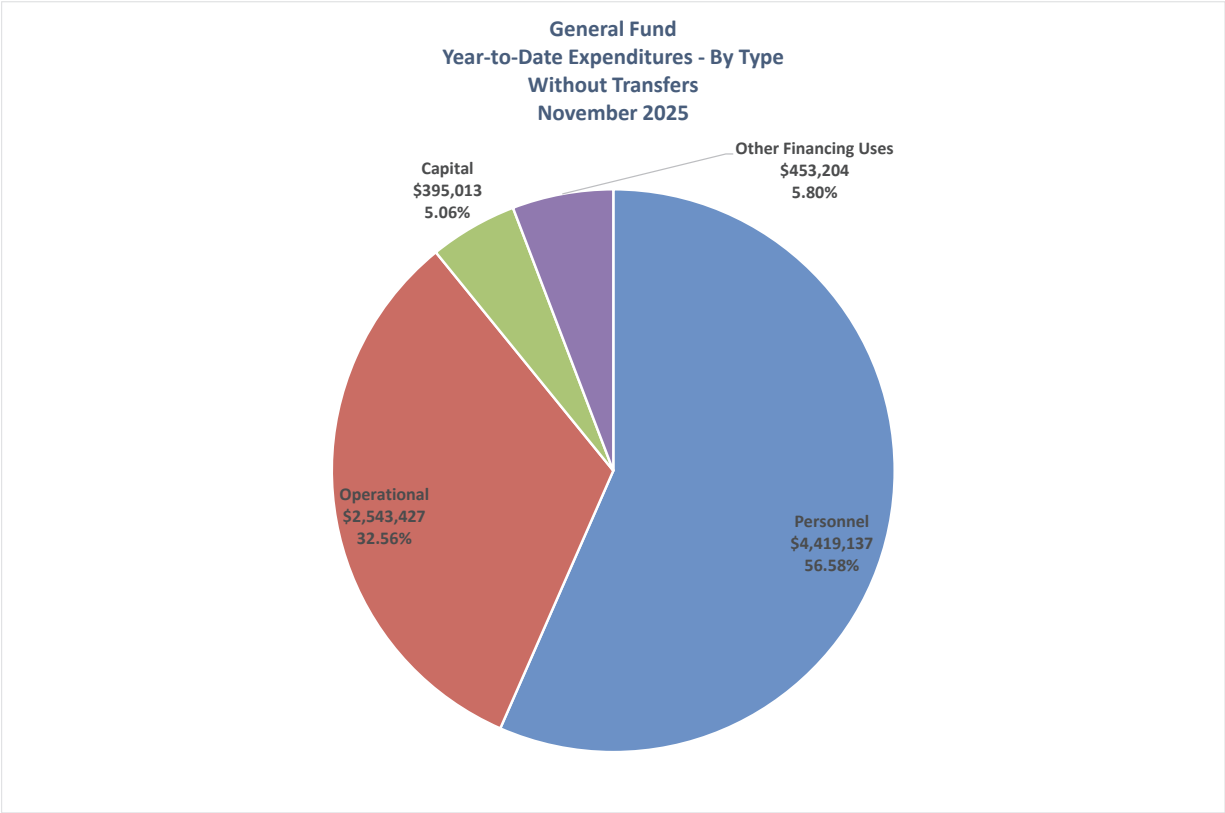
Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$12,675,500	-$204,050	$12,471,450	$4,419,137	35.43%
Operational	$6,242,696	-$38,472	$6,204,224	$2,543,427	41.00%
Capital	$1,691,447	$42,512	$1,733,959	$395,013	22.78%
Transfers Out	$3,951,831	$497,760	$4,449,591	$2,392,663	53.77%
Other Financing Uses	$0	$167,475	$167,475	$453,204	270.61%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$10,203,443**	**40.77%**

NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.



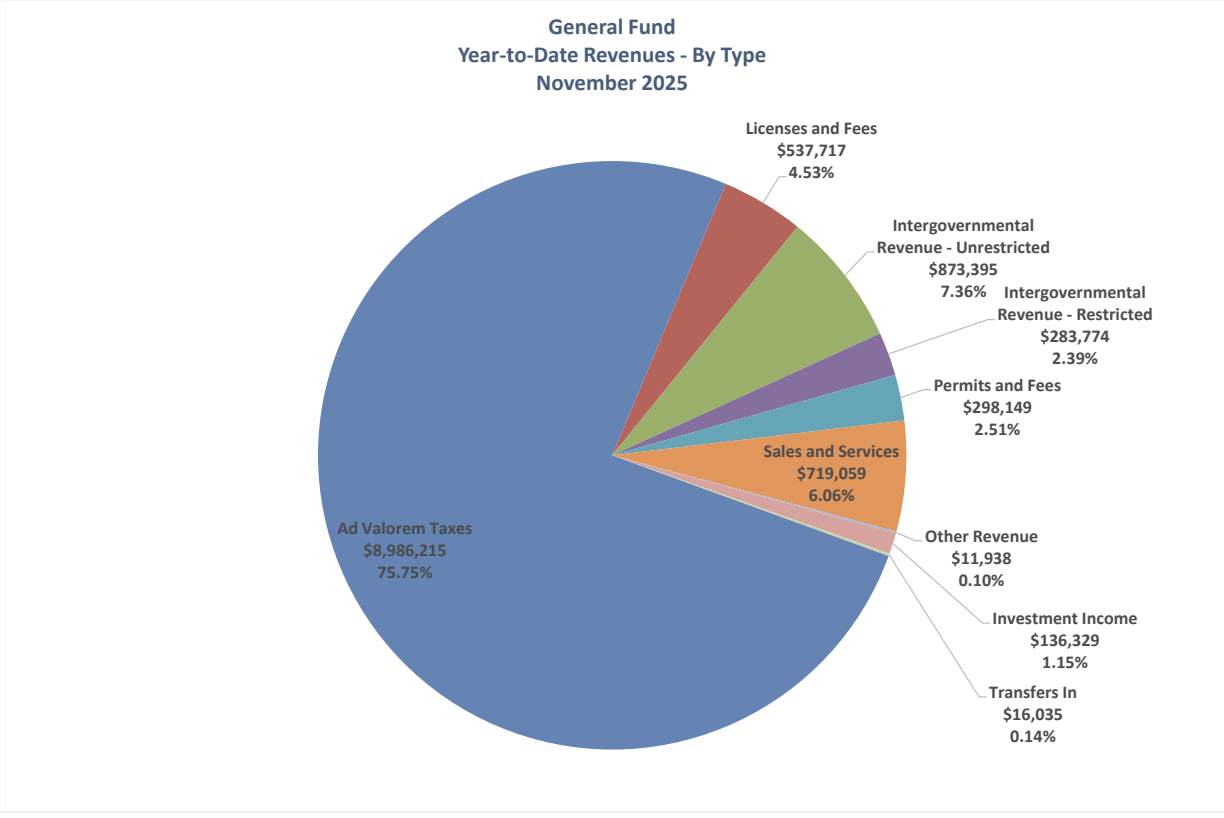

General Fund
Year-to-Date Expenditures - By Type
November 2025
Other Financing Uses
$453,204
4%
Transfers Out
$2,392,663
24%
Capital
$395,013
4%
Personnel
$4,419,137
43%
Operational
$2,543,427
25%

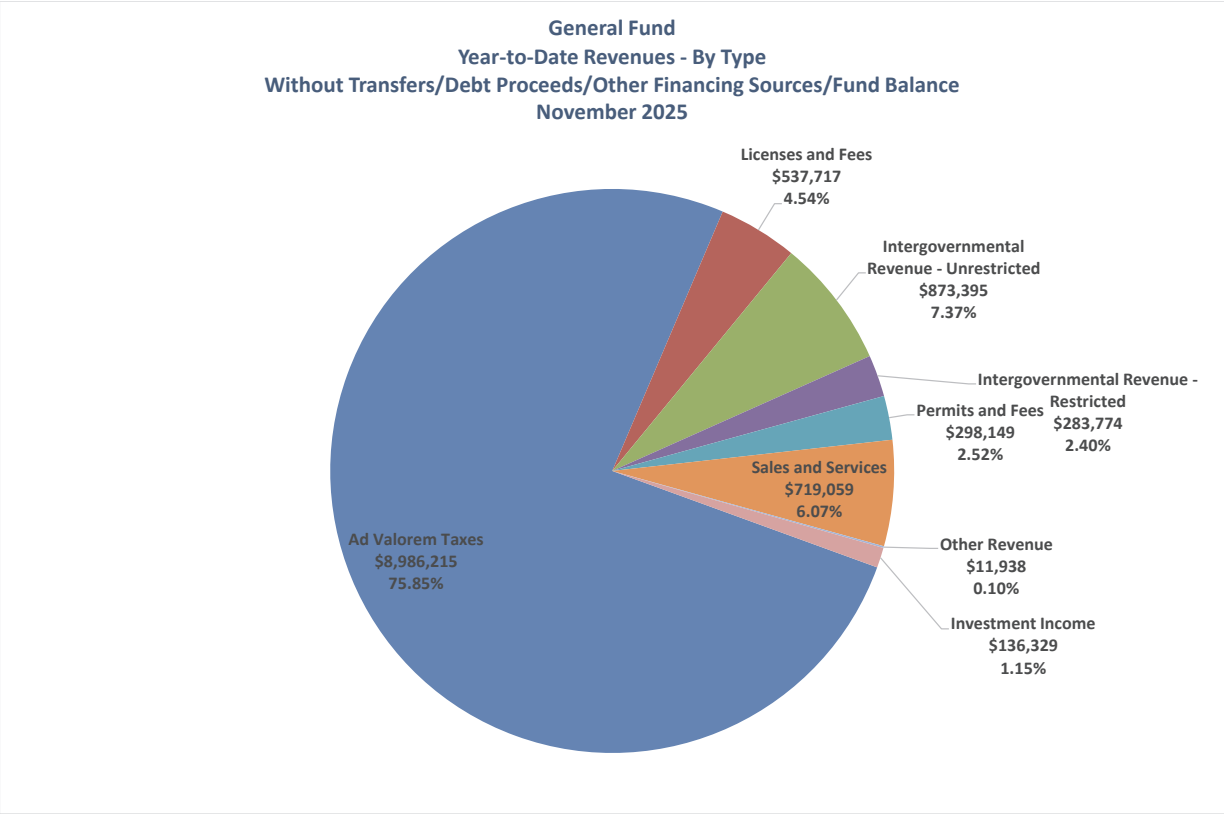

General Fund
Year-to-Date Expenditures - By Type
Without Transfers
November 2025
Other Financing Uses
$453,204
5.80%
Capital
$395,013
5.06%
Operational
$2,543,427
32.56%
Personnel
$4,419,137
56.58%

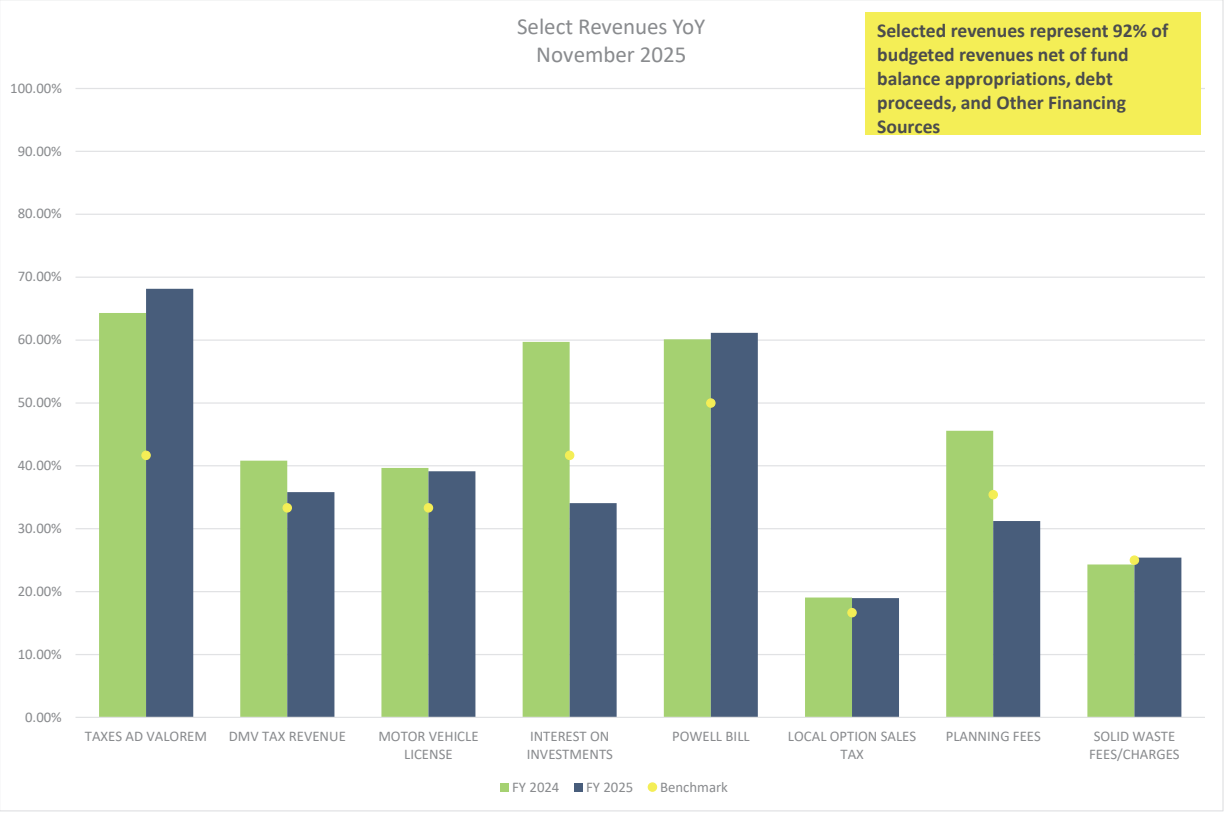
Town Of Wendell
Fiscal Year 2025-2026
General Fund
November 2025

CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Ad Valorem Taxes	$13,130,000	$31,325	$13,161,325	$8,986,215	68.28%
Licenses and Fees	$1,385,975	$0	$1,385,975	$537,717	38.80%
Intergovernmental Revenue - Unrestricted	$5,270,600	$0	$5,270,600	$873,395	16.57%
Intergovernmental Revenue - Restricted	$694,164	-$4,125	$690,039	$283,774	41.12%
Permits and Fees	$645,750	$81,850	$727,600	$298,149	40.98%
Sales and Services	$2,597,800	$25	$2,597,825	$719,059	27.68%
Other Revenue	$4,900	$125	$5,025	$11,938	237.57%
Investment Income	$400,000	$0	$400,000	$136,329	34.08%
Transfers In	$0	$0	$0	$16,035	0.00%
Other Financing Sources	$0	$164,970	$164,970	$443,596	268.89%
Debt Proceeds	$115,000	$0	$115,000	$0	0.00%
Fund Balance Appropriations	$317,285	$191,055	$508,340	$0	0.00%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$12,306,206**	**49.17%**

NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.




General Fund
Year-to-Date Revenues - By Type
Without Transfers/Debt Proceeds/Other Financing Sources/Fund Balance
November 2025
Licenses and Fees
$537,717
4.54%
Intergovernmental
Revenue - Unrestricted
$873,395
7.37%
Intergovernmental Revenue -
Restricted
$283,774
2.40%
Permits and Fees
$298,149
2.52%
Sales and Services
$719,059
6.07%
Other Revenue
$11,938
0.10%
Investment Income
$136,329
1.15%
Ad Valorem Taxes
$8,986,215
75.85%


Select Revenues YoY
November 2025
Selected revenues represent 92% of budgeted revenues net of fund balance appropriations, debt proceeds, and Other Financing Sources
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
TAXES AD VALOREM
DMV TAX REVENUE
MOTOR VEHICLE LICENSE
INTEREST ON INVESTMENTS
POWELL BILL
LOCAL OPTION SALES TAX
PLANNING FEES
SOLID WASTE FEES/CHARGES
FY 2024
FY 2025
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	YTD EXPENSES	PERCENTAGE
Streets	20-570	$119,740	$0	0.00%
Non-Departmental	20-660	$1,780,051	$1,721,970	96.74%
Total		**$1,899,791**	**$1,721,970**	**90.64%**

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

Debt Type	Lender	Purpose	FY 2026 Obligation	Payment Month	Final Payment	Remaining Payments
Installment Financing Agreement	Truist	See Footnote (1)	$110,564	July 2025	FY 2027	1
Installment Financing Agreement	KS Bank	Street Resurfacing	$119,740	May 2026	FY 2031	6
Installment Financing Agreement	Truist	See Footnote (2)	$925,110	October 2025	FY 2037	11
Installment Financing Agreement	Webster Bank	Public Works Yard	$686,299	July 2025	FY 2045	19
General Obligation Bond	Webster Bank	Parks & Recreation	$0		FY 2046	20
		Total	**$1,841,713**			

(1) Construction of Lighted Multi-Purpose Field, Installation of Concrete Walking Paths in Wendell Community Park, Resurfacing of Tennis Court, Purchase of Police Station Property and Facility Upgrades, Installation of Town-wide Wayfinding Signage.

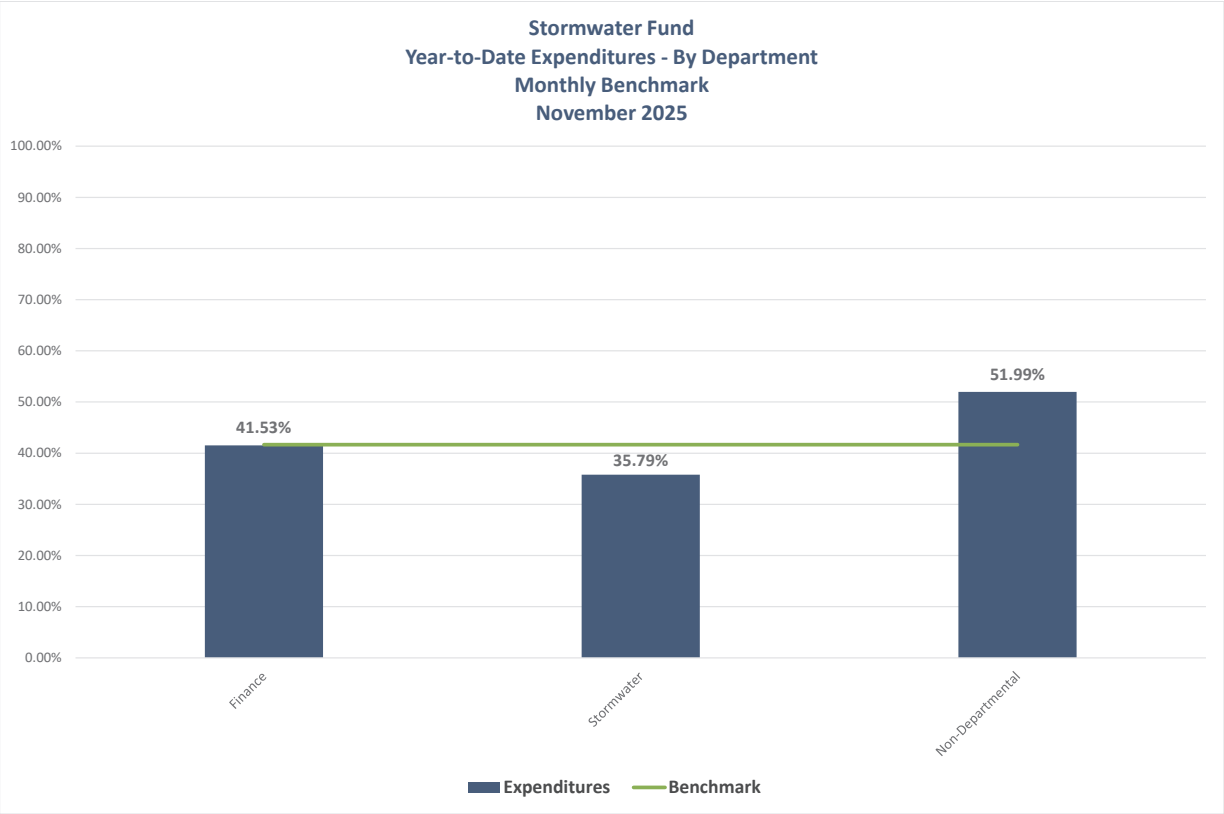
(2) Construction of Town Hall, Landing View Drive Road Exension, Construction of Hollybrook Park, Neighborhood Improvement Program, Future Police Station Property Acquisition

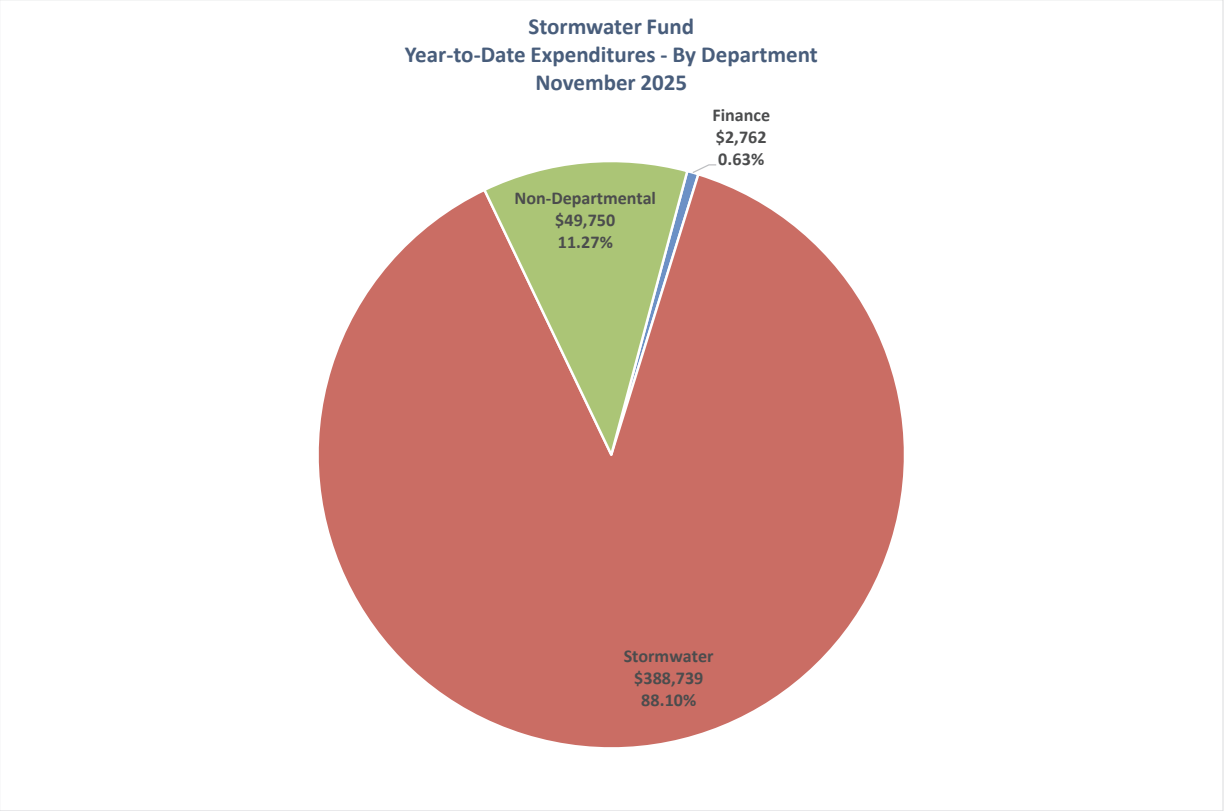
Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
November 2025

CATEGORY	ADOPTED BUDGET	YTD REVENUES	PERCENTAGE
Investment Income	$0	$798	0.00%
Transfers In	$1,899,791	$1,841,710	96.94%
Total	**$1,899,791**	**$1,842,509**	**96.98%**

Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
November 2025

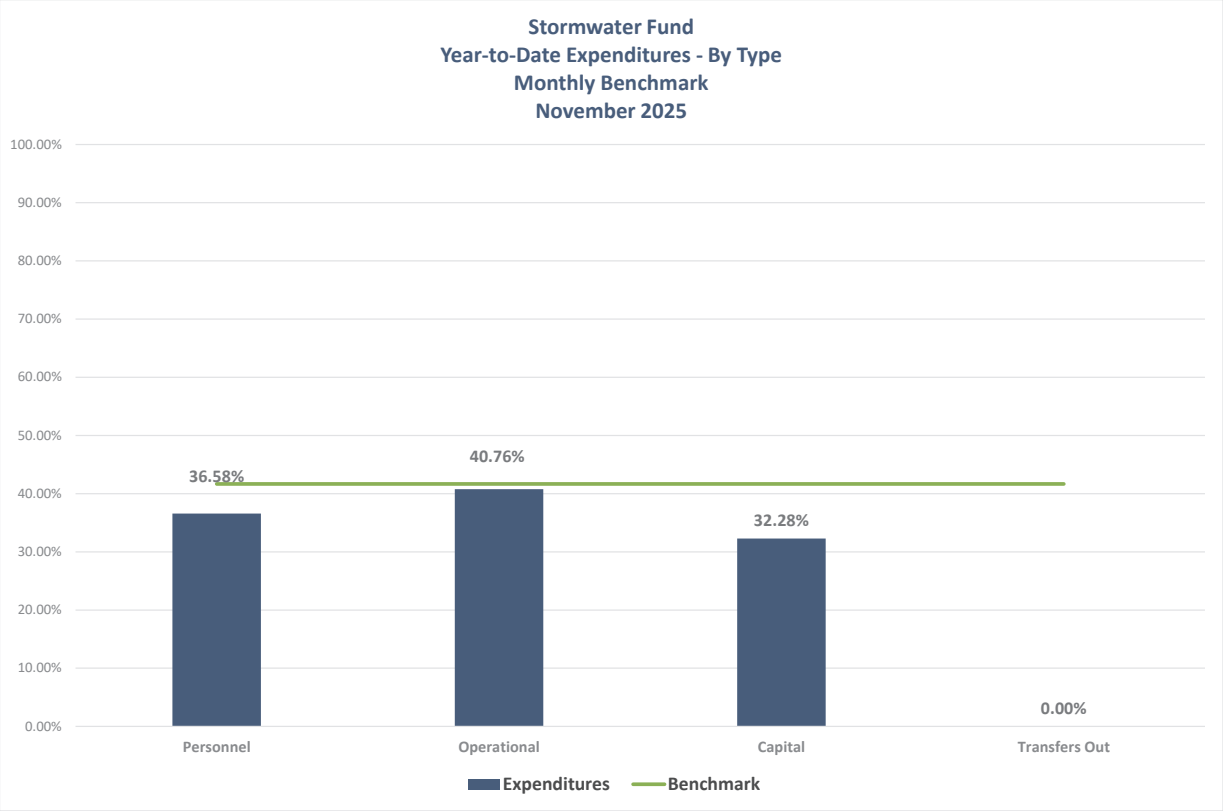
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Finance	34-440	$0	$6,650	$6,650	$2,762	41.53%
Stormwater	34-580	$853,380	$232,760	$1,086,140	$388,739	35.79%
Non-Departmental	34-660	$95,700	$0	$95,700	$49,750	51.99%
Total		**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 441,251**	**37.13%**

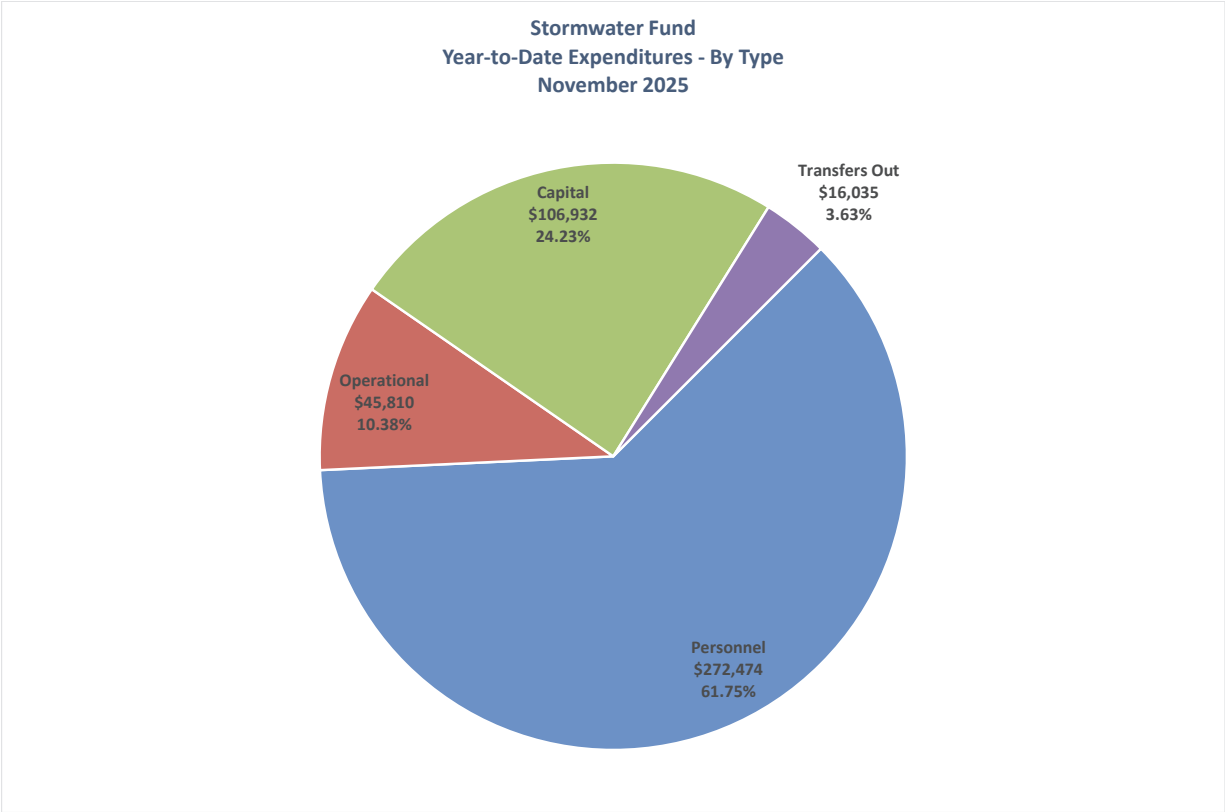

Stormwater Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
November 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
41.53%
35.79%
51.99%
Finance
Stormwater
Non-Departmental
Expenditures
Benchmark

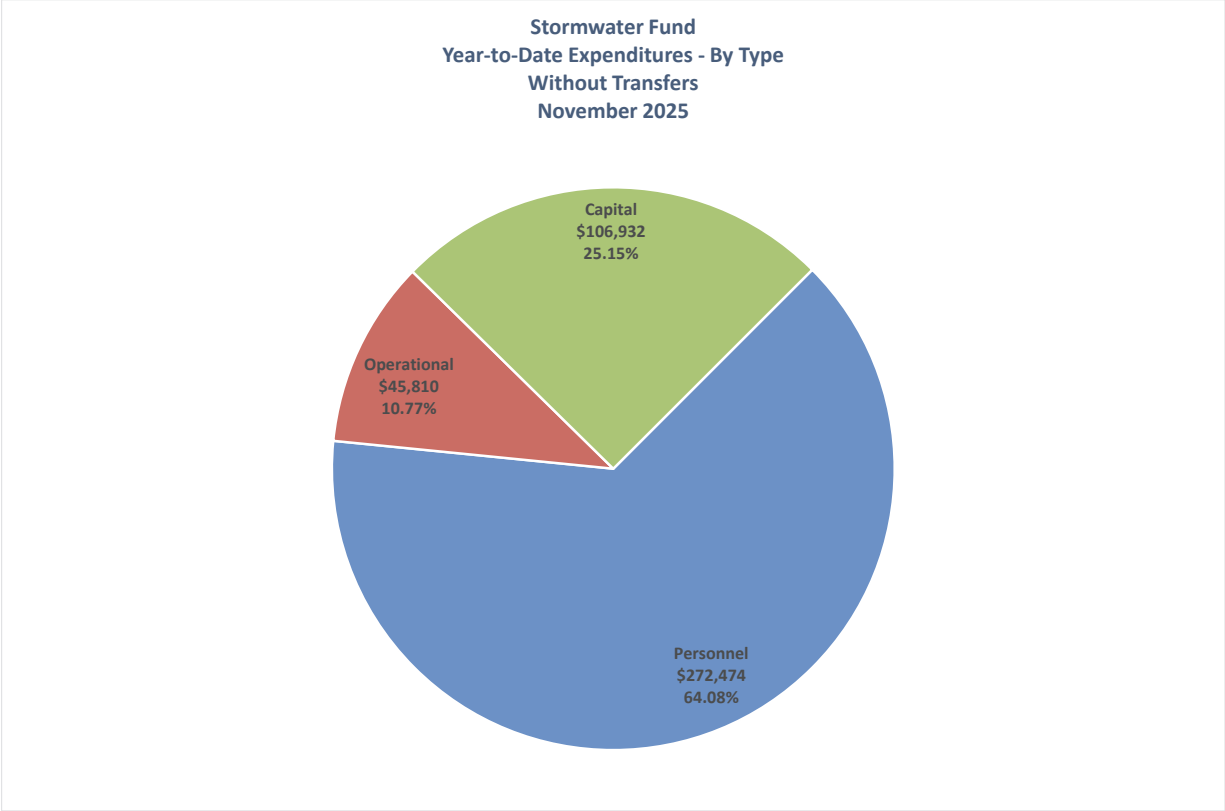

Stormwater Fund
Year-to-Date Expenditures - By Department
November 2025
Finance
$2,762
0.63%
Non-Departmental
$49,750
11.27%
Stormwater
$388,739
88.10%

Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
November 2025

TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$540,700	$204,175	$744,875	$272,474	36.58%
Operational	$81,380	$31,000	$112,380	$45,810	40.76%
Capital	$327,000	$4,235	$331,235	$106,932	32.28%
Transfers Out	$0	$0	$0	$16,035	0.00%
Total	**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 441,251**	**37.13%**

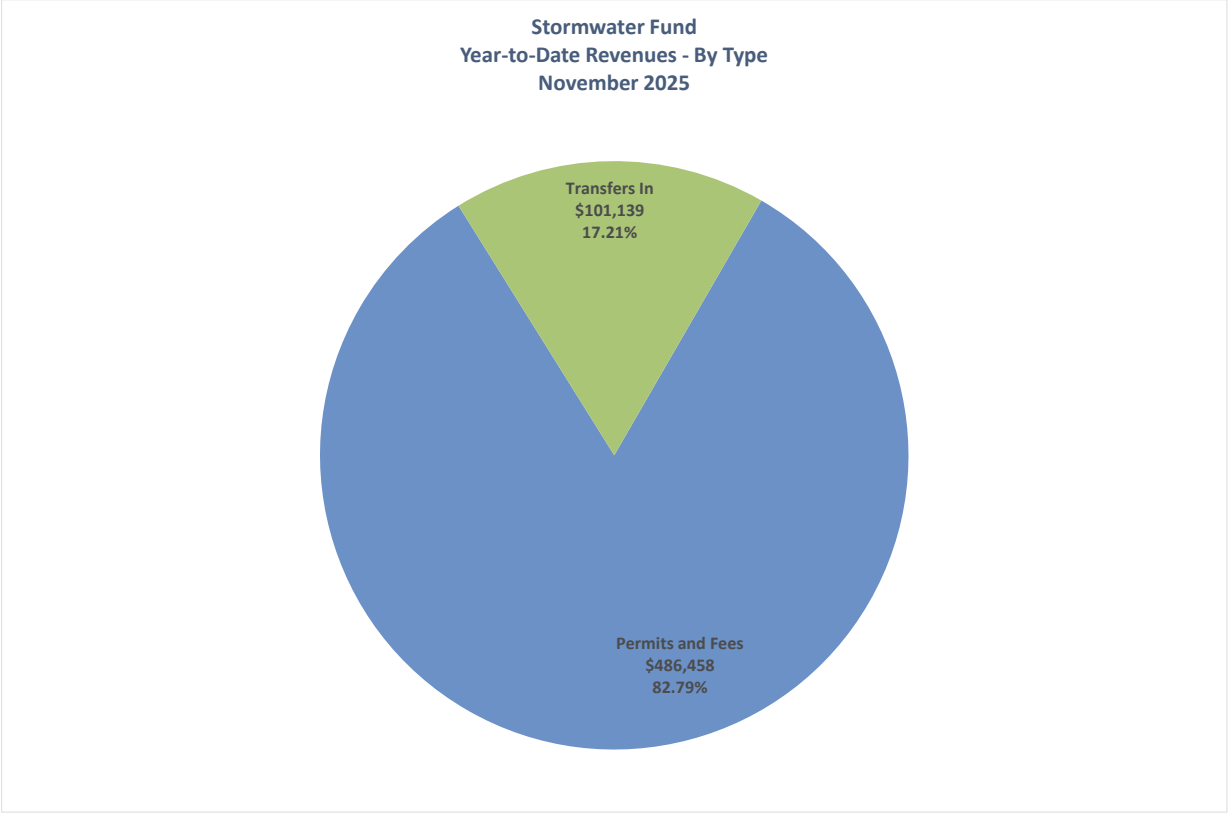



Stormwater Fund
Year-to-Date Expenditures - By Type
November 2025
Transfers Out
$16,035
3.63%
Capital
$106,932
24.23%
Operational
$45,810
10.38%
Personnel
$272,474
61.75%


Stormwater Fund
Year-to-Date Expenditures - By Type
Without Transfers
November 2025
Capital
$106,932
25.15%
Operational
$45,810
10.77%
Personnel
$272,474
64.08%

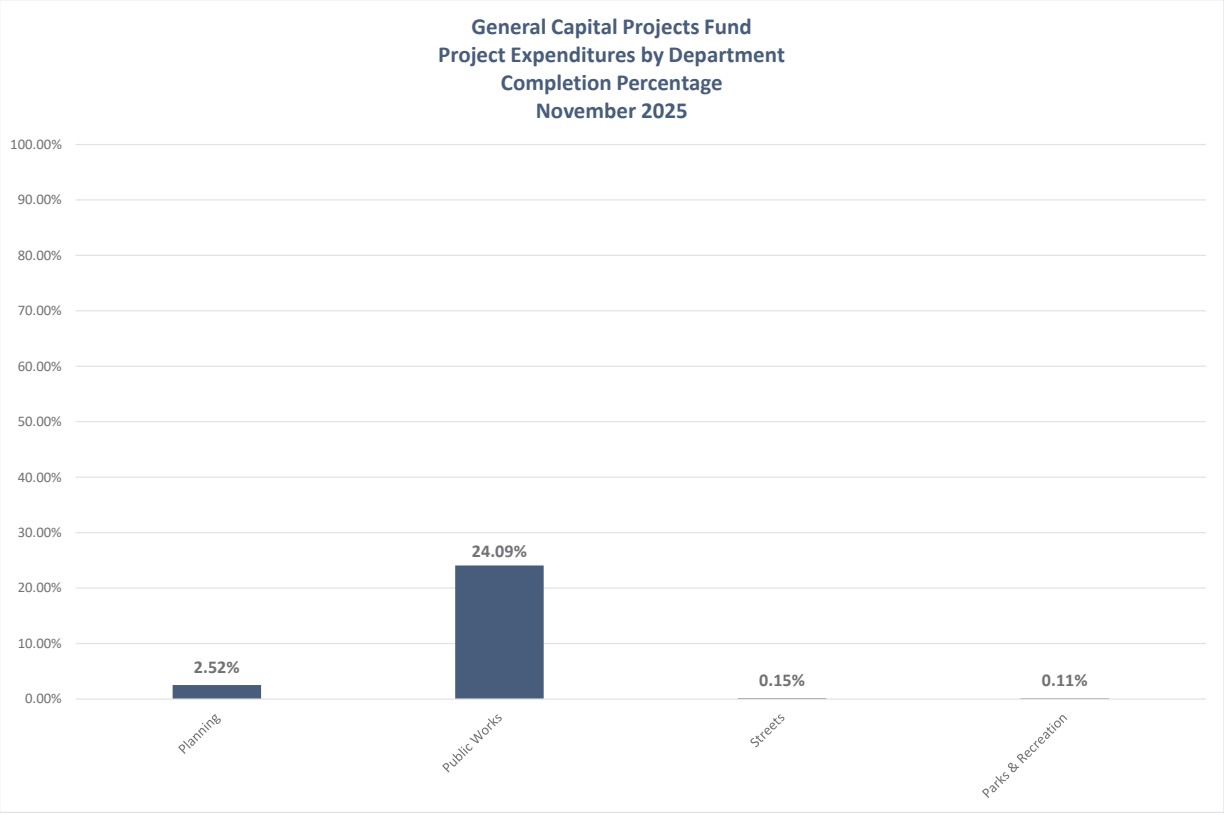
Town Of Wendell
Fiscal Year 2024-2025
Stormwater Fund
November 2025

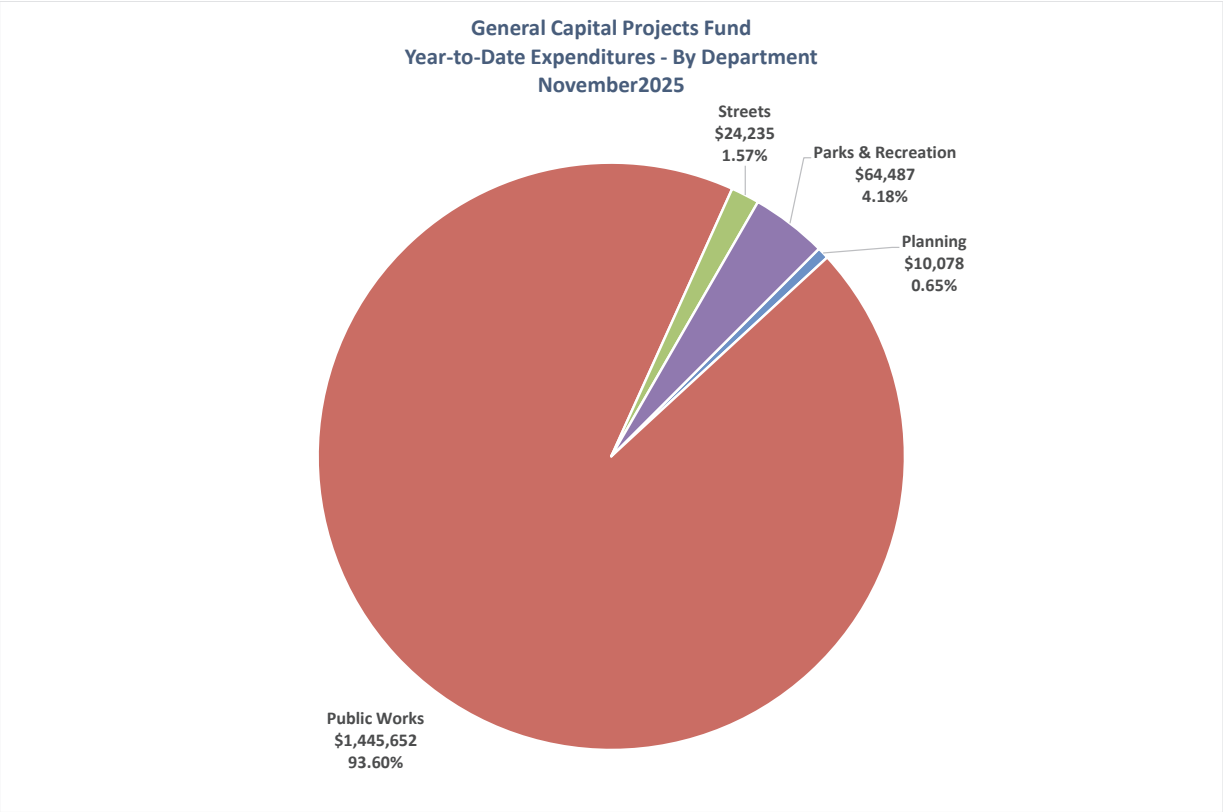
CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Permits and Fees	$584,000	$0	$584,000	$486,458	83.30%
Investment Income	$0	$0	$0	$0	0.00%
Transfers In	$365,080	$239,410	$604,490	$101,139	16.73%
Total	**$949,080**	**$239,410**	**$1,188,490**	**$587,596**	**49.44%**



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

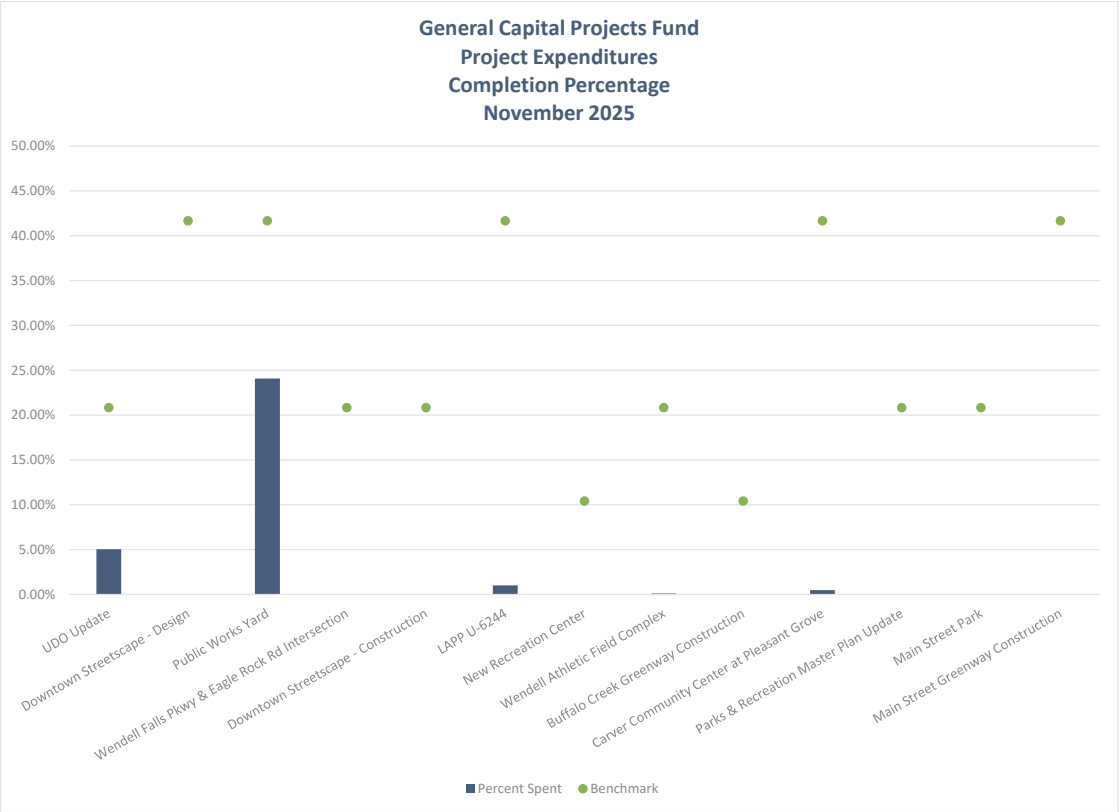
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Planning	70-490	$400,000	$0	$400,000	$10,078	2.52%
Public Works	70-560	$6,000,000	$0	$6,000,000	$1,445,652	24.09%
Streets	70-570	$16,336,848	$0	$16,336,848	$24,235	0.15%
Parks & Recreation	70-620	$56,075,338	$1,198,350	$57,273,688	$64,487	0.11%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 1,544,451**	**1.93%**





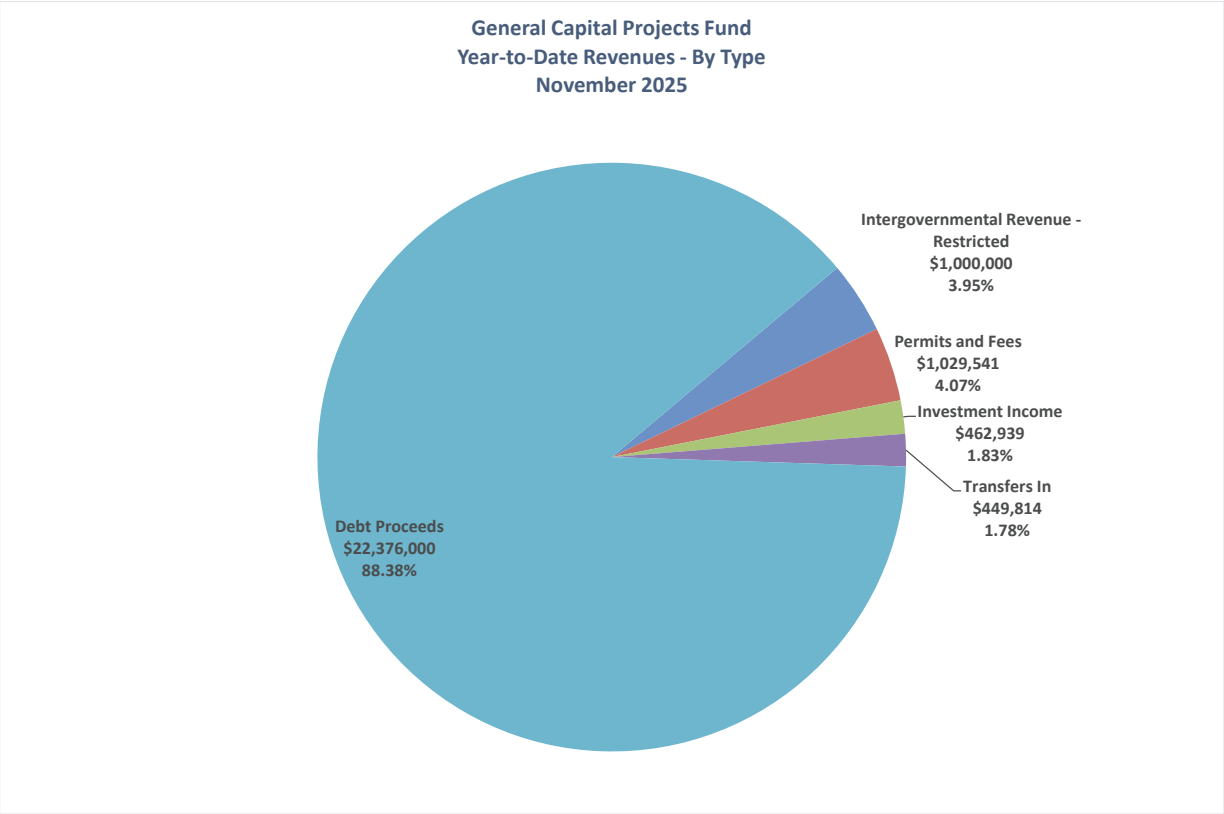
Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*AMENDED BUDGET*	*MODIFIED BUDGET*	*TOTAL EXPENSES*	*PERCENTAGE*
UDO Update	70-490	$200,000	$0	$200,000	$10,078	5.04%
Downtown Streetscape - Design	70-490	$200,000	$0	$200,000	$0	0.00%
Public Works Yard	70-560	$6,000,000	$0	$6,000,000	$1,445,652	24.09%
Wendell Falls Pkwy & Eagle Rock Rd Intersection	70-570	$12,427,715	$0	$12,427,715	$0	0.00%
Downtown Streetscape - Construction	70-570	$1,500,000	$0	$1,500,000	$0	0.00%
LAPP U-6244	70-570	$2,409,133	$0	$2,409,133	$24,235	1.01%
New Recreation Center	70-620	$25,600,000	$98,250	$25,698,250	$433	0.00%
Wendell Athletic Field Complex	70-620	$13,165,338	$350,200	$13,515,538	$16,009	0.12%
Buffalo Creek Greenway Construction	70-620	$5,750,000	$0	$5,750,000	$505	0.01%
Carver Community Center at Pleasant Grove	70-620	$9,600,000	$0	$9,600,000	$47,541	0.50%
Parks & Recreation Master Plan Update	70-620	$100,000	$0	$100,000	$0	0.00%
Main Street Park	70-620	$1,650,000	$0	$1,650,000	$0	0.00%
Main Street Greenway Construction	70-620	$210,000	$749,900	$959,900	$0	0.00%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 1,544,451**	**1.93%**



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
November 2025

CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Intergovernmental Revenue - Restricted	$9,071,839	$500,000	$9,571,839	$1,000,000	10.45%
Permits and Fees	$6,978,049	$0	$6,978,049	$1,029,541	14.75%
Investment Income	$0	$0	$0	$462,939	0.00%
Transfers In	$3,086,960	$258,350	$3,345,310	$449,814	13.45%
Debt Proceeds	$59,675,338	$440,000	$60,115,338	$22,376,000	37.22%
Total	**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 25,318,294**	**31.64%**



Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
November 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Northside Dam	74-580	$500,000	$0	0.00%

Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
November 2025

CATEGORY	ADOPTED BUDGET	YTD REVENUES	PERCENTAGE
Transfer In - General Fund	$100,000	$0	0.00%
Transfer In - Stormwater Fund	$400,000	$0	0.00%
Total	**$500,000**	**$0**	**0.00%**

Town Of Wendell
Fiscal Year 2025-2026
Cash and Investment Balances - All Funds
November 2025

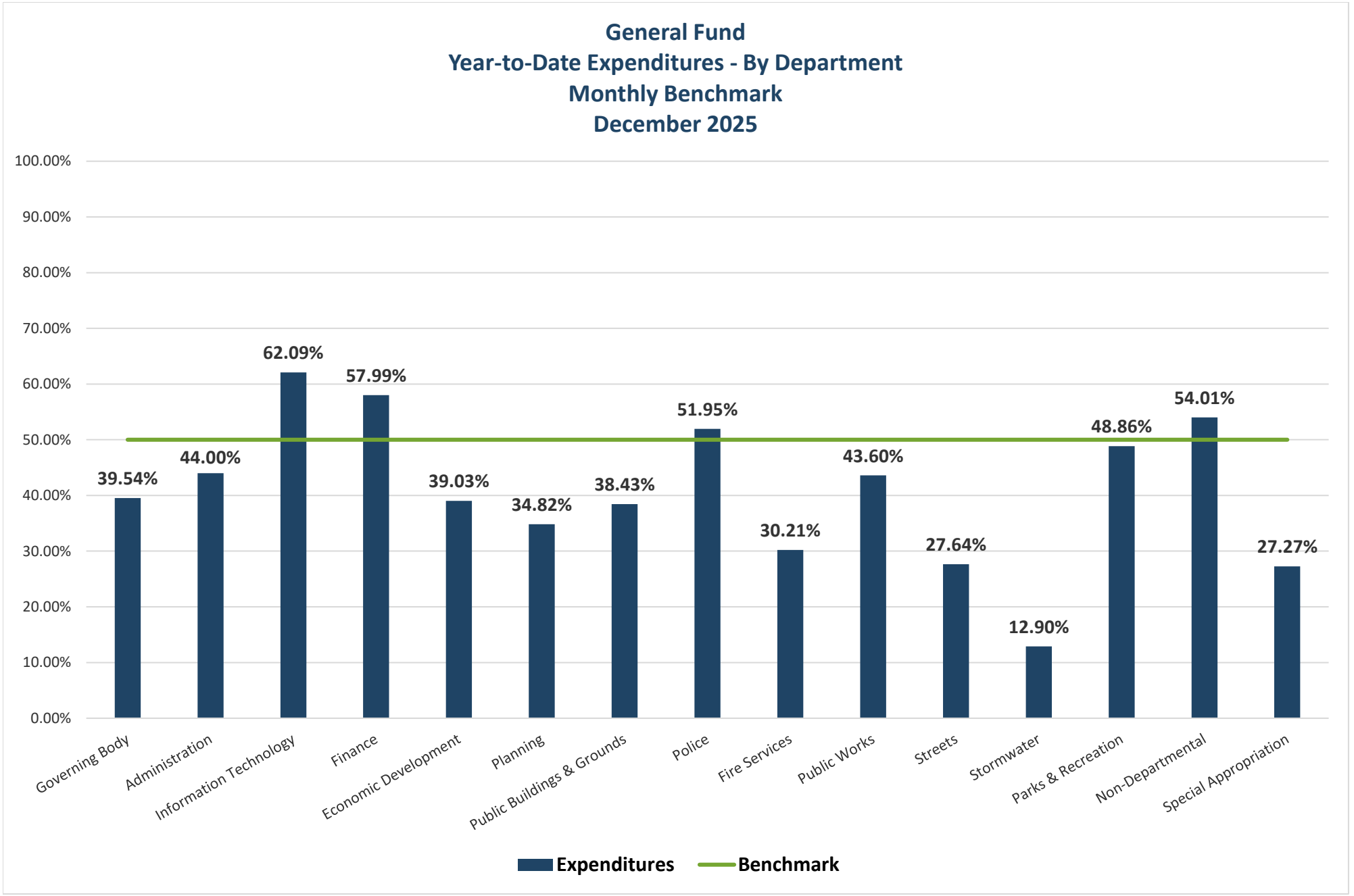
ACCOUNT TYPE/INSTITUTION	
Checking - Interest Bearing	$3,198,377.81
KS Bank	$500,139.73
KS Bank	$2,698,238.08
Checking - Non Interest Bearing	$11,940.32
KS Bank	$11,940.32
Money Market	$4,978,923.63
KS Bank	$250,482.94
KS Bank	$4,728,440.69
Investment	$37,389,309.29
NCCMT	$9,043,319.80
NCCMT	$3,747,429.07
NCCMT	$22,516,698.84
NCCMT	$120,538.29
NC CLASS	$1,961,323.29
Petty Cash	$100.00
Total Cash and Investments	**$45,578,651.05**

Town Of Wendell
Fiscal Year 2025-2026
Investment Yields
November 2025

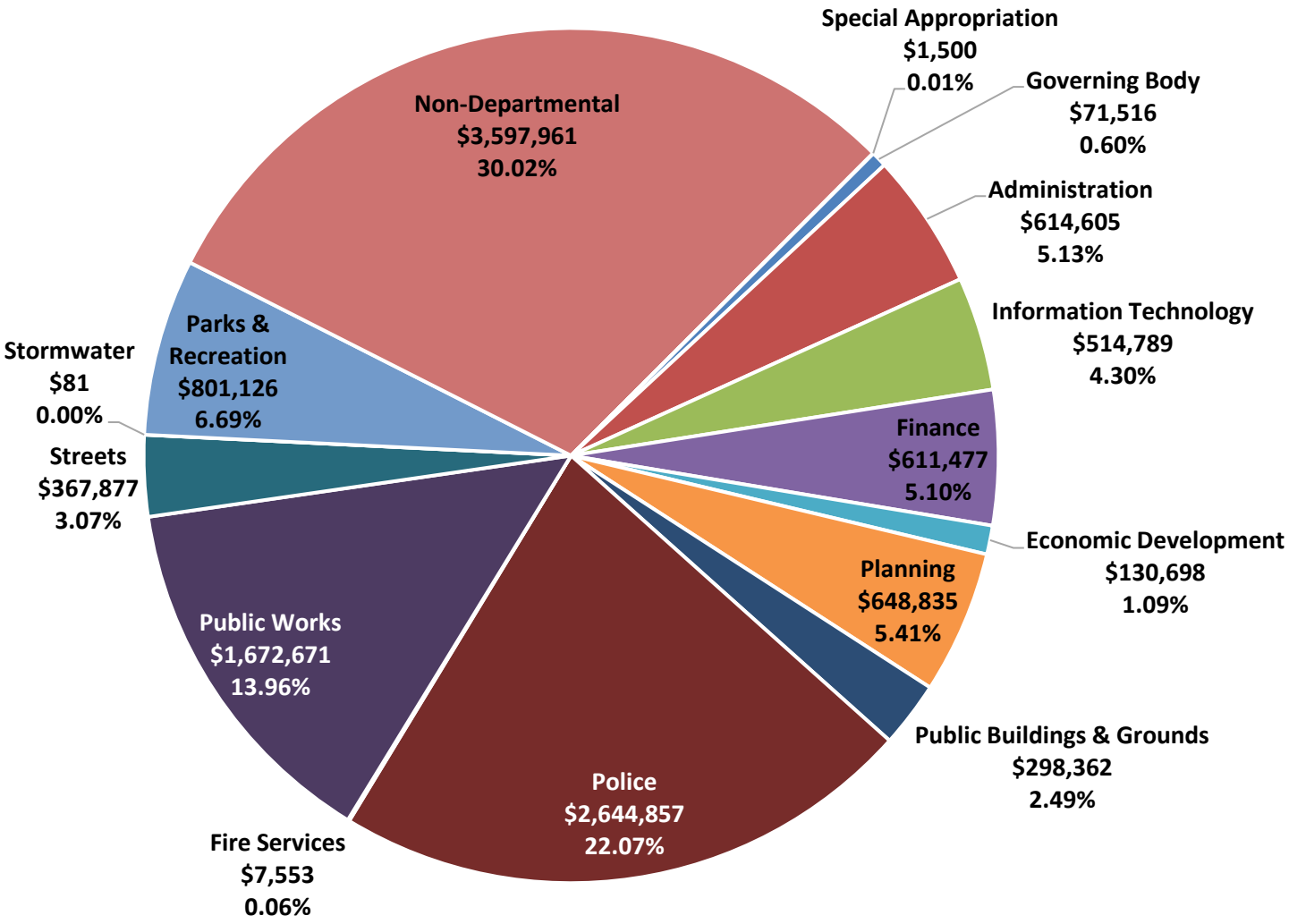
INSTITUTION	*7-Day Yield (November 2025)*	*30-Day Yield (November 2025)*	*30-Day Yield (October 2025)2*
NCCMT	3.91%	3.91%	4.05%
NC CLASS	4.0188%	4.0216%	4.1913%

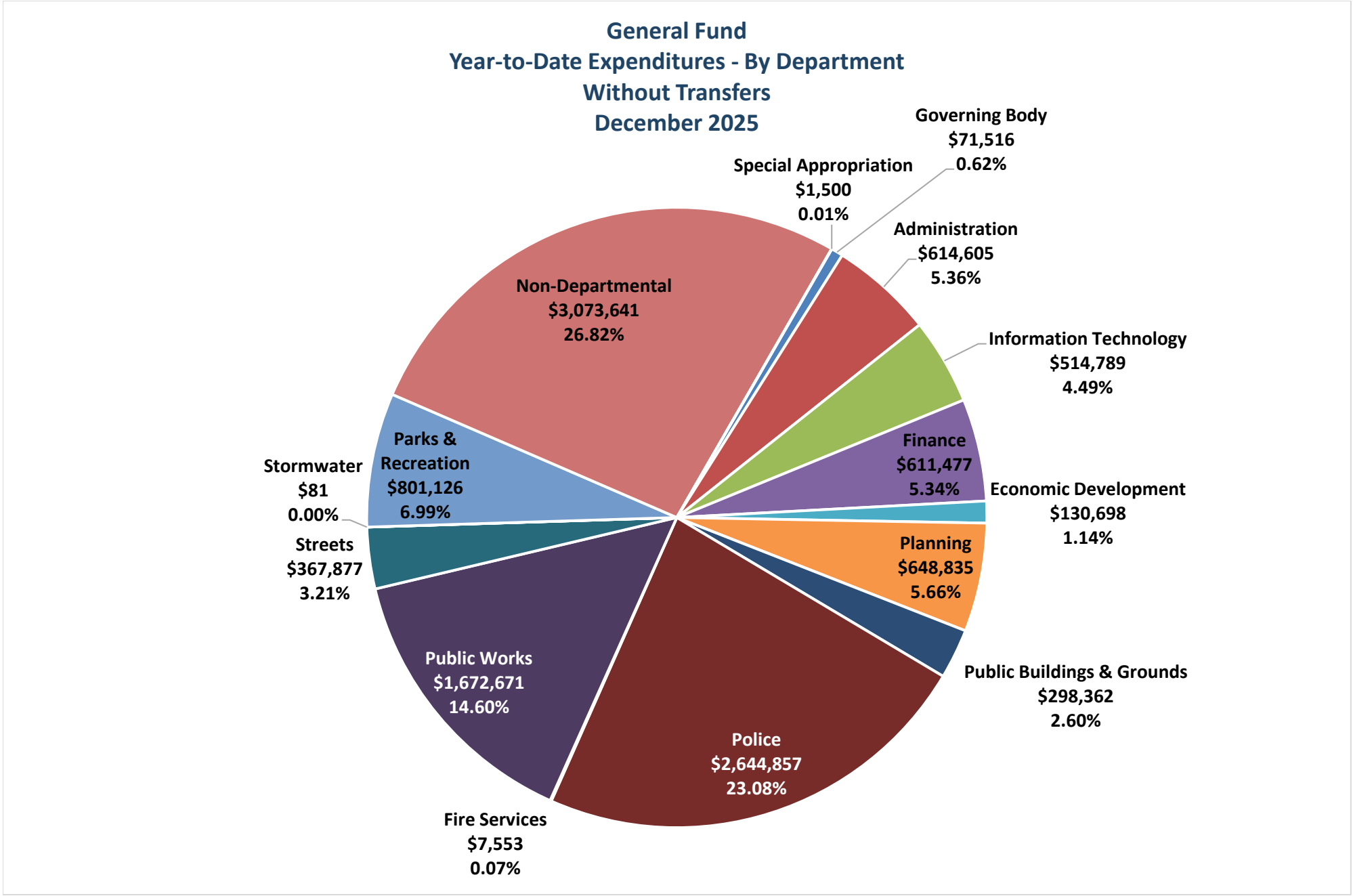
Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Governing Body	10-410	$180,871	$0	$180,871	$71,516	39.54%
Administration	10-420	$1,383,790	$12,950	$1,396,740	$614,605	44.00%
Information Technology	10-430	$748,179	$80,930	$829,109	$514,789	62.09%
Finance	10-440	$1,061,115	-$6,650	$1,054,465	$611,477	57.99%
Economic Development	10-450	$308,508	$26,375	$334,883	$130,698	39.03%
Planning	10-490	$1,863,375	$0	$1,863,375	$648,835	34.82%
Public Buildings & Grounds	10-500	$782,615	-$6,235	$776,380	$298,362	38.43%
Police	10-510	$5,042,786	$48,510	$5,091,296	$2,644,857	51.95%
Fire Services	10-530	$25,000	$0	$25,000	$7,553	30.21%
Public Works	10-560	$3,964,574	-$127,785	$3,836,789	$1,672,671	43.60%
Streets	10-570	$1,394,045	-$63,200	$1,330,845	$367,877	27.64%
Stormwater	10-580	$0	$625	$625	$81	12.90%
Parks & Recreation	10-620	$1,637,700	$1,945	$1,639,645	$801,126	48.86%
Non-Departmental	10-660	$6,163,416	$497,760	$6,661,176	$3,597,961	54.01%
Special Appropriation	10-690	$5,500	$0	$5,500	$1,500	27.27%
Total		**$24,561,474**	**$465,225**	**$25,026,699**	**$11,983,908**	**47.88%**


General Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
39.54%
44.00%
62.09%
57.99%
39.03%
34.82%
38.43%
51.95%
30.21%
43.60%
27.64%
12.90%
48.86%
54.01%
27.27%
Governing Body
Administration
Information Technology
Finance
Economic Development
Planning
Public Buildings & Grounds
Police
Fire Services
Public Works
Streets
Stormwater
Parks & Recreation
Non-Departmental
Special Appropriation
Expenditures
Benchmark

General Fund
Year-to-Date Expenditures - By Department
December 2025

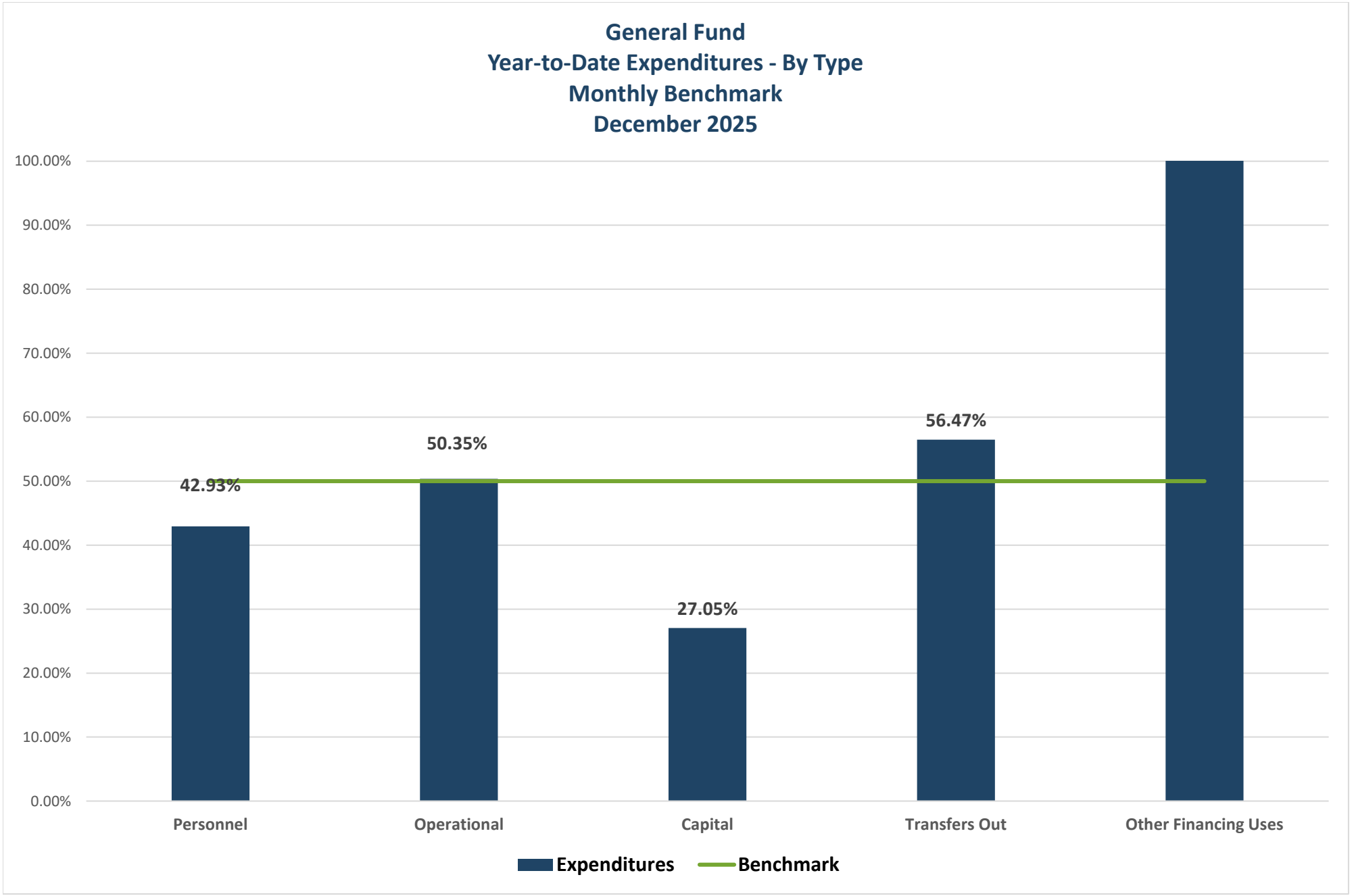



General Fund
Year-to-Date Expenditures - By Department
Without Transfers
December 2025
Governing Body
$71,516
0.62%
Special Appropriation
$1,500
0.01%
Administration
$614,605
5.36%
Non-Departmental
$3,073,641
26.82%
Information Technology
$514,789
4.49%
Parks &
Recreation
$801,126
6.99%
Finance
$611,477
5.34%
Stormwater
$81
0.00%
Economic Development
$130,698
1.14%
Streets
$367,877
3.21%
Planning
$648,835
5.66%
Public Works
$1,672,671
14.60%
Public Buildings & Grounds
$298,362
2.60%
Police
$2,644,857
23.08%
Fire Services
$7,553
0.07%

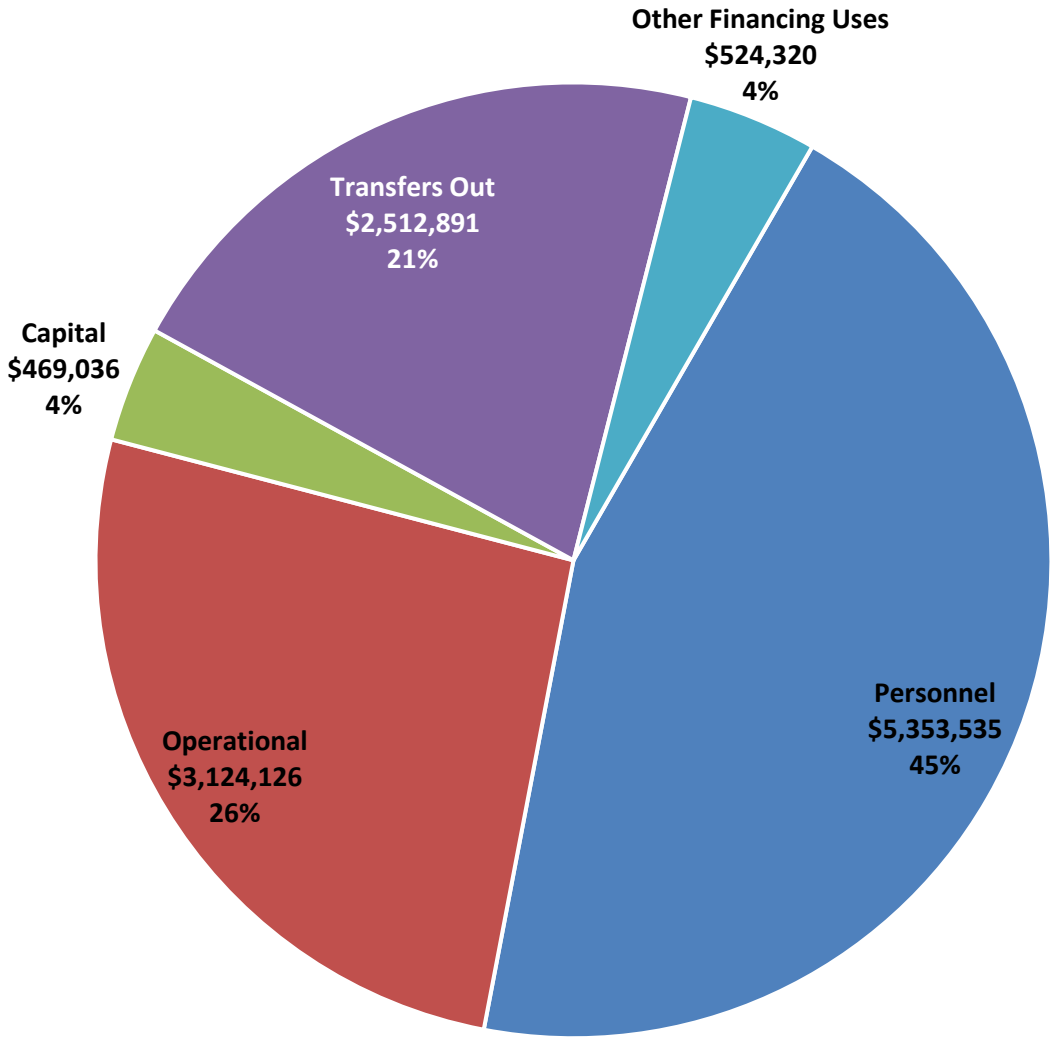
Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$12,675,500	-$204,050	$12,471,450	$5,353,535	42.93%
Operational	$6,242,696	-$38,472	$6,204,224	$3,124,126	50.35%
Capital	$1,691,447	$42,512	$1,733,959	$469,036	27.05%
Transfers Out	$3,951,831	$497,760	$4,449,591	$2,512,891	56.47%
Other Financing Uses	$0	$167,475	$167,475	$524,320	313.07%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$11,983,908**	**47.88%**

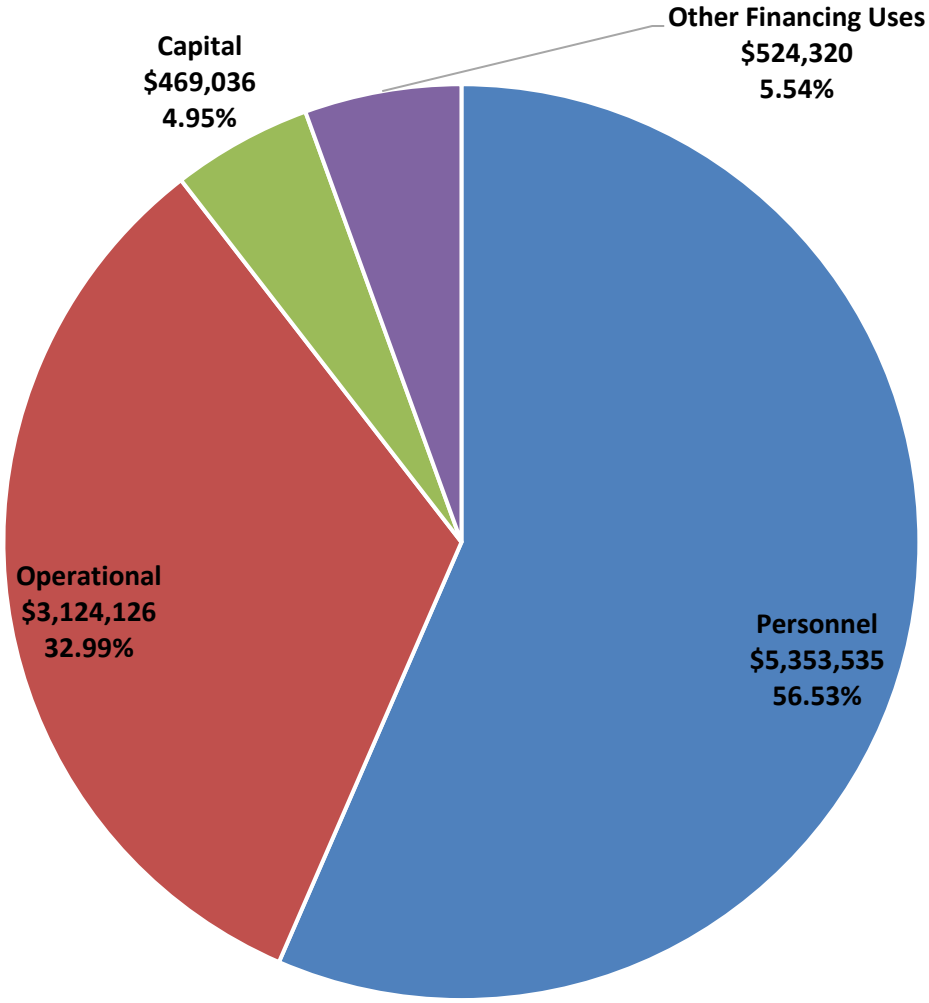
NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.


General Fund
Year-to-Date Expenditures - By Type
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
42.93%
50.35%
27.05%
56.47%
Personnel
Operational
Capital
Transfers Out
Other Financing Uses
Expenditures
Benchmark

General Fund
Year-to-Date Expenditures - By Type
December 2025



General Fund
Year-to-Date Expenditures - By Type
Without Transfers
December 2025

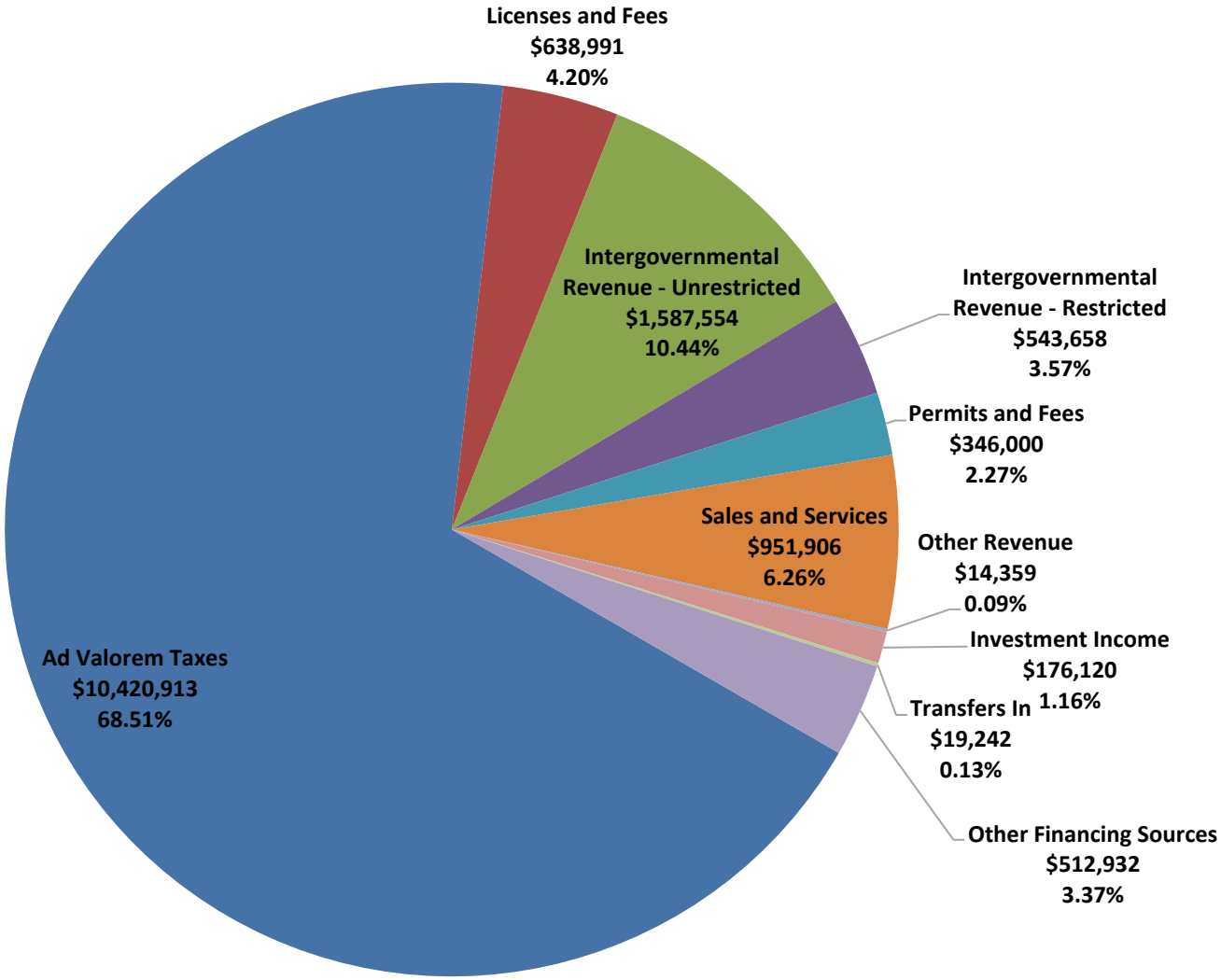


Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

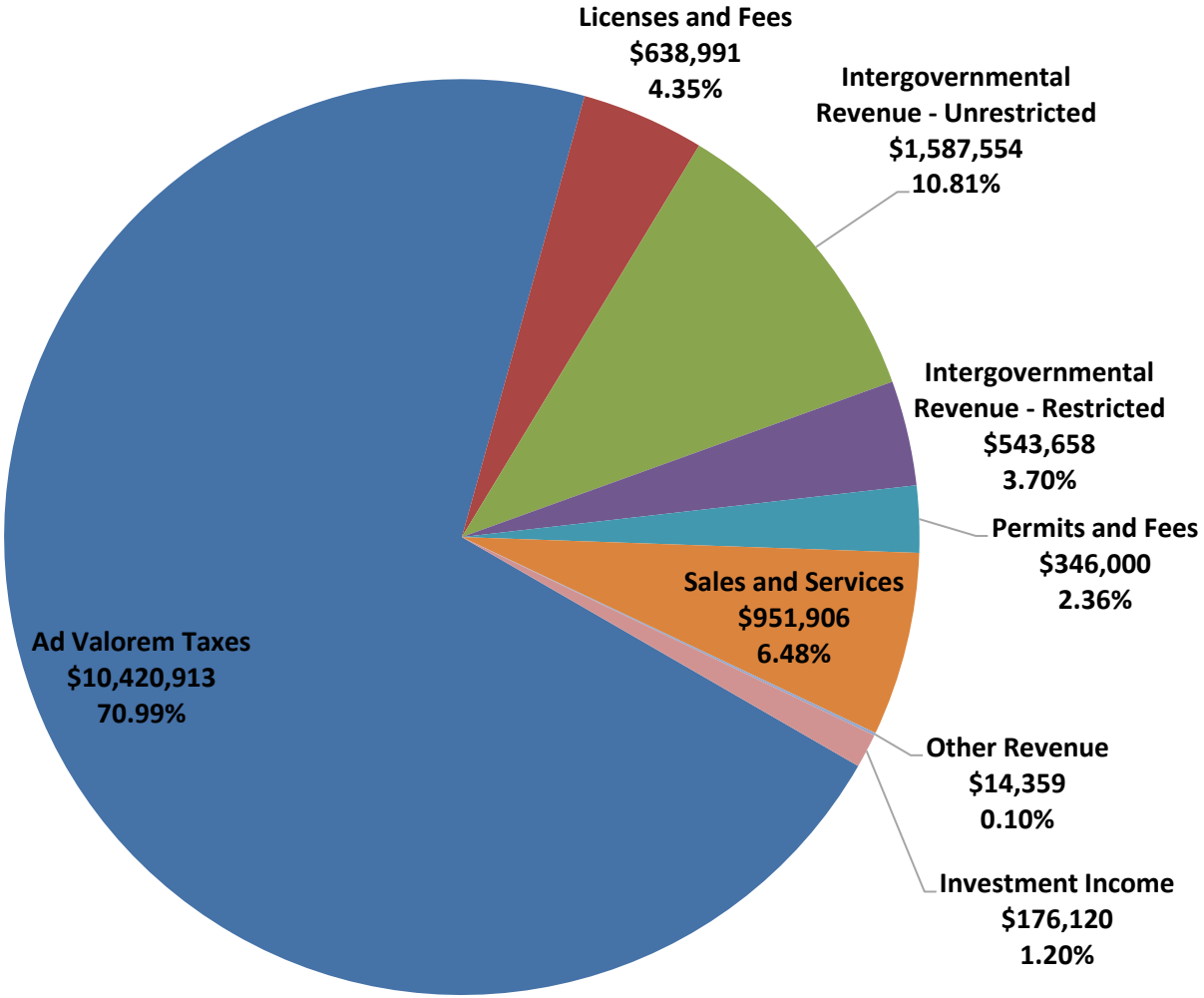
CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Ad Valorem Taxes	$13,130,000	$31,325	$13,161,325	$10,420,913	79.18%
Licenses and Fees	$1,385,975	$0	$1,385,975	$638,991	46.10%
Intergovernmental Revenue - Unrestricted	$5,270,600	$0	$5,270,600	$1,587,554	30.12%
Intergovernmental Revenue - Restricted	$694,164	-$4,125	$690,039	$543,658	78.79%
Permits and Fees	$645,750	$81,850	$727,600	$346,000	47.55%
Sales and Services	$2,597,800	$25	$2,597,825	$951,906	36.64%
Other Revenue	$4,900	$125	$5,025	$14,359	285.74%
Investment Income	$400,000	$0	$400,000	$176,120	44.03%
Transfers In	$0	$0	$0	$19,242	0.00%
Other Financing Sources	$0	$164,970	$164,970	$512,932	310.92%
Debt Proceeds	$115,000	$0	$115,000	$0	0.00%
Fund Balance Appropriations	$317,285	$191,055	$508,340	$0	0.00%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$15,211,674**	**60.78%**

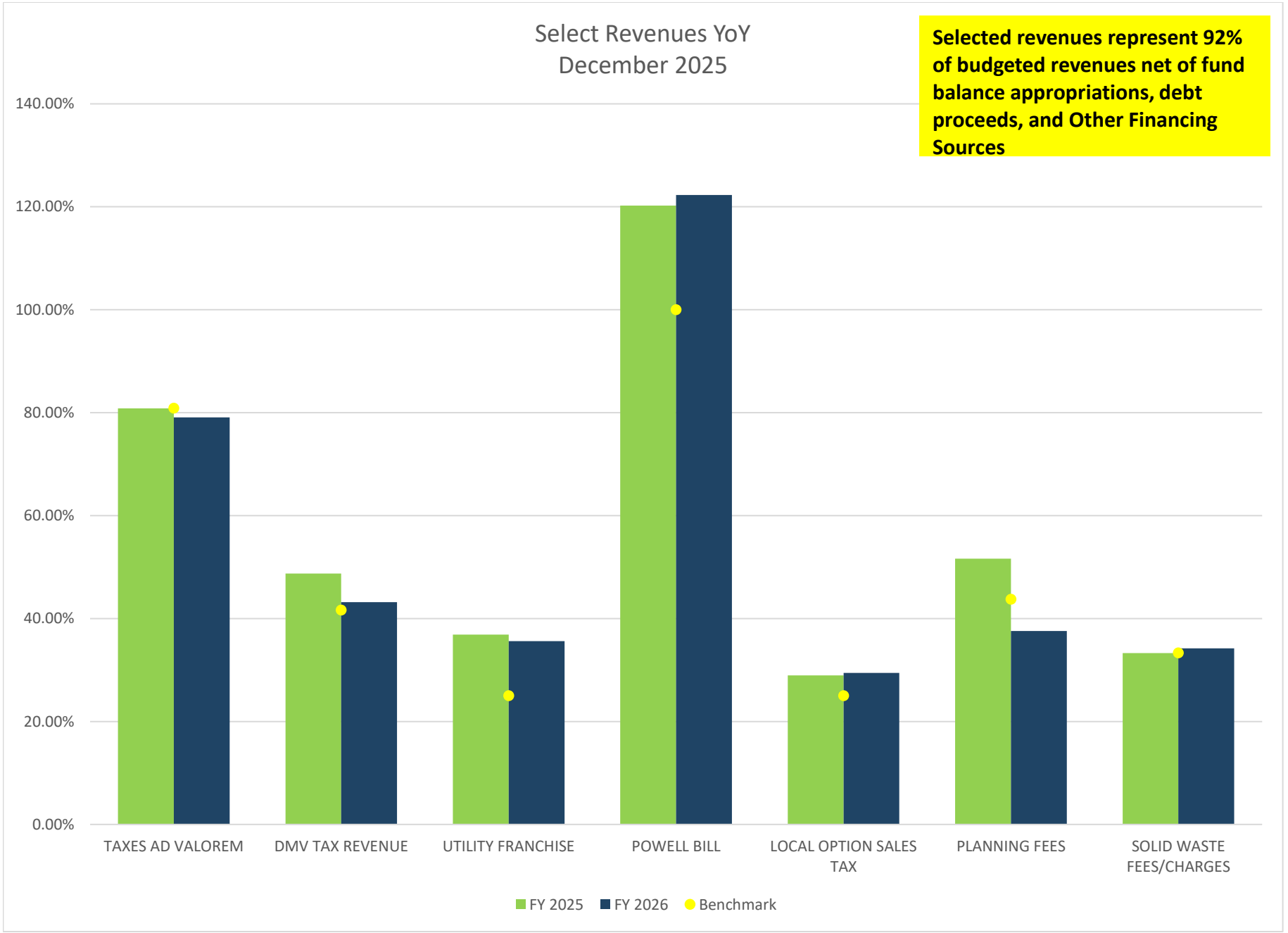
NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.

General Fund
Year-to-Date Revenues - By Type
December 2025



General Fund
Year-to-Date Revenues - By Type
Without Transfers/Debt Proceeds/Other Financing Sources/Fund Balance
December 2025




Select Revenues YoY
December 2025
Selected revenues represent 92% of budgeted revenues net of fund balance appropriations, debt proceeds, and Other Financing Sources
140.00%
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
TAXES AD VALOREM
DMV TAX REVENUE
UTILITY FRANCHISE
POWELL BILL
LOCAL OPTION SALES TAX
PLANNING FEES
SOLID WASTE FEES/CHARGES
FY 2025
FY 2026
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

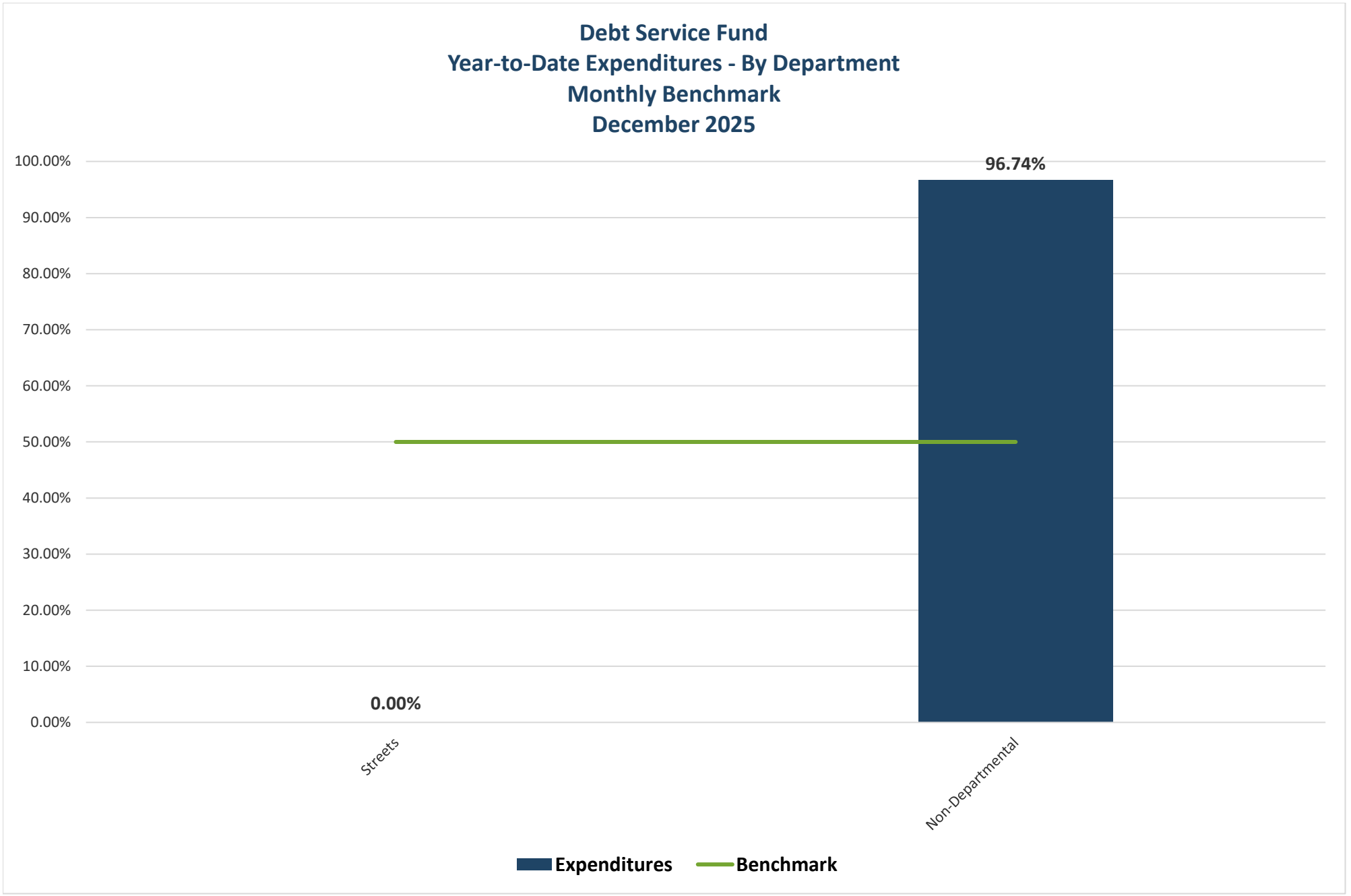
DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Streets	20-570	$119,740	$0	0.00%
Non-Departmental	20-660	$1,780,051	$1,721,970	96.74%
Total		**$1,899,791**	**$1,721,970**	**90.64%**

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

Debt Type	*Lender*	*Purpose*	*FY 2026 Obligation*	*Payment Month*	*Final Payment*	*Remaining Payments*
Installment Financing Agreement	Truist	See Footnote (1)	$110,564	July 2025	FY 2027	1
Installment Financing Agreement	KS Bank	Street Resurfacing	$119,740	May 2026	FY 2031	6
Installment Financing Agreement	Truist	See Footnote (2)	$925,110	October 2025	FY 2037	11
Installment Financing Agreement	Webster Bank	Public Works Yard	$686,299	July 2025	FY 2045	19
General Obligation Bond	Webster Bank	Parks & Recreation	$0		FY 2046	20
		Total	**$1,841,713**			

(1) Construction of Lighted Multi-Purpose Field, Installation of Concrete Walking Paths in Wendell Community Park, Resurfacing of Tennis Court, Purchase of Police Station Property and Facility Upgrades, Installation of Town-wide Wayfinding Signage.

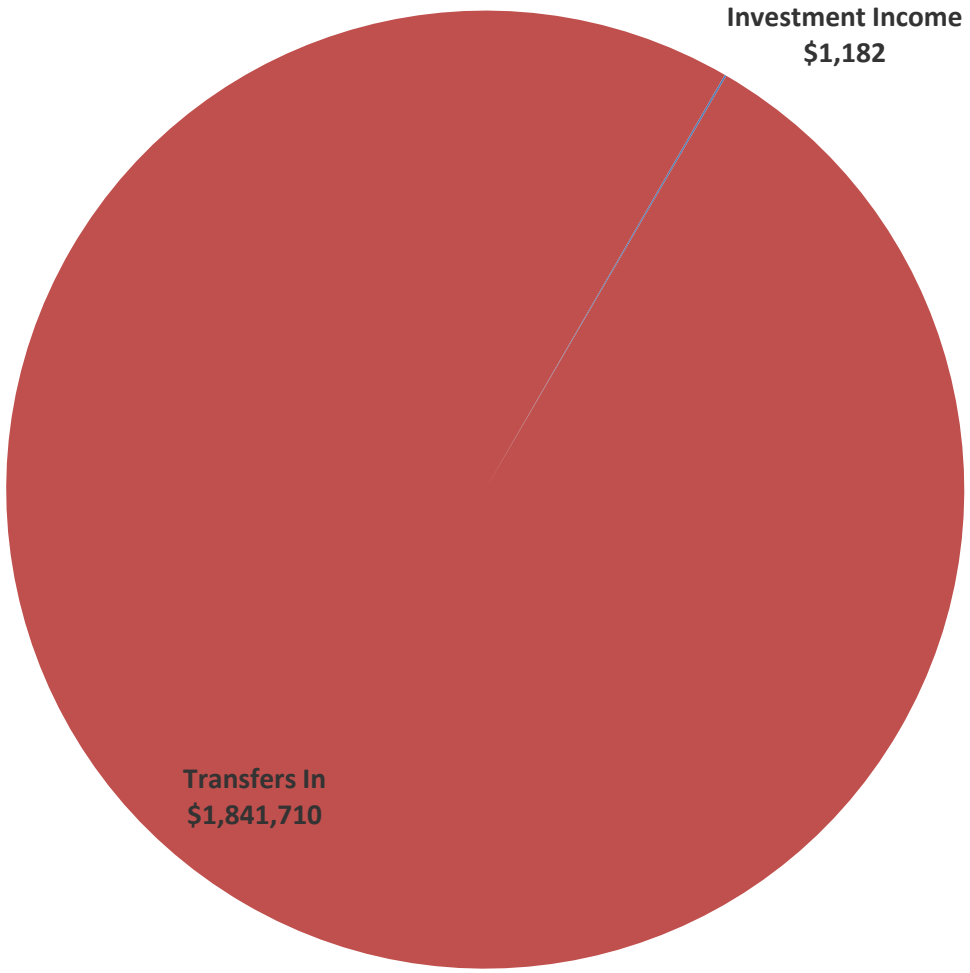
(2) Construction of Town Hall, Landing View Drive Road Exension, Construction of Hollybrook Park, Neighborhood Improvement Program, Future Police Station Property Acquisition


Debt Service Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
96.74%
0.00%
Streets
Non-Departmental
Expenditures
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

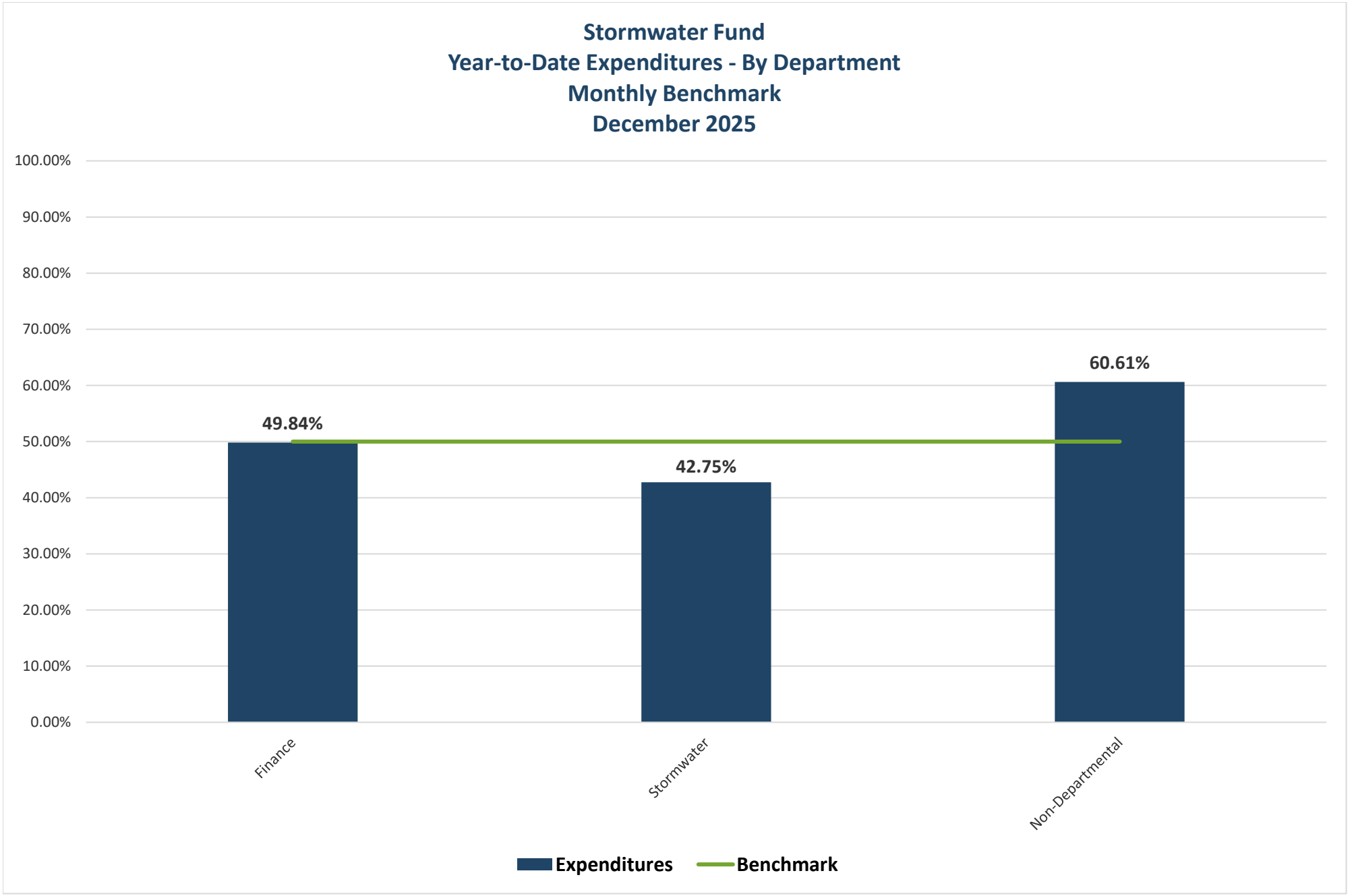
CATEGORY	*ADOPTED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Investment Income	$0	$1,182	0.00%
Transfers In	$1,899,791	$1,841,710	96.94%
Total	**$1,899,791**	**$1,842,892**	**97.00%**

Debt Service Fund
Year-to-Date Revenues - By Type
December 2025

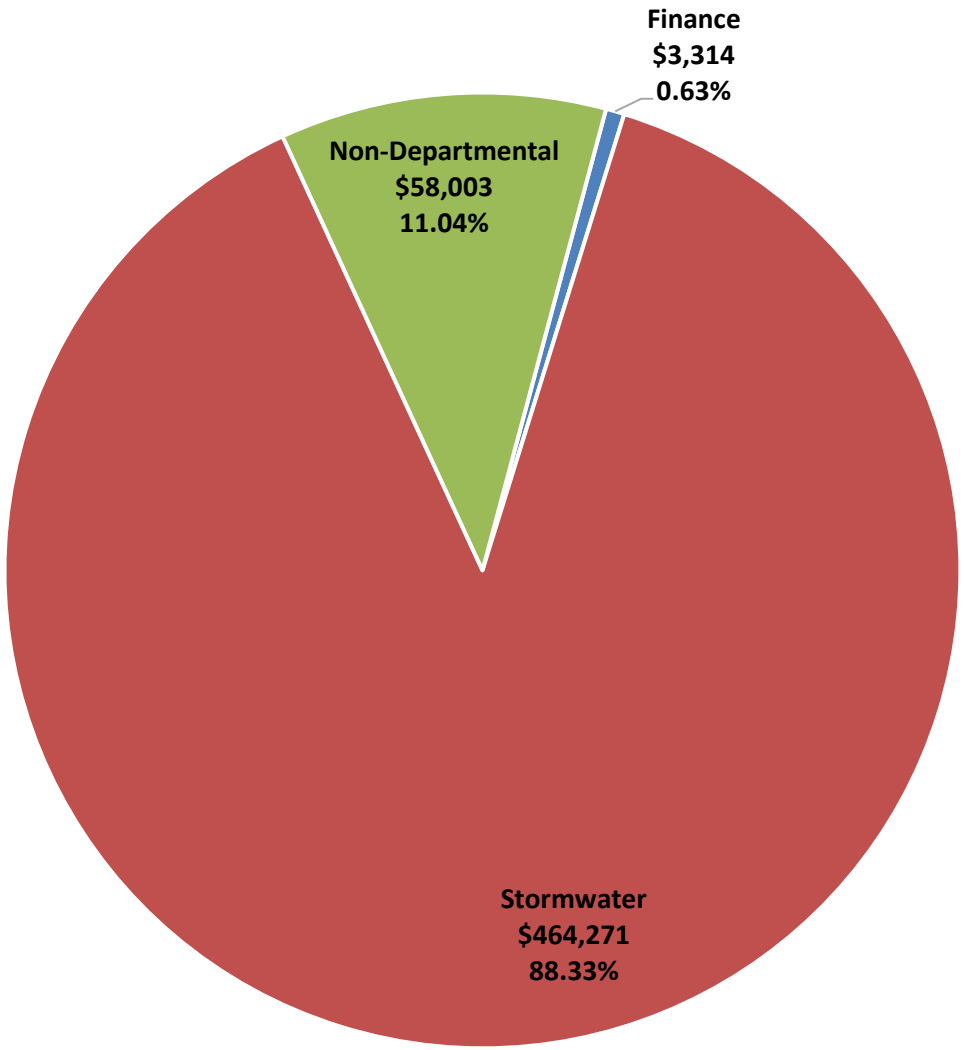


Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
December 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Finance	34-440	$0	$6,650	$6,650	$3,314	49.84%
Stormwater	34-580	$853,380	$232,760	$1,086,140	$464,271	42.75%
Non-Departmental	34-660	$95,700	$0	$95,700	$58,003	60.61%
Total		**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 525,588**	**44.22%**

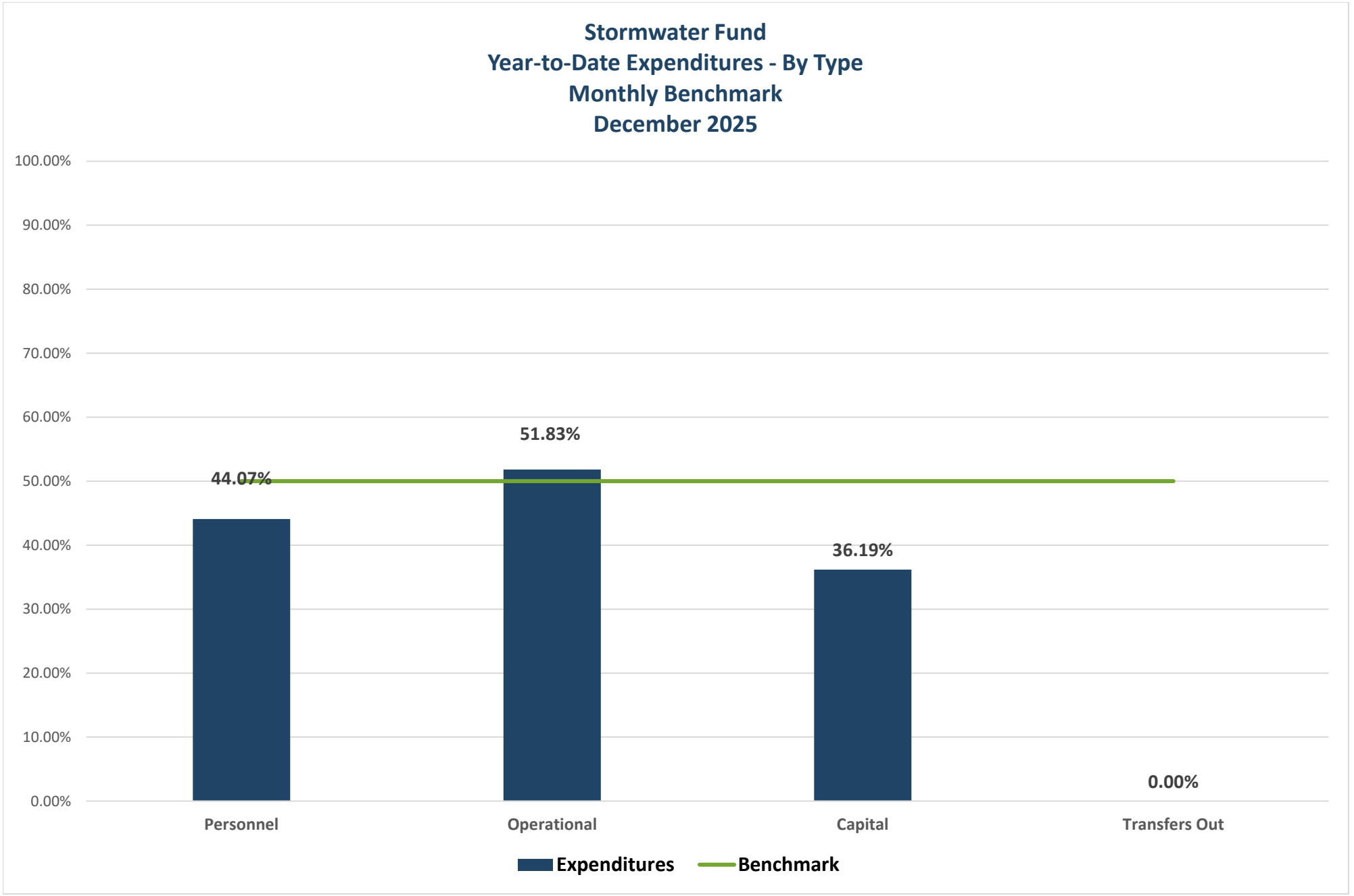

Stormwater Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
49.84%
42.75%
60.61%
Finance
Stormwater
Non-Departmental
Expenditures
Benchmark

Stormwater Fund
Year-to-Date Expenditures - By Department
December 2025

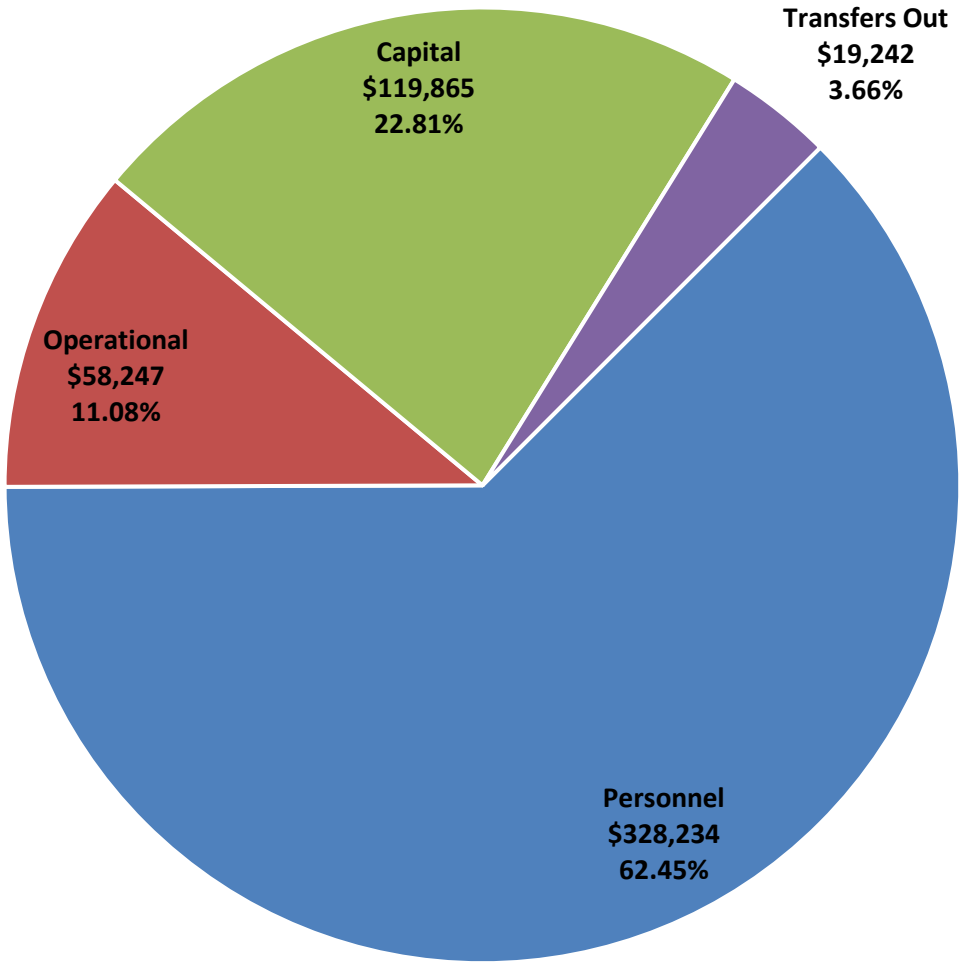


Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
December 2025

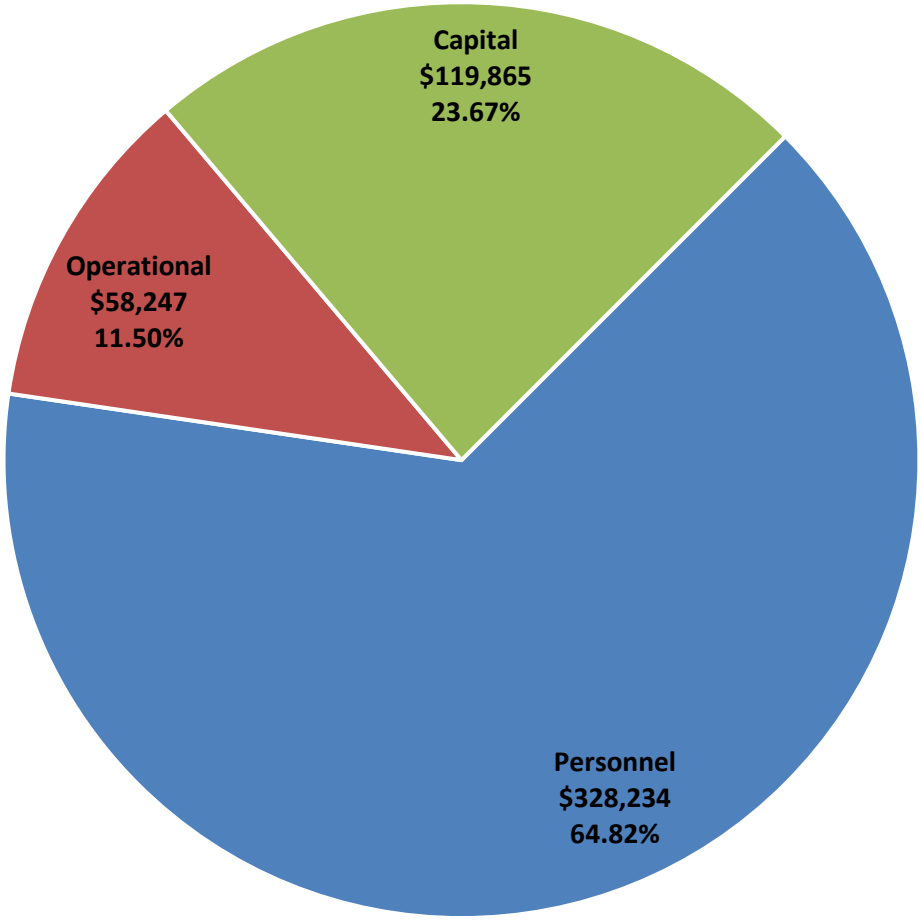
TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$540,700	$204,175	$744,875	$328,234	44.07%
Operational	$81,380	$31,000	$112,380	$58,247	51.83%
Capital	$327,000	$4,235	$331,235	$119,865	36.19%
Transfers Out	$0	$0	$0	$19,242	0.00%
Total	**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 525,588**	**44.22%**


Stormwater Fund
Year-to-Date Expenditures - By Type
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
44.07%
51.83%
36.19%
0.00%
Personnel
Operational
Capital
Transfers Out
Expenditures
Benchmark

Stormwater Fund
Year-to-Date Expenditures - By Type
December 2025



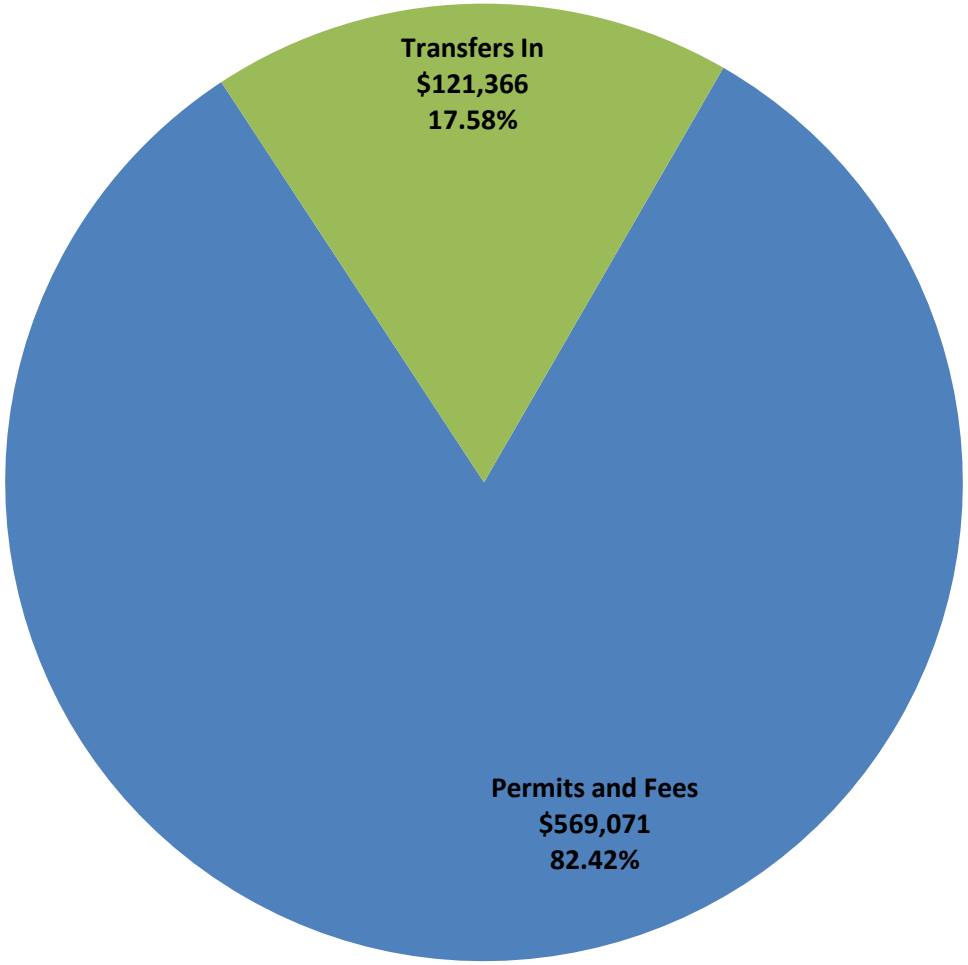
Stormwater Fund
Year-to-Date Expenditures - By Type
Without Transfers
December 2025



Town Of Wendell
Fiscal Year 2024-2025
Stormwater Fund
December 2025

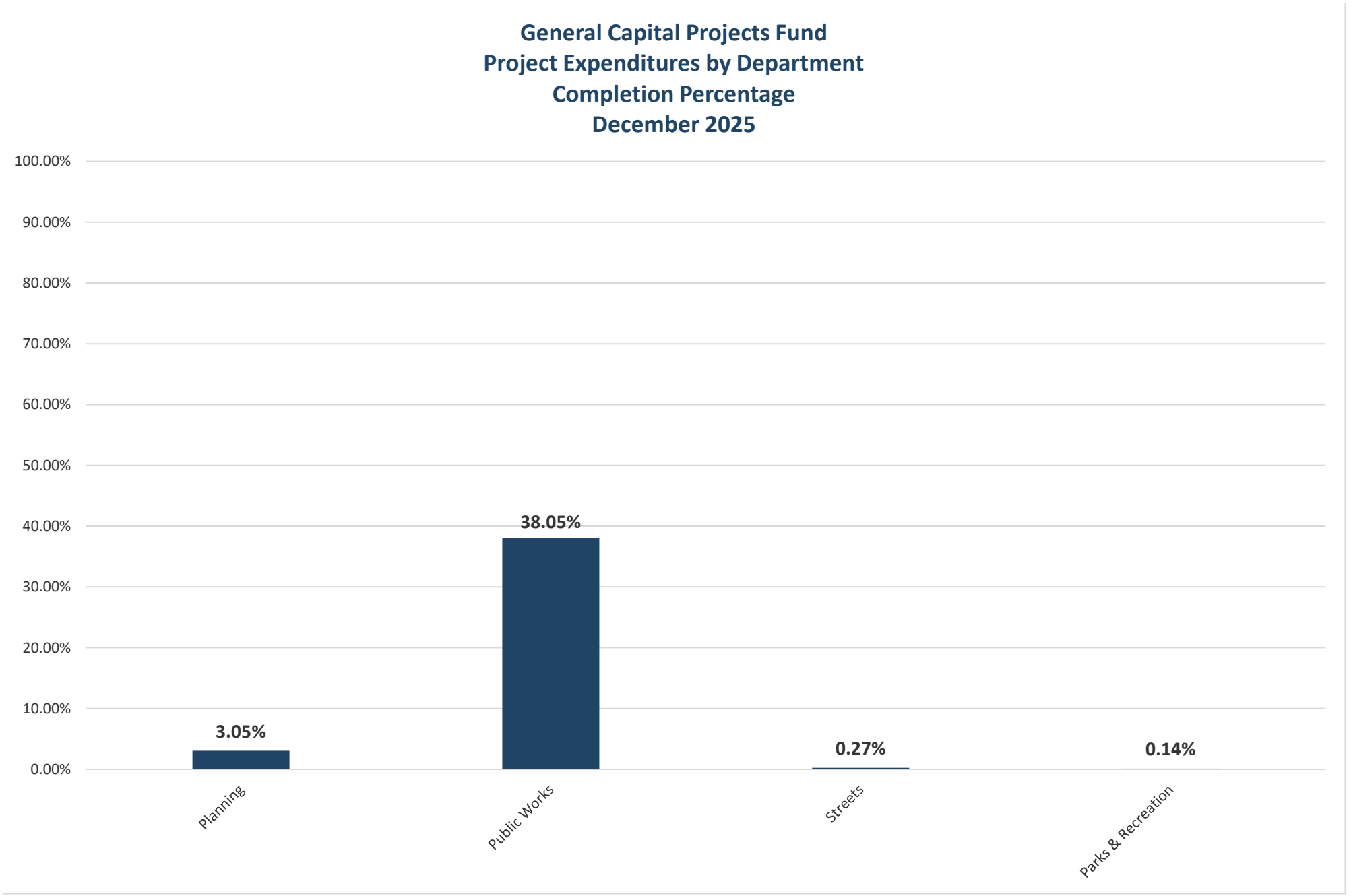
CATEGORY	*ADOPTED BUDGET*	*AMENDED BUDGET*	*ANTICIPATED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Permits and Fees	$584,000	$0	$584,000	$569,071	97.44%
Investment Income	$0	$0	$0	$0	0.00%
Transfers In	$365,080	$239,410	$604,490	$121,366	20.08%
Total	**$949,080**	**$239,410**	**$1,188,490**	**$690,438**	**58.09%**

Stormwater Fund
Year-to-Date Revenues - By Type
December 2025

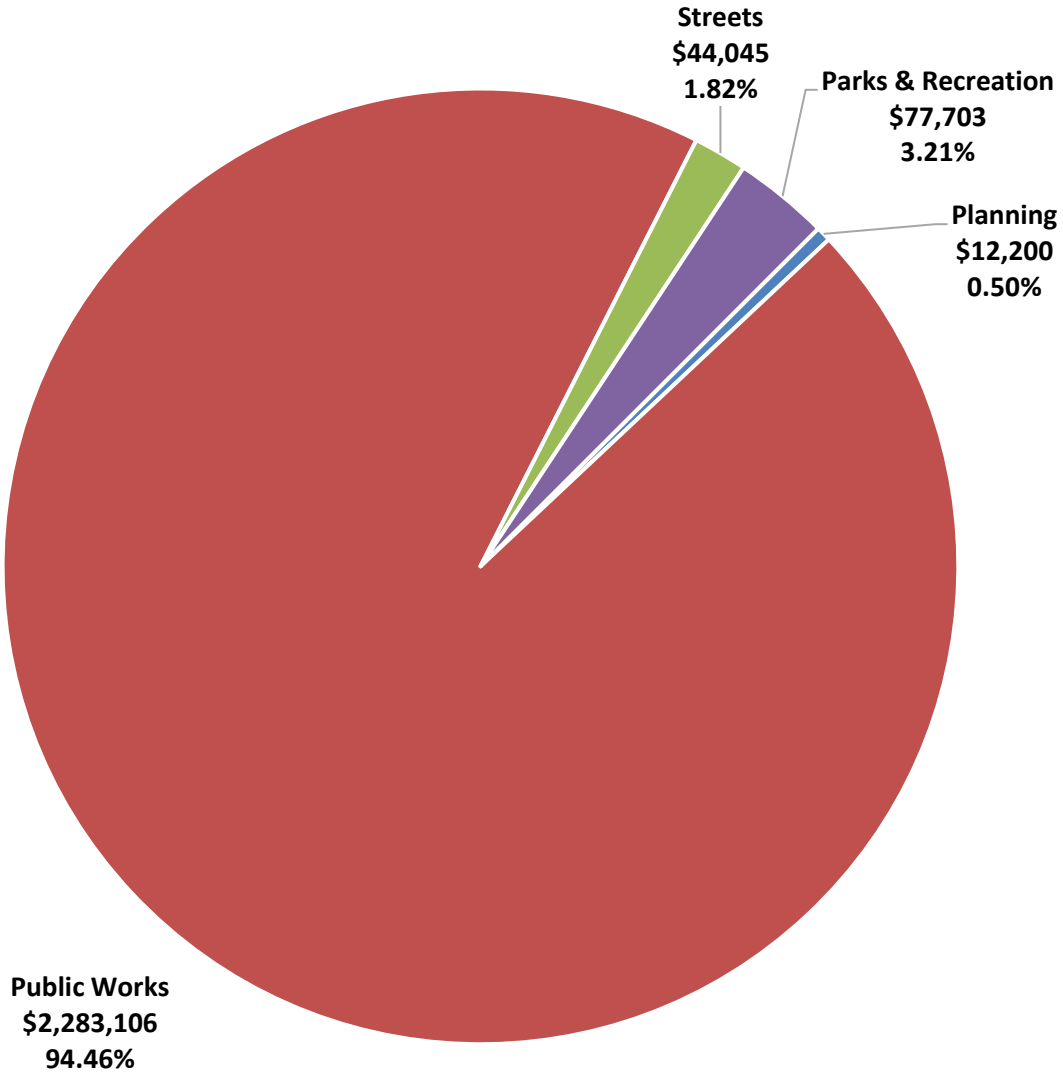


Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Planning	70-490	$400,000	$0	$400,000	$12,200	3.05%
Public Works	70-560	$6,000,000	$0	$6,000,000	$2,283,106	38.05%
Streets	70-570	$16,336,848	$0	$16,336,848	$44,045	0.27%
Parks & Recreation	70-620	$56,075,338	$1,198,350	$57,273,688	$77,703	0.14%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 2,417,054**	**3.02%**

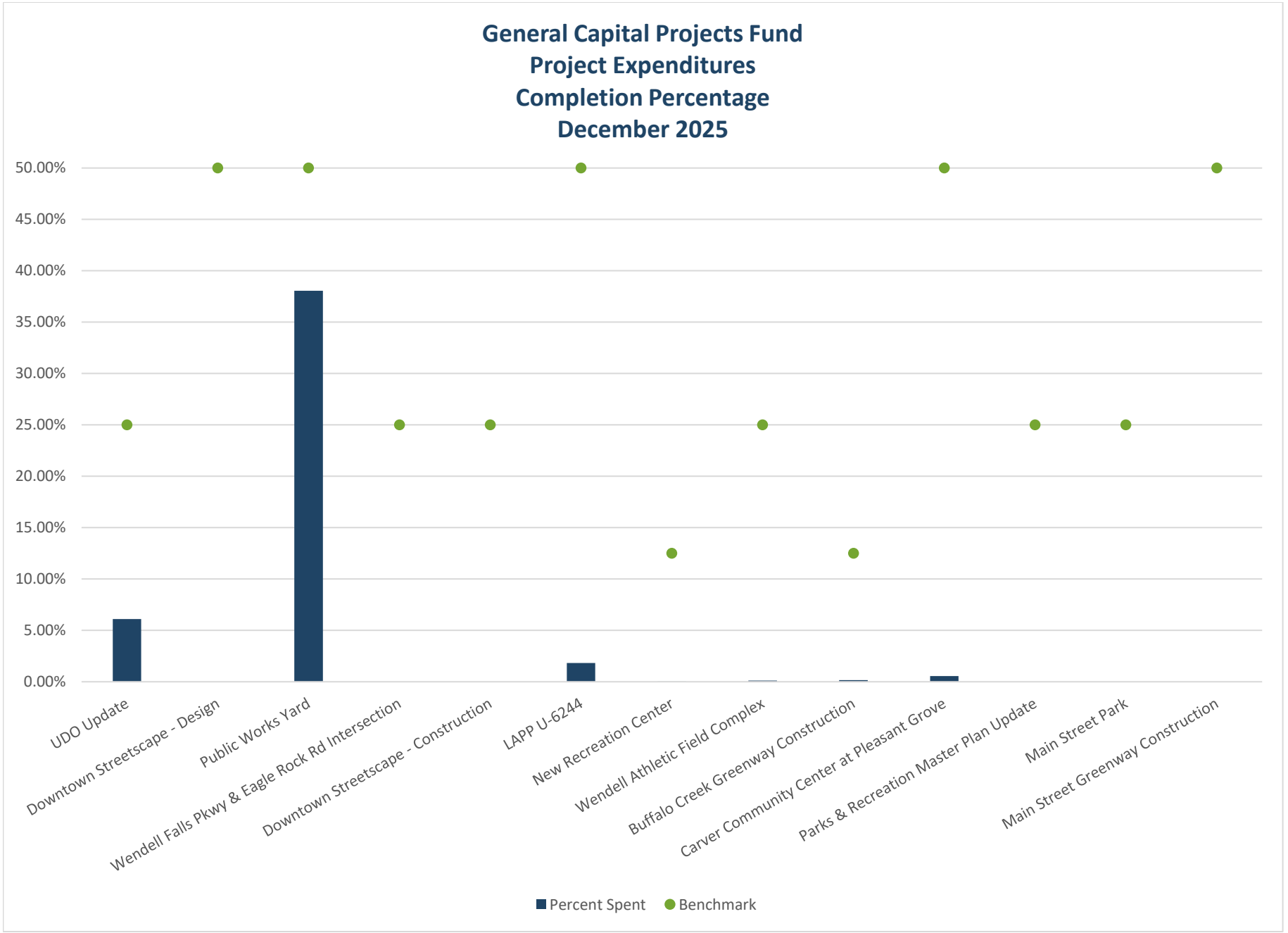

General Capital Projects Fund
Project Expenditures by Department
Completion Percentage
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
3.05%
38.05%
0.27%
0.14%
Planning
Public Works
Streets
Parks & Recreation

General Capital Projects Fund
Year-to-Date Expenditures - By Department
December 2025



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

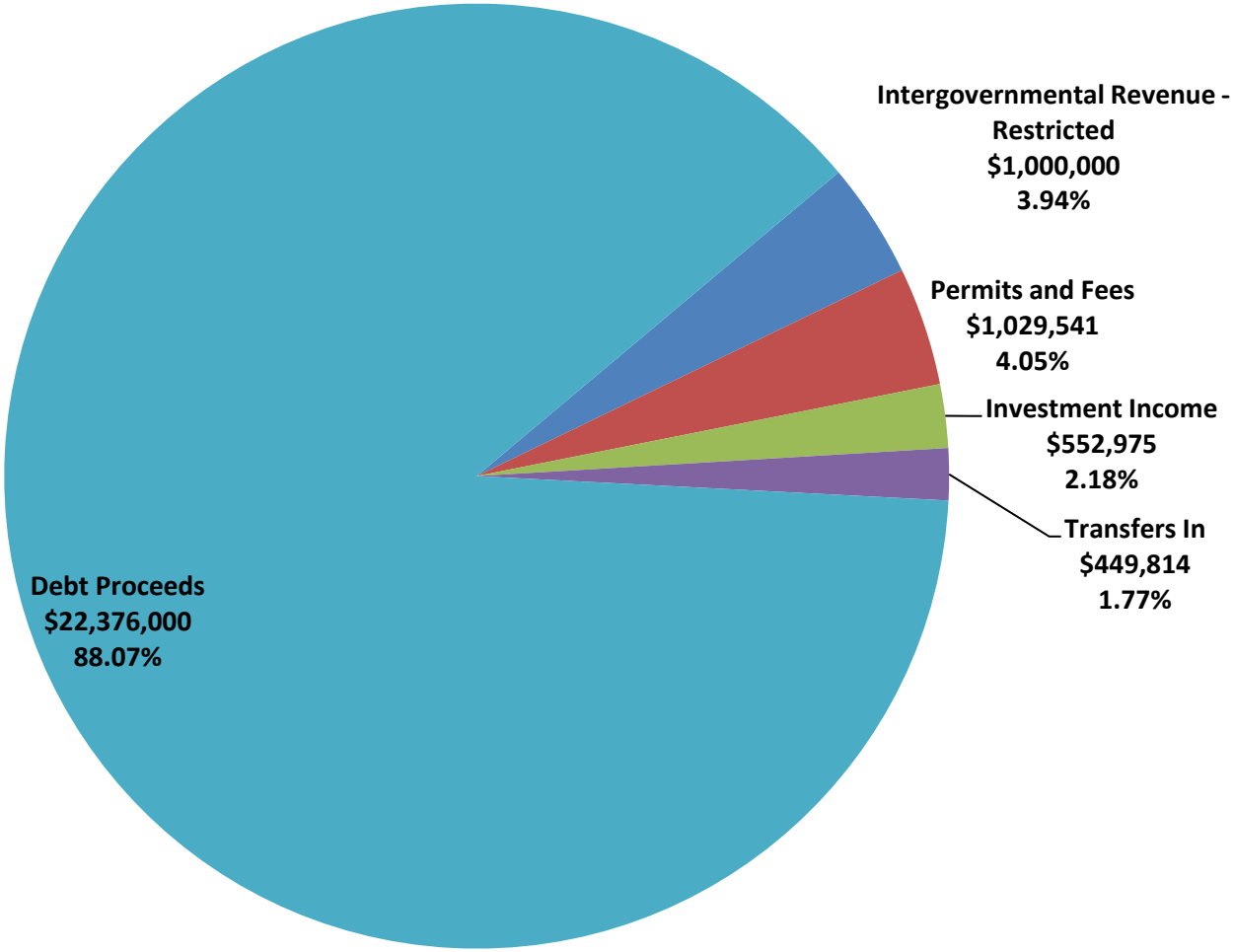
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	TOTAL EXPENSES	PERCENTAGE
UDO Update	70-490	$200,000	$0	$200,000	$12,200	6.10%
Downtown Streetscape - Design	70-490	$200,000	$0	$200,000	$0	0.00%
Public Works Yard	70-560	$6,000,000	$0	$6,000,000	$2,283,106	38.05%
Wendell Falls Pkwy & Eagle Rock Rd Intersection	70-570	$12,427,715	$0	$12,427,715	$0	0.00%
Downtown Streetscape - Construction	70-570	$1,500,000	$0	$1,500,000	$0	0.00%
LAPP U-6244	70-570	$2,409,133	$0	$2,409,133	$44,045	1.83%
New Recreation Center	70-620	$25,600,000	$98,250	$25,698,250	$433	0.00%
Wendell Athletic Field Complex	70-620	$13,165,338	$350,200	$13,515,538	$16,152	0.12%
Buffalo Creek Greenway Construction	70-620	$5,750,000	$0	$5,750,000	$8,578	0.15%
Carver Community Center at Pleasant Grove	70-620	$9,600,000	$0	$9,600,000	$52,541	0.55%
Parks & Recreation Master Plan Update	70-620	$100,000	$0	$100,000	$0	0.00%
Main Street Park	70-620	$1,650,000	$0	$1,650,000	$0	0.00%
Main Street Greenway Construction	70-620	$210,000	$749,900	$959,900	$0	0.00%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 2,417,054**	**3.02%**


General Capital Projects Fund
Project Expenditures
Completion Percentage
December 2025
50.00%
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
UDO Update
Downtown Streetscape - Design
Public Works Yard
Wendell Falls Pkwy & Eagle Rock Rd Intersection
Downtown Streetscape - Construction
LAPP U-6244
New Recreation Center
Wendell Athletic Field Complex
Buffalo Creek Greenway Construction
Carver Community Center at Pleasant Grove
Parks & Recreation Master Plan Update
Main Street Park
Main Street Greenway Construction
Percent Spent
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

CATEGORY	*ADOPTED BUDGET*	*AMENDED BUDGET*	*ANTICIPATED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Intergovernmental Revenue - Restricted	$9,071,839	$500,000	$9,571,839	$1,000,000	10.45%
Permits and Fees	$6,978,049	$0	$6,978,049	$1,029,541	14.75%
Investment Income	$0	$0	$0	$552,975	0.00%
Transfers In	$3,086,960	$258,350	$3,345,310	$449,814	13.45%
Debt Proceeds	$59,675,338	$440,000	$60,115,338	$22,376,000	37.22%
Total	**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 25,408,330**	**31.76%**

General Capital Projects Fund
Year-to-Date Revenues - By Type
December 2025



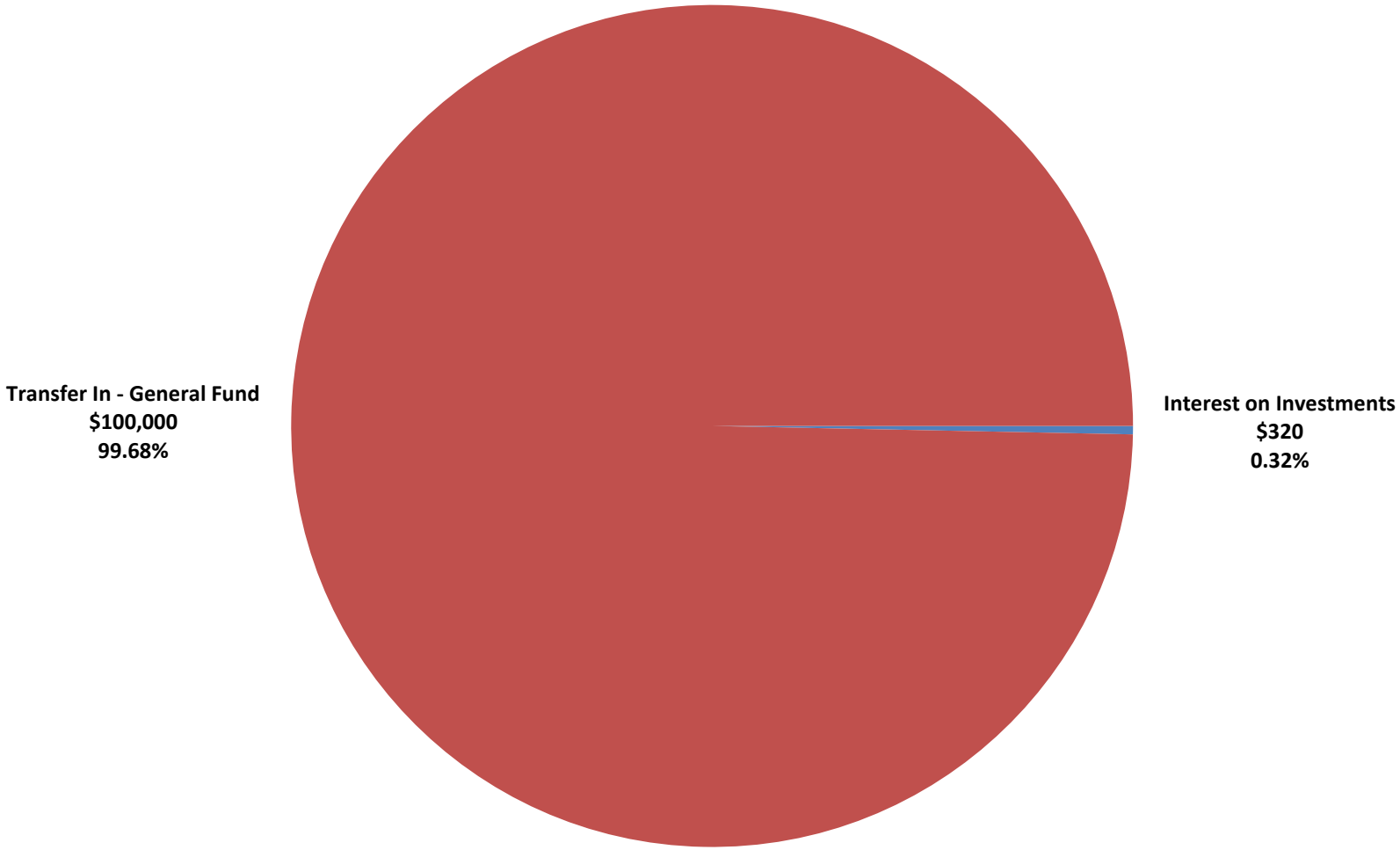
Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
December 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Northside Dam	74-580	$500,000	$0	0.00%

Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
December 2025

CATEGORY	*ADOPTED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Interest on Investments	$0	$320	0.00%
Transfer In - General Fund	$100,000	$100,000	100.00%
Transfer In - Stormwater Fund	$400,000	$0	0.00%
Total	**$500,000**	**$100,320**	**20.06%**

General Capital Projects Fund
Year-to-Date Revenues - By Type
December 2025



Town Of Wendell
Fiscal Year 2025-2026
Cash and Investment Balances - All Funds
December 2025

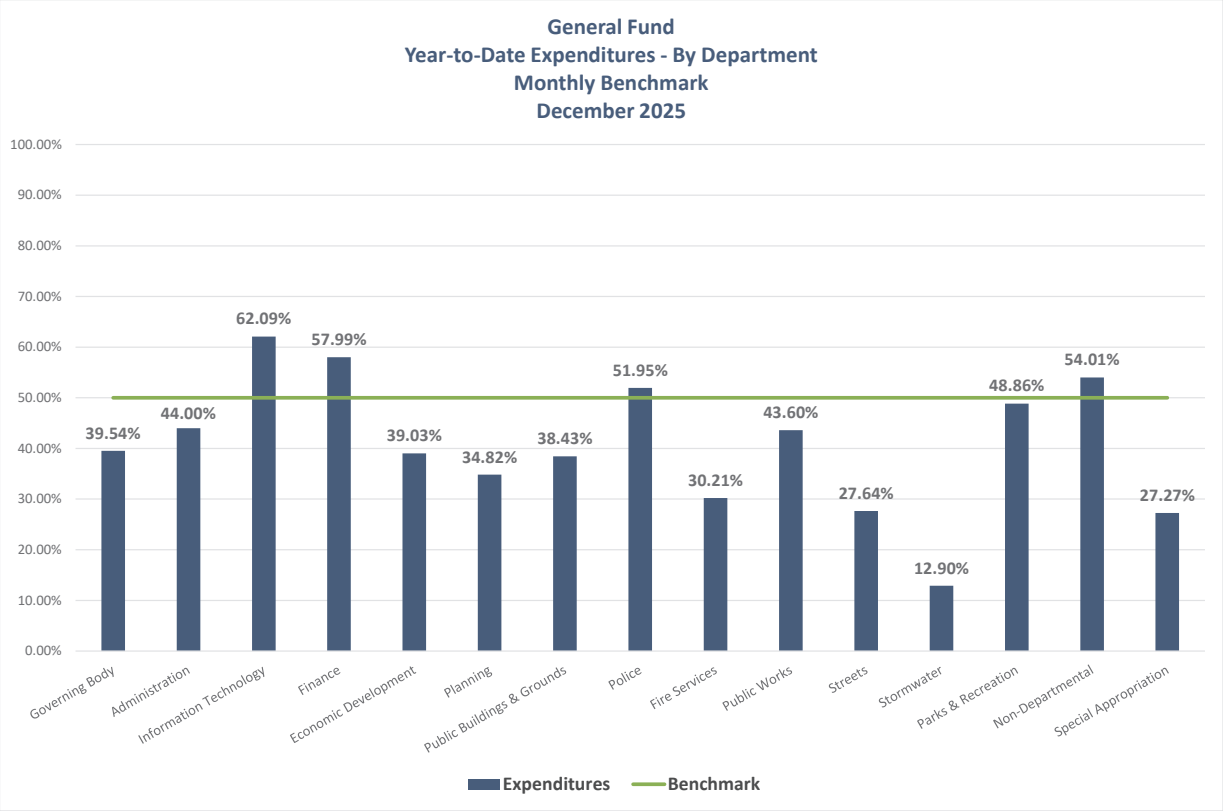
ACCOUNT TYPE/INSTITUTION	
Checking - Interest Bearing	$3,534,516.98
KS Bank	$500,127.40
KS Bank	$3,034,389.58
Checking - Non Interest Bearing	$11,940.32
KS Bank	$11,940.32
Money Market	$4,988,870.06
KS Bank	$250,498.97
KS Bank	$4,738,371.09
Investment	$37,800,970.38
NCCMT	$9,264,242.07
NCCMT	$3,759,352.41
NCCMT	$22,588,341.10
NCCMT	$120,921.81
NC CLASS	$1,967,793.30
NCIP	$100,319.69
Petty Cash	$100.00
Total Cash and Investments	**$46,336,397.74**

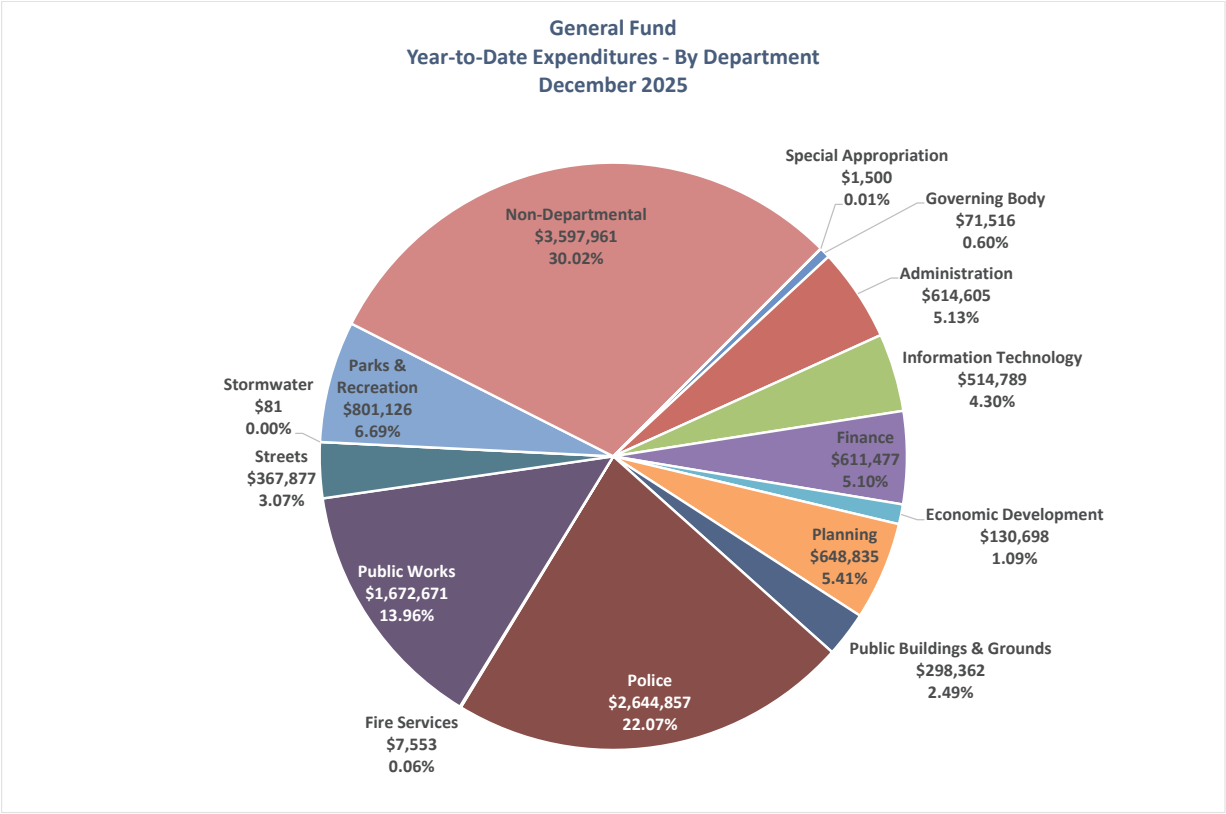
Town Of Wendell
Fiscal Year 2025-2026
Investment Yields
December 2025

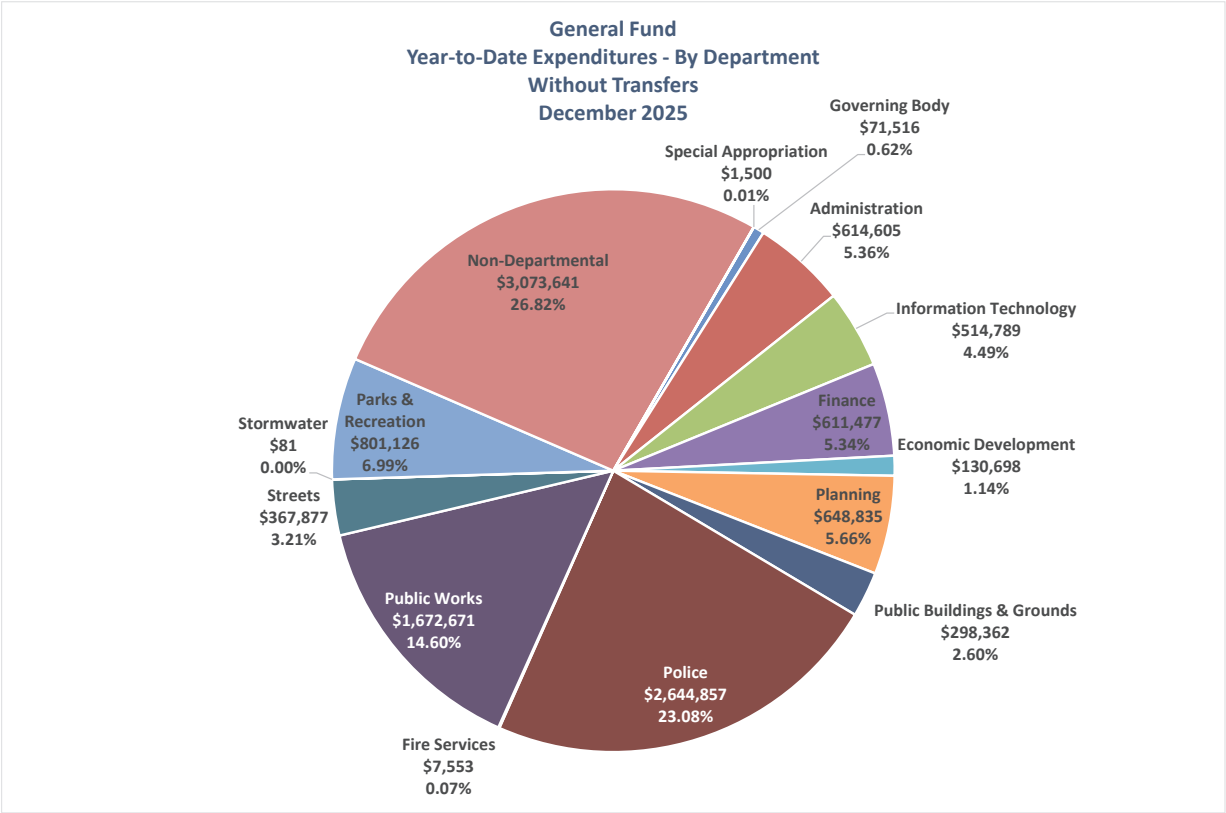
INSTITUTION	*7-Day Yield (December 2025)*	*30-Day Yield (December 2025)*	*30-Day Yield (November 2025)*
NCCMT	3.70%	3.74%	3.91%
NC CLASS	3.8219%	3.8770%	4.0216%
NCIP	3.85%	3.90%	4.05%

Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Governing Body	10-410	$180,871	$0	$180,871	$71,516	39.54%
Administration	10-420	$1,383,790	$12,950	$1,396,740	$614,605	44.00%
Information Technology	10-430	$748,179	$80,930	$829,109	$514,789	62.09%
Finance	10-440	$1,061,115	-$6,650	$1,054,465	$611,477	57.99%
Economic Development	10-450	$308,508	$26,375	$334,883	$130,698	39.03%
Planning	10-490	$1,863,375	$0	$1,863,375	$648,835	34.82%
Public Buildings & Grounds	10-500	$782,615	-$6,235	$776,380	$298,362	38.43%
Police	10-510	$5,042,786	$48,510	$5,091,296	$2,644,857	51.95%
Fire Services	10-530	$25,000	$0	$25,000	$7,553	30.21%
Public Works	10-560	$3,964,574	-$127,785	$3,836,789	$1,672,671	43.60%
Streets	10-570	$1,394,045	-$63,200	$1,330,845	$367,877	27.64%
Stormwater	10-580	$0	$625	$625	$81	12.90%
Parks & Recreation	10-620	$1,637,700	$1,945	$1,639,645	$801,126	48.86%
Non-Departmental	10-660	$6,163,416	$497,760	$6,661,176	$3,597,961	54.01%
Special Appropriation	10-690	$5,500	$0	$5,500	$1,500	27.27%
Total		**$24,561,474**	**$465,225**	**$25,026,699**	**$11,983,908**	**47.88%**



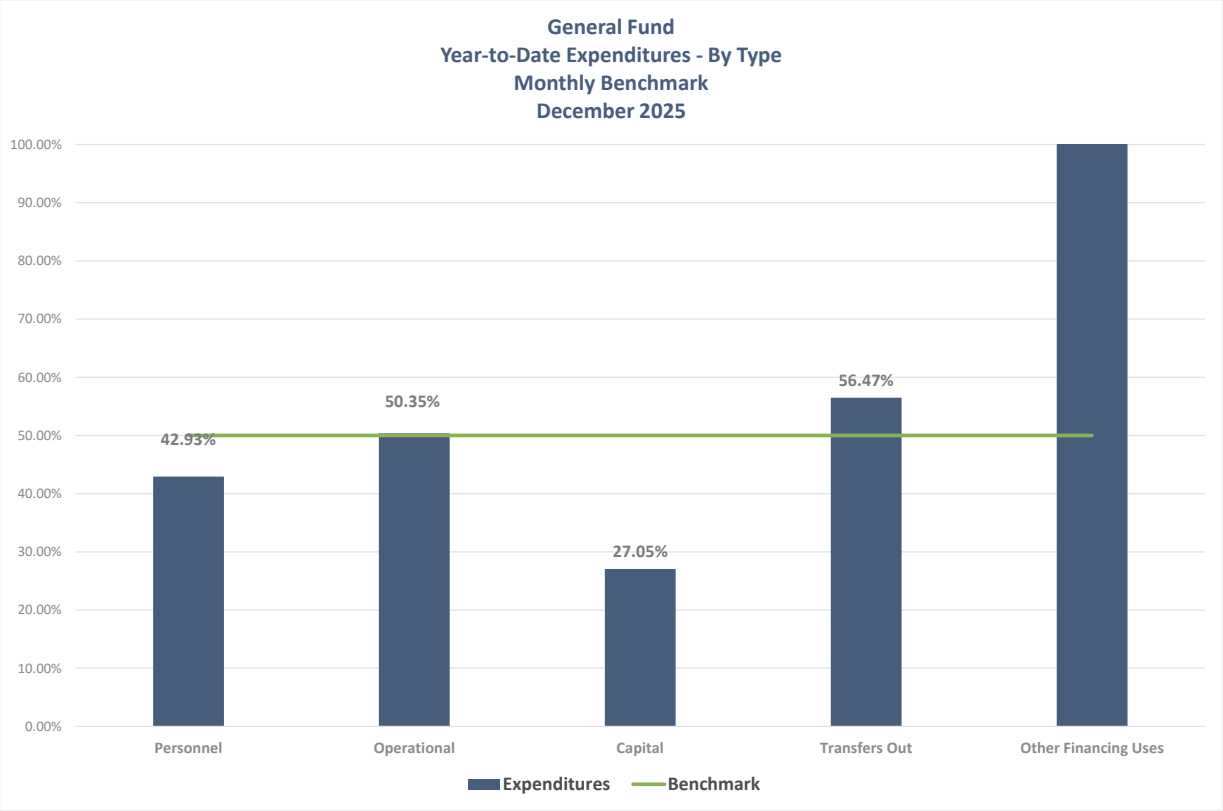

General Fund
Year-to-Date Expenditures - By Department
December 2025
Special Appropriation
$1,500
0.01%
Governing Body
$71,516
0.60%
Administration
$614,605
5.13%
Information Technology
$514,789
4.30%
Finance
$611,477
5.10%
Economic Development
$130,698
1.09%
Planning
$648,835
5.41%
Public Buildings & Grounds
$298,362
2.49%
Police
$2,644,857
22.07%
Fire Services
$7,553
0.06%
Public Works
$1,672,671
13.96%
Streets
$367,877
3.07%
Stormwater
$81
0.00%
Parks & Recreation
$801,126
6.69%
Non-Departmental
$3,597,961
30.02%

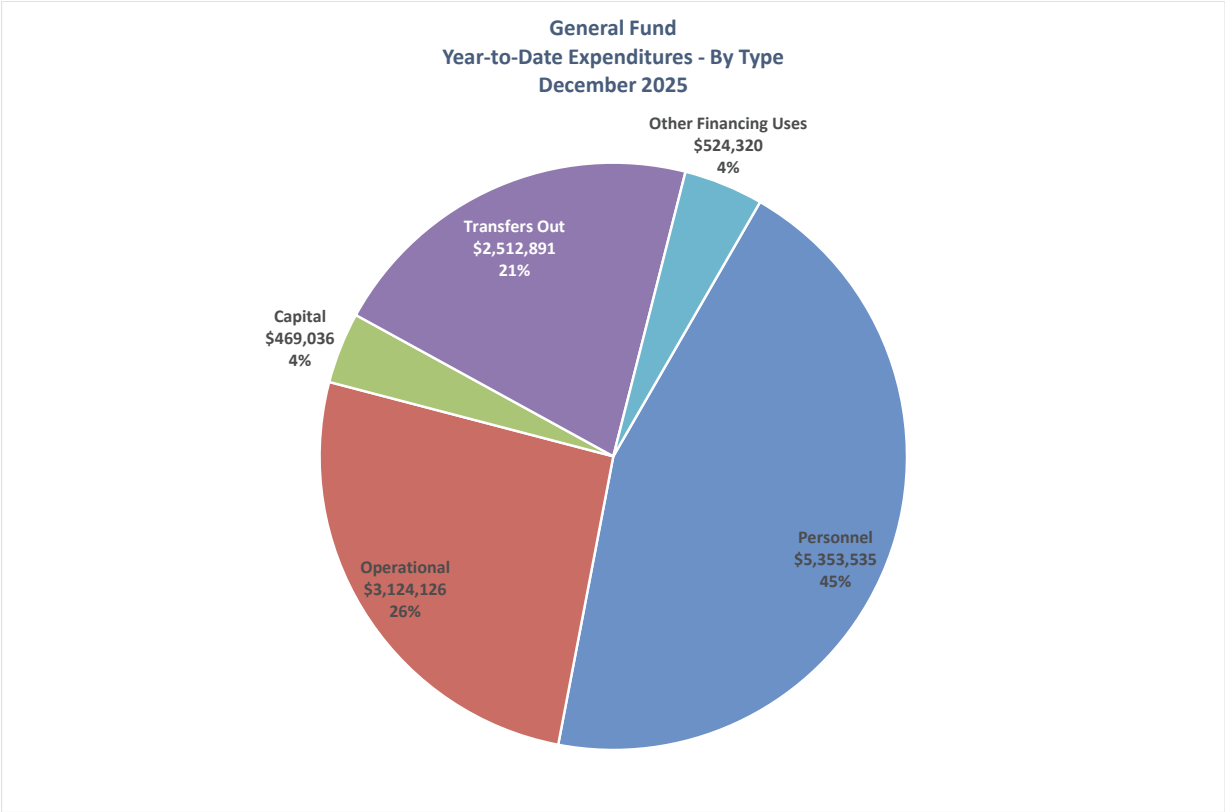

General Fund
Year-to-Date Expenditures - By Department
Without Transfers
December 2025
Governing Body
$71,516
0.62%
Special Appropriation
$1,500
0.01%
Administration
$614,605
5.36%
Information Technology
$514,789
4.49%
Finance
$611,477
5.34%
Economic Development
$130,698
1.14%
Planning
$648,835
5.66%
Public Buildings & Grounds
$298,362
2.60%
Police
$2,644,857
23.08%
Fire Services
$7,553
0.07%
Public Works
$1,672,671
14.60%
Streets
$367,877
3.21%
Stormwater
$81
0.00%
Parks & Recreation
$801,126
6.99%
Non-Departmental
$3,073,641
26.82%

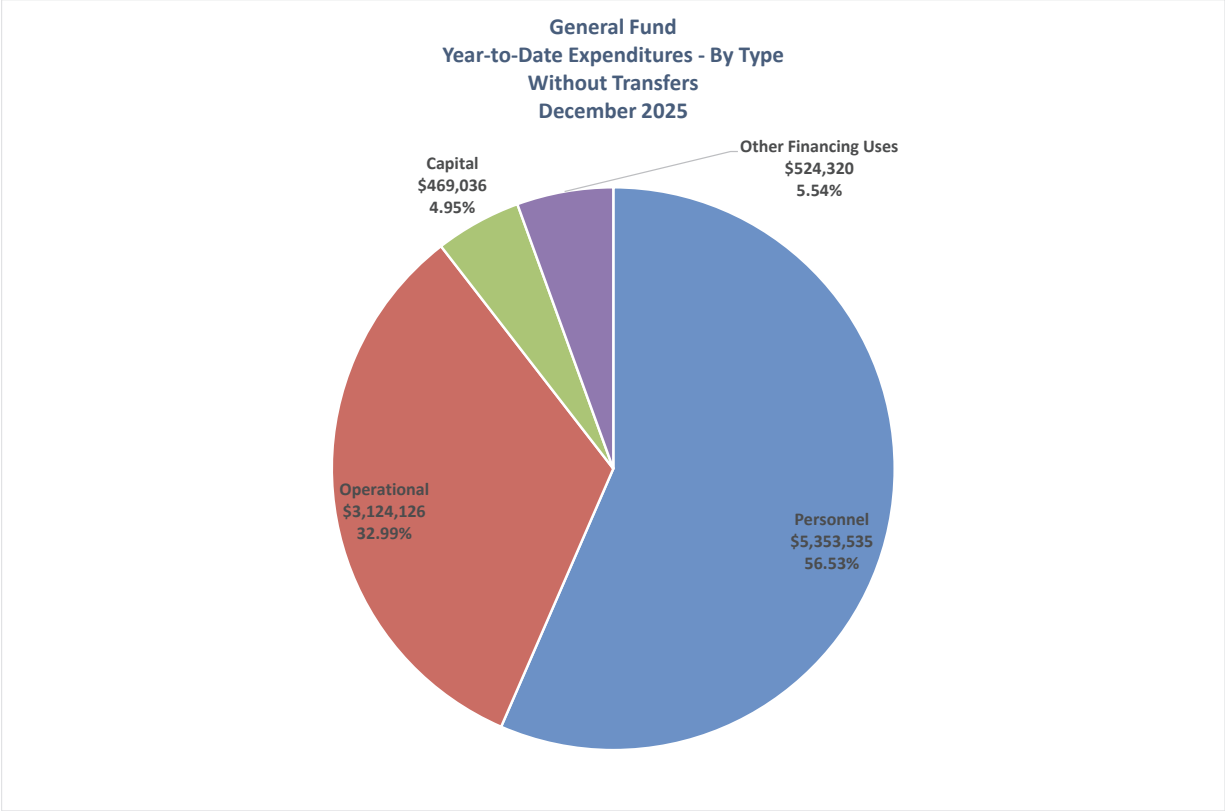
Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$12,675,500	-$204,050	$12,471,450	$5,353,535	42.93%
Operational	$6,242,696	-$38,472	$6,204,224	$3,124,126	50.35%
Capital	$1,691,447	$42,512	$1,733,959	$469,036	27.05%
Transfers Out	$3,951,831	$497,760	$4,449,591	$2,512,891	56.47%
Other Financing Uses	$0	$167,475	$167,475	$524,320	313.07%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$11,983,908**	**47.88%**

NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.



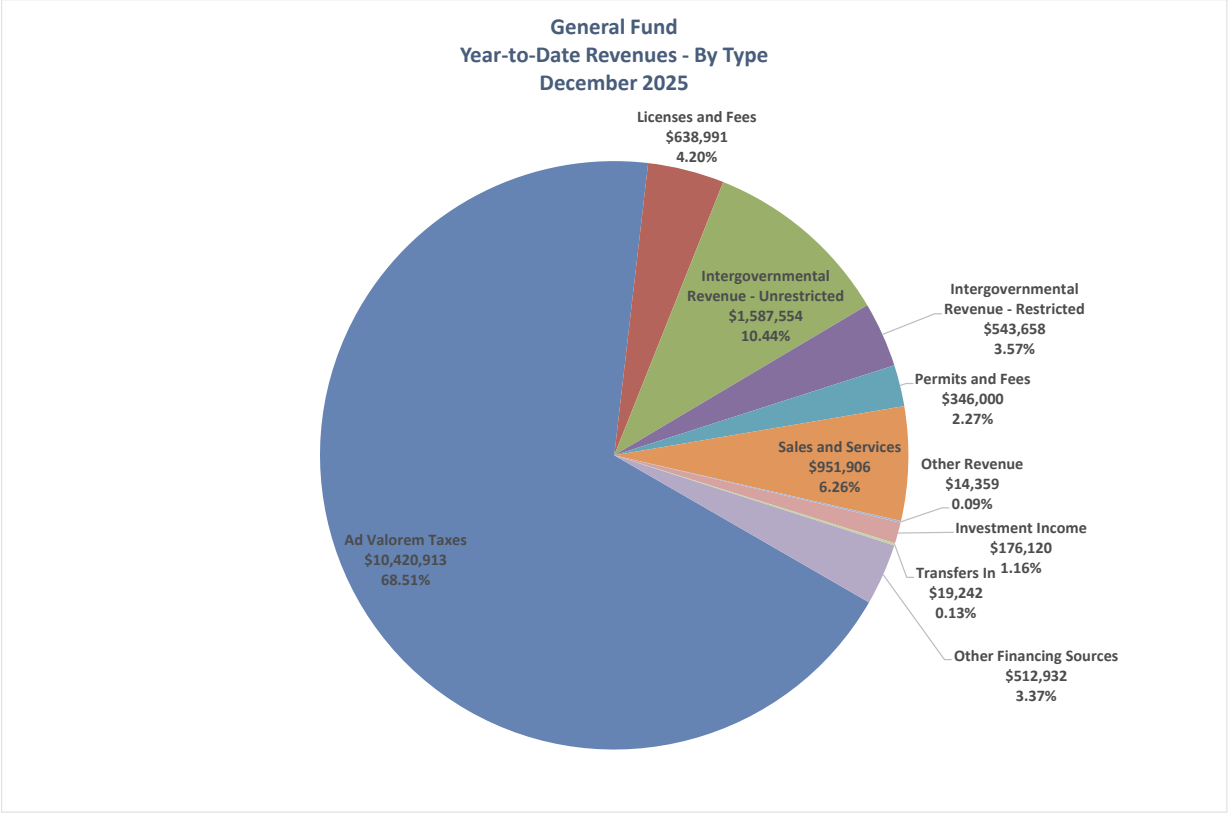

General Fund
Year-to-Date Expenditures - By Type
December 2025
Other Financing Uses
$524,320
4%
Transfers Out
$2,512,891
21%
Capital
$469,036
4%
Operational
$3,124,126
26%
Personnel
$5,353,535
45%

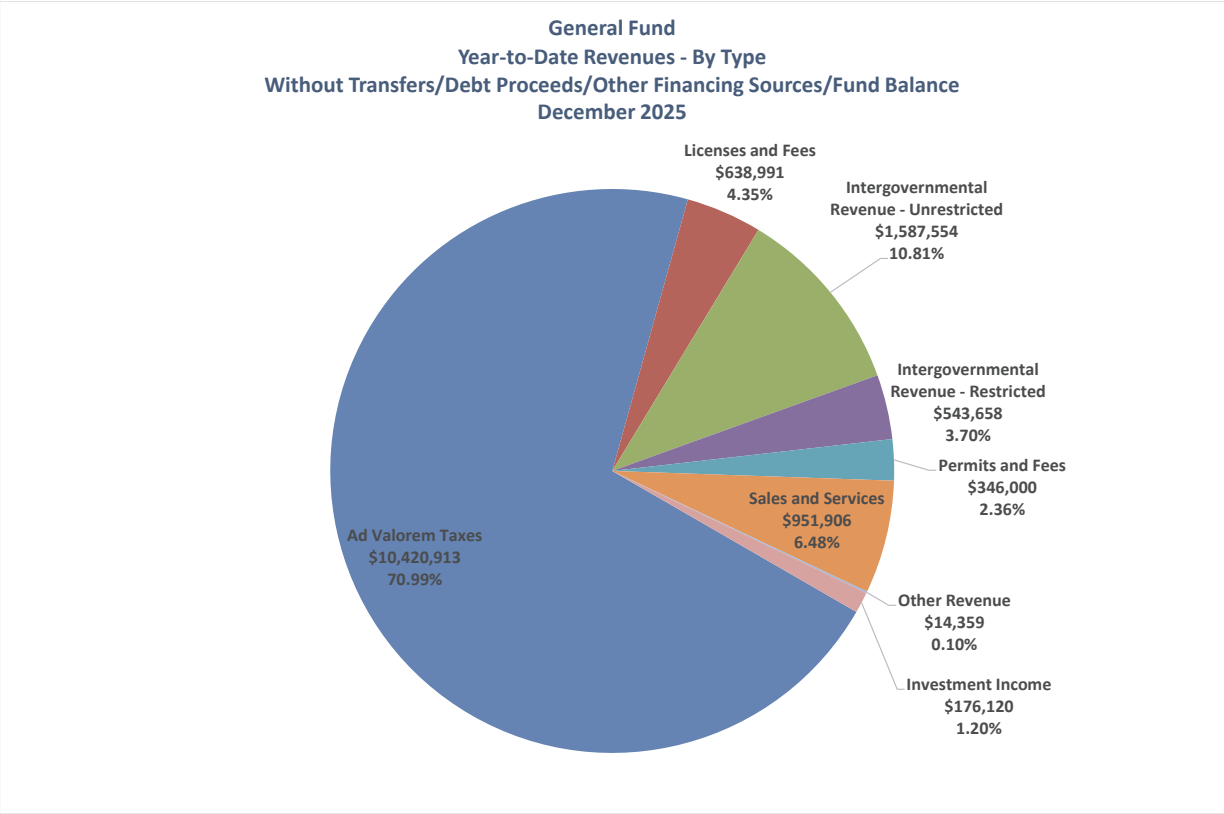

General Fund
Year-to-Date Expenditures - By Type
Without Transfers
December 2025
Other Financing Uses
$524,320
5.54%
Capital
$469,036
4.95%
Operational
$3,124,126
32.99%
Personnel
$5,353,535
56.53%

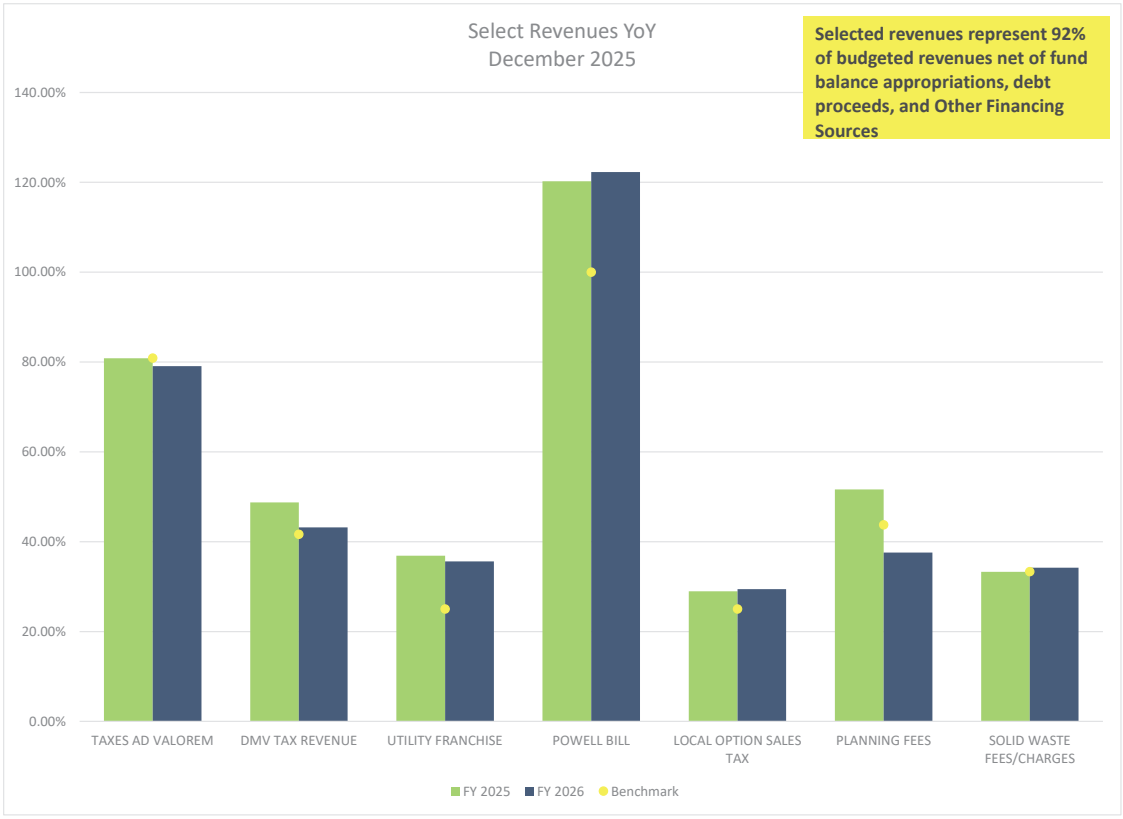
Town Of Wendell
Fiscal Year 2025-2026
General Fund
December 2025

CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Ad Valorem Taxes	$13,130,000	$31,325	$13,161,325	$10,420,913	79.18%
Licenses and Fees	$1,385,975	$0	$1,385,975	$638,991	46.10%
Intergovernmental Revenue - Unrestricted	$5,270,600	$0	$5,270,600	$1,587,554	30.12%
Intergovernmental Revenue - Restricted	$694,164	-$4,125	$690,039	$543,658	78.79%
Permits and Fees	$645,750	$81,850	$727,600	$346,000	47.55%
Sales and Services	$2,597,800	$25	$2,597,825	$951,906	36.64%
Other Revenue	$4,900	$125	$5,025	$14,359	285.74%
Investment Income	$400,000	$0	$400,000	$176,120	44.03%
Transfers In	$0	$0	$0	$19,242	0.00%
Other Financing Sources	$0	$164,970	$164,970	$512,932	310.92%
Debt Proceeds	$115,000	$0	$115,000	$0	0.00%
Fund Balance Appropriations	$317,285	$191,055	$508,340	$0	0.00%
Total	**$24,561,474**	**$465,225**	**$25,026,699**	**$15,211,674**	**60.78%**

NOTE: Other Financing Uses/Sources to be adjusted in budget amendment.




General Fund
Year-to-Date Revenues - By Type
Without Transfers/Debt Proceeds/Other Financing Sources/Fund Balance
December 2025
Licenses and Fees
$638,991
4.35%
Intergovernmental
Revenue - Unrestricted
$1,587,554
10.81%
Intergovernmental
Revenue - Restricted
$543,658
3.70%
Permits and Fees
$346,000
2.36%
Sales and Services
$951,906
6.48%
Other Revenue
$14,359
0.10%
Investment Income
$176,120
1.20%
Ad Valorem Taxes
$10,420,913
70.99%


Select Revenues YoY
December 2025
Selected revenues represent 92% of budgeted revenues net of fund balance appropriations, debt proceeds, and Other Financing Sources
140.00%
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
TAXES AD VALOREM
DMV TAX REVENUE
UTILITY FRANCHISE
POWELL BILL
LOCAL OPTION SALES TAX
PLANNING FEES
SOLID WASTE FEES/CHARGES
FY 2025
FY 2026
Benchmark

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

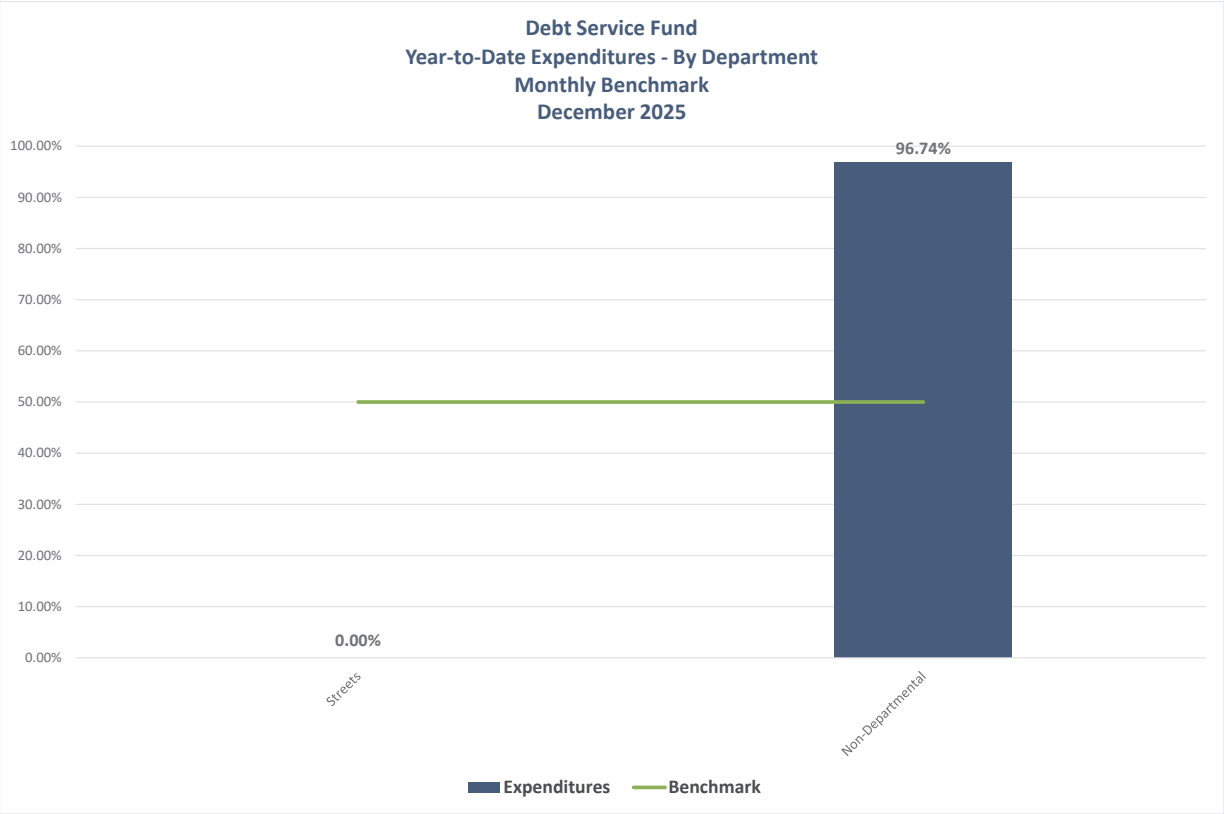
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	YTD EXPENSES	PERCENTAGE
Streets	20-570	$119,740	$0	0.00%
Non-Departmental	20-660	$1,780,051	$1,721,970	96.74%
Total		**$1,899,791**	**$1,721,970**	**90.64%**

Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

Debt Type	Lender	Purpose	FY 2026 Obligation	Payment Month	Final Payment	Remaining Payments
Installment Financing Agreement	Truist	See Footnote (1)	$110,564	July 2025	FY 2027	1
Installment Financing Agreement	KS Bank	Street Resurfacing	$119,740	May 2026	FY 2031	6
Installment Financing Agreement	Truist	See Footnote (2)	$925,110	October 2025	FY 2037	11
Installment Financing Agreement	Webster Bank	Public Works Yard	$686,299	July 2025	FY 2045	19
General Obligation Bond	Webster Bank	Parks & Recreation	$0		FY 2046	20
		Total	**$1,841,713**			

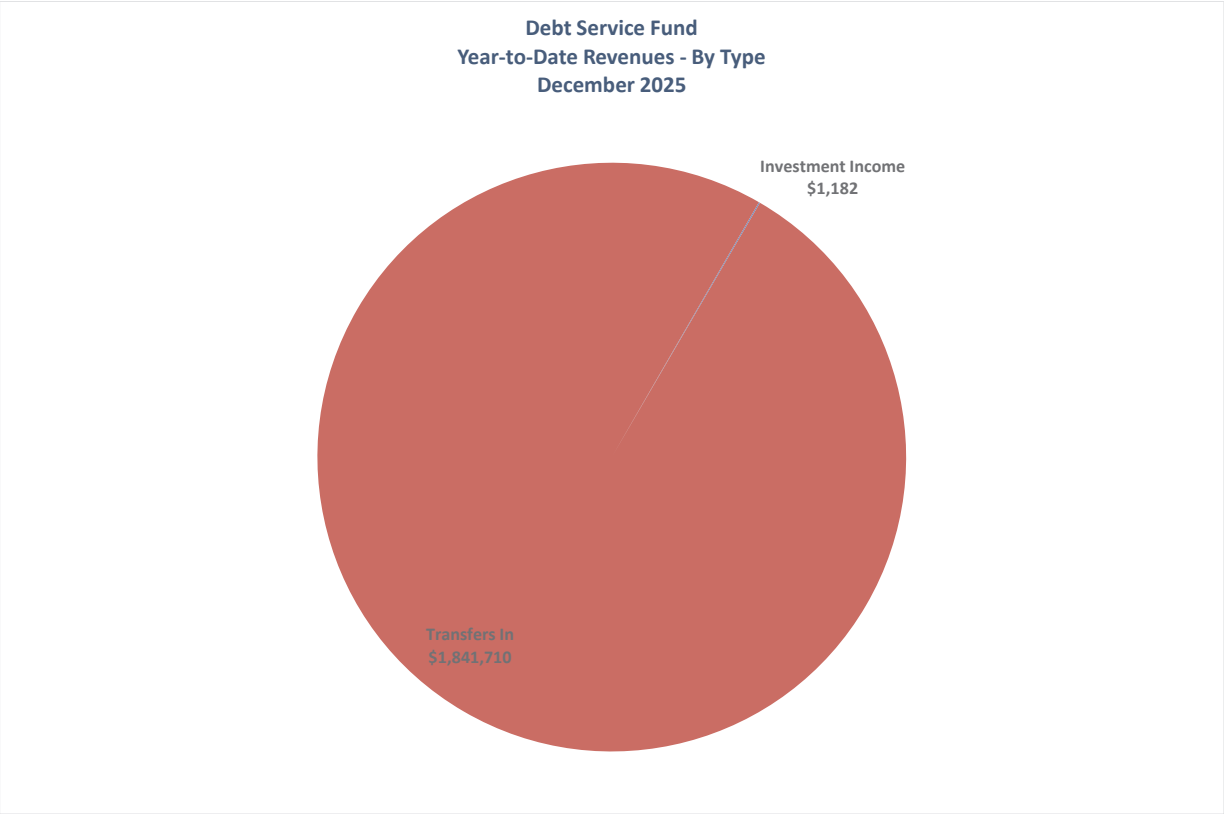
(1) Construction of Lighted Multi-Purpose Field, Installation of Concrete Walking Paths in Wendell Community Park, Resurfacing of Tennis Court, Purchase of Police Station Property and Facility Upgrades, Installation of Town-wide Wayfinding Signage.

(2) Construction of Town Hall, Landing View Drive Road Exension, Construction of Hollybrook Park, Neighborhood Improvement Program, Future Police Station Property Acquisition



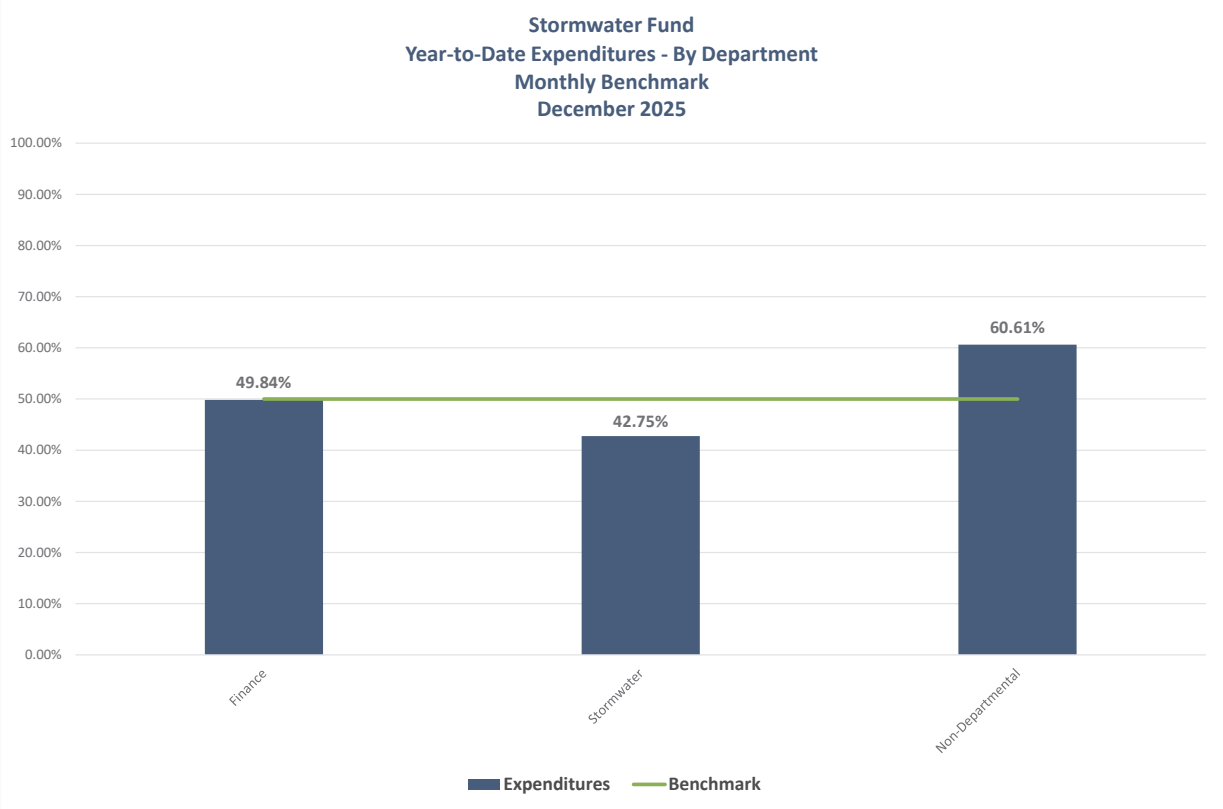
Town Of Wendell
Fiscal Year 2025-2026
Debt Service Fund
December 2025

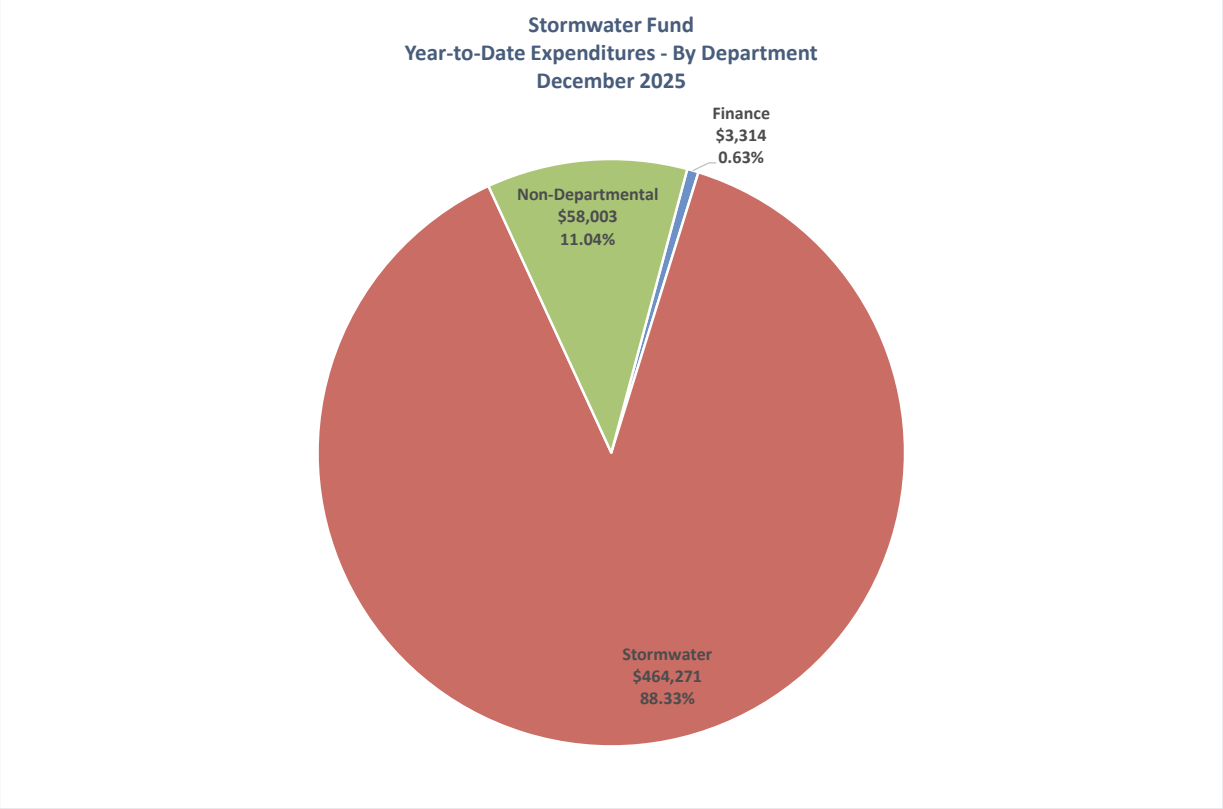
CATEGORY	*ADOPTED BUDGET*	*YTD REVENUES*	*PERCENTAGE*
Investment Income	$0	$1,182	0.00%
Transfers In	$1,899,791	$1,841,710	96.94%
Total	**$1,899,791**	**$1,842,892**	**97.00%**



Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
December 2025

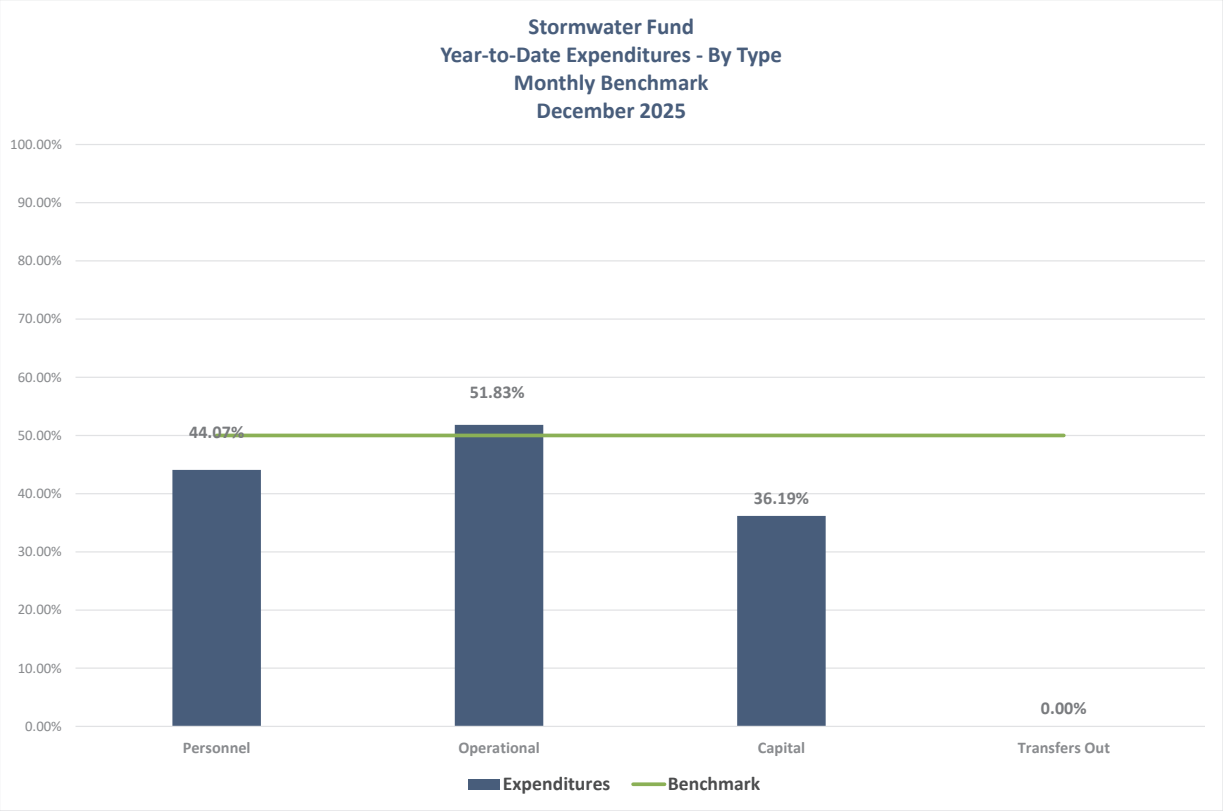
DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*AMENDED BUDGET*	*MODIFIED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Finance	34-440	$0	$6,650	$6,650	$3,314	49.84%
Stormwater	34-580	$853,380	$232,760	$1,086,140	$464,271	42.75%
Non-Departmental	34-660	$95,700	$0	$95,700	$58,003	60.61%
Total		**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 525,588**	**44.22%**

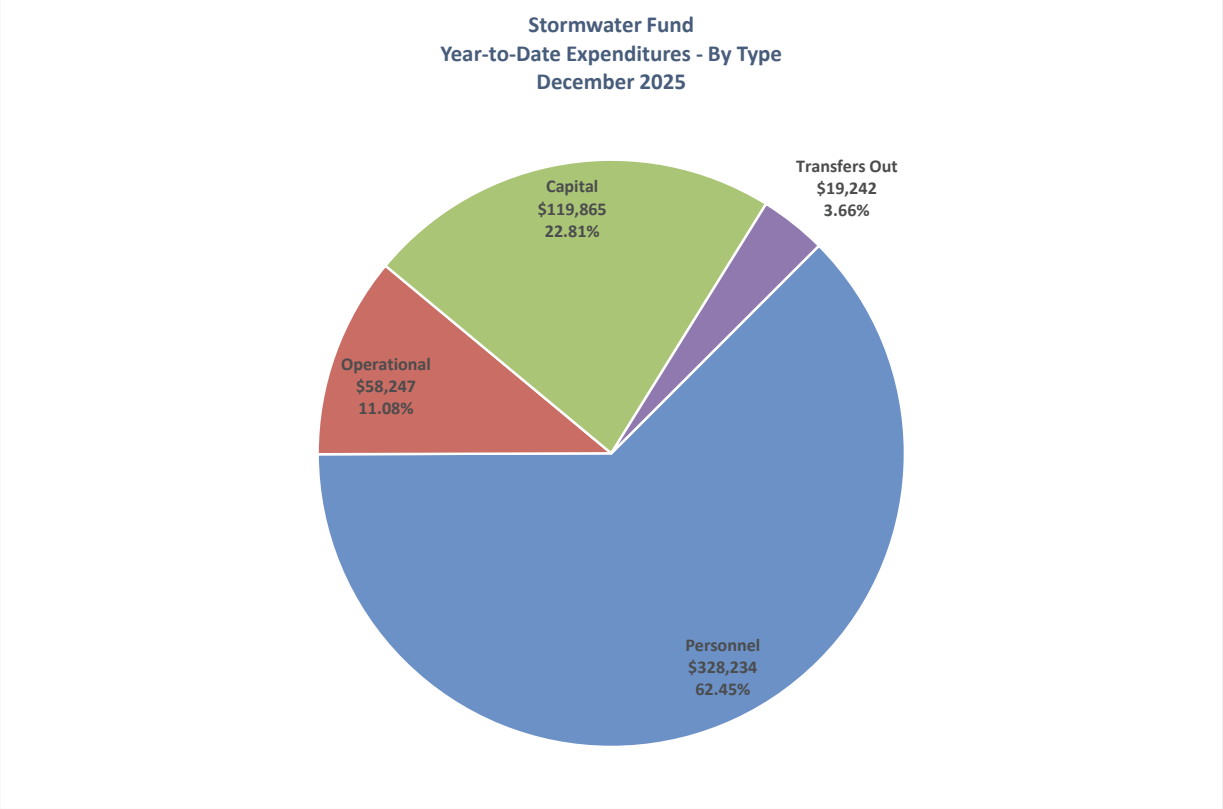

Stormwater Fund
Year-to-Date Expenditures - By Department
Monthly Benchmark
December 2025
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
49.84%
42.75%
60.61%
Finance
Stormwater
Non-Departmental
Expenditures
Benchmark

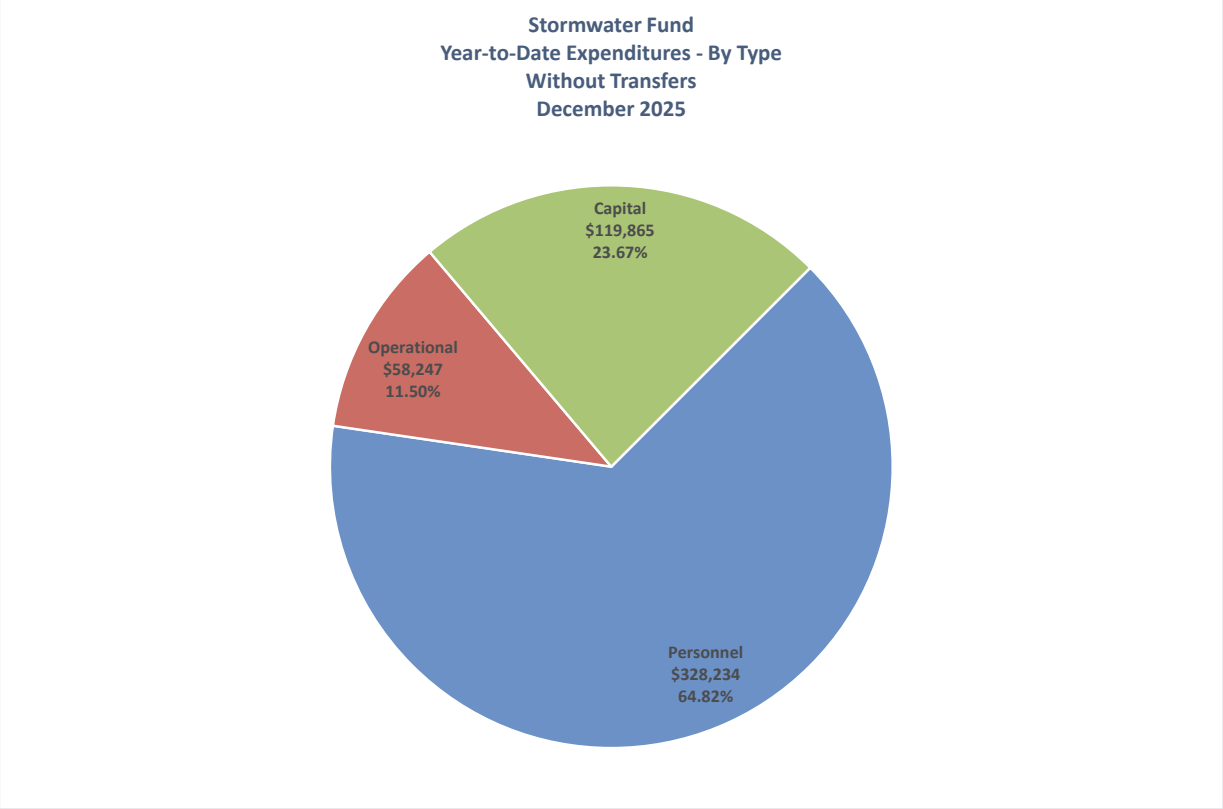

Stormwater Fund
Year-to-Date Expenditures - By Department
December 2025
Finance
$3,314
0.63%
Non-Departmental
$58,003
11.04%
Stormwater
$464,271
88.33%

Town Of Wendell
Fiscal Year 2025-2026
Stormwater Fund
December 2025

TYPE	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Personnel	$540,700	$204,175	$744,875	$328,234	44.07%
Operational	$81,380	$31,000	$112,380	$58,247	51.83%
Capital	$327,000	$4,235	$331,235	$119,865	36.19%
Transfers Out	$0	$0	$0	$19,242	0.00%
Total	**$ 949,080**	**$ 239,410**	**$ 1,188,490**	**$ 525,588**	**44.22%**

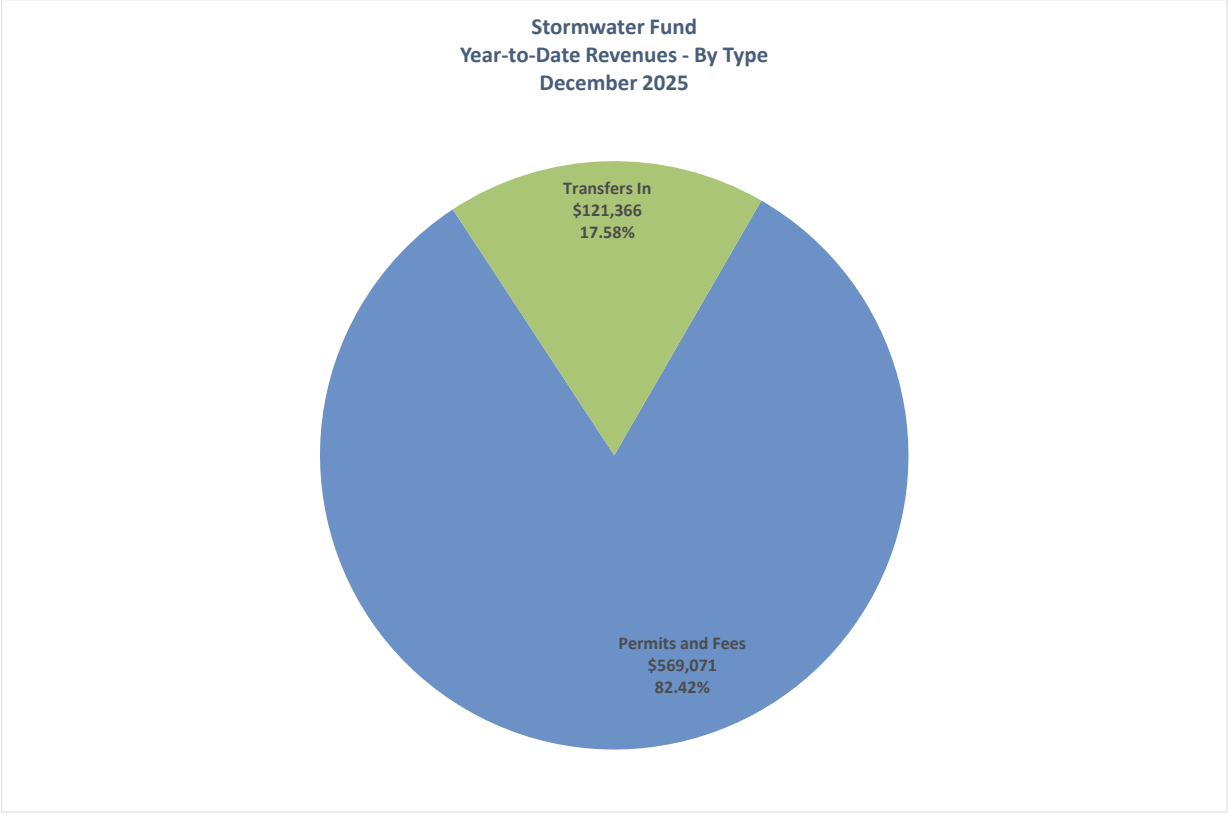



Stormwater Fund
Year-to-Date Expenditures - By Type
December 2025
Transfers Out
$19,242
3.66%
Capital
$119,865
22.81%
Operational
$58,247
11.08%
Personnel
$328,234
62.45%


Stormwater Fund
Year-to-Date Expenditures - By Type
Without Transfers
December 2025
Capital
$119,865
23.67%
Operational
$58,247
11.50%
Personnel
$328,234
64.82%

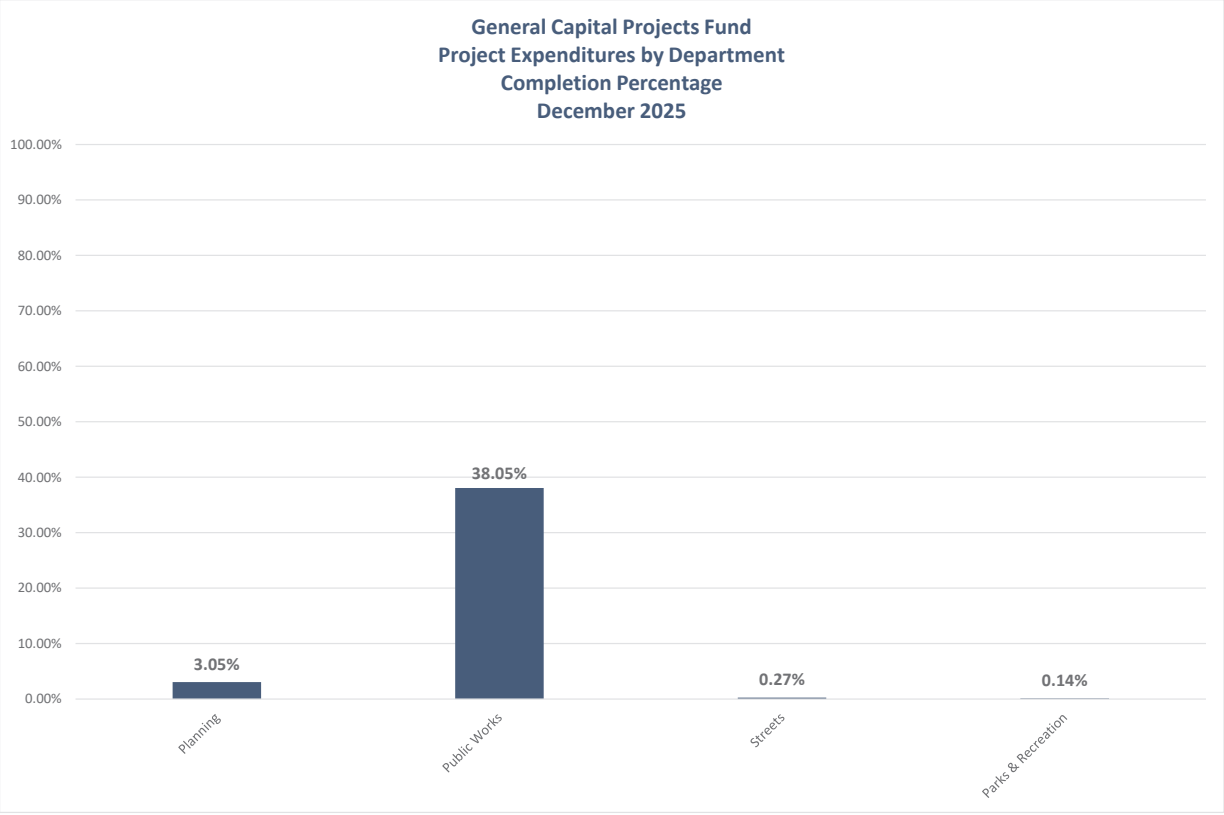
Town Of Wendell
Fiscal Year 2024-2025
Stormwater Fund
December 2025

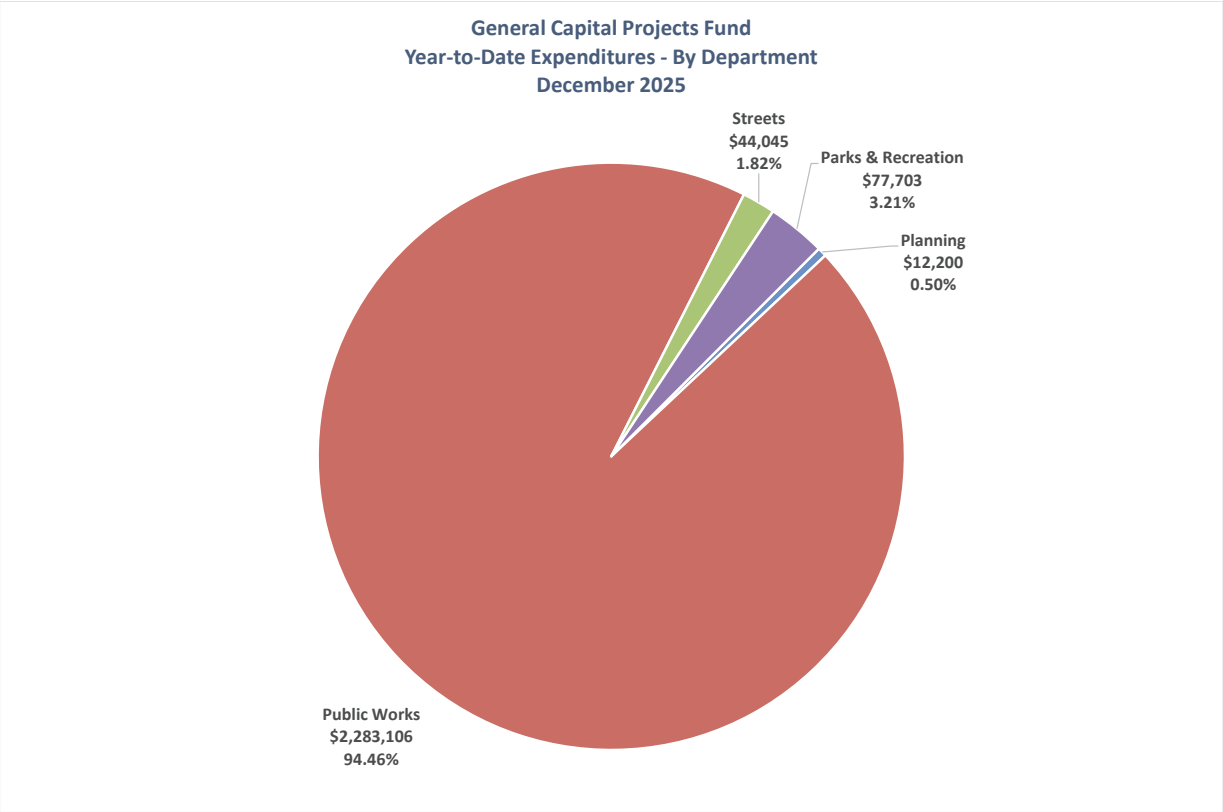
CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Permits and Fees	$584,000	$0	$584,000	$569,071	97.44%
Investment Income	$0	$0	$0	$0	0.00%
Transfers In	$365,080	$239,410	$604,490	$121,366	20.08%
Total	**$949,080**	**$239,410**	**$1,188,490**	**$690,438**	**58.09%**



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

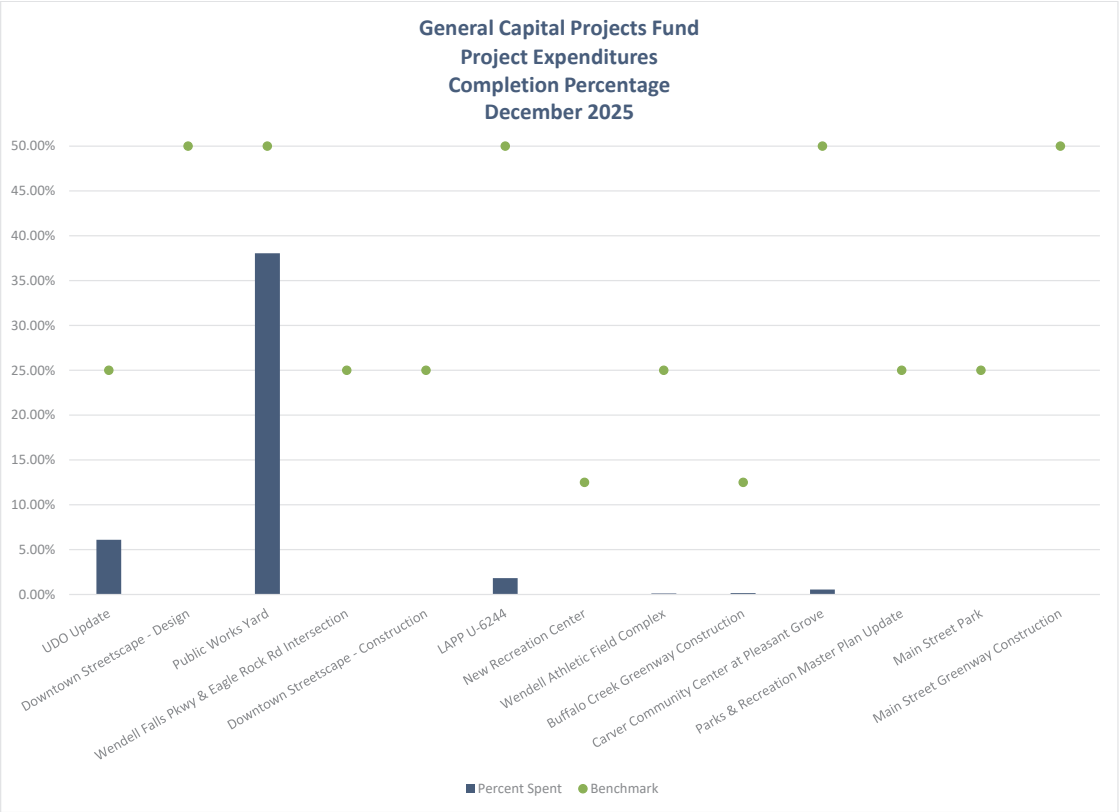
DEPARTMENT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	MODIFIED BUDGET	YTD EXPENSES	PERCENTAGE
Planning	70-490	$400,000	$0	$400,000	$12,200	3.05%
Public Works	70-560	$6,000,000	$0	$6,000,000	$2,283,106	38.05%
Streets	70-570	$16,336,848	$0	$16,336,848	$44,045	0.27%
Parks & Recreation	70-620	$56,075,338	$1,198,350	$57,273,688	$77,703	0.14%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 2,417,054**	**3.02%**





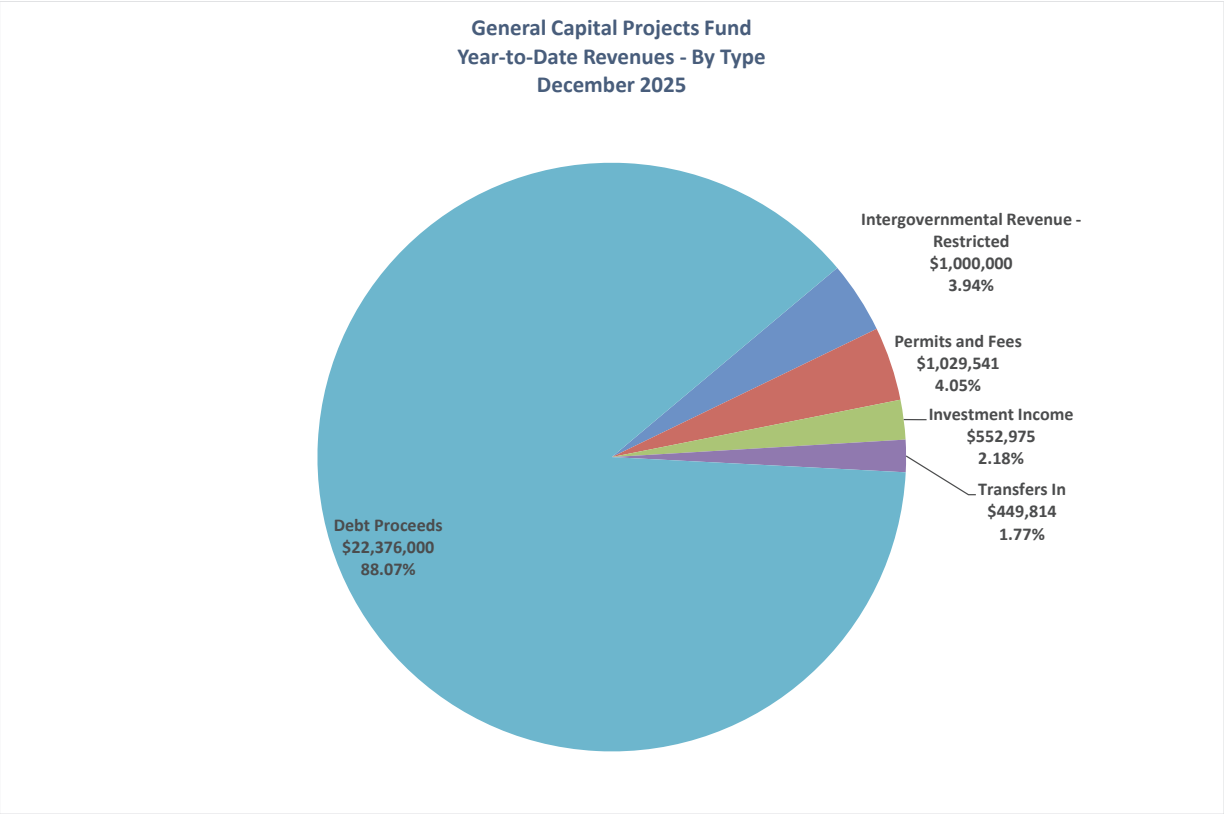
Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*AMENDED BUDGET*	*MODIFIED BUDGET*	*TOTAL EXPENSES*	*PERCENTAGE*
UDO Update	70-490	$200,000	$0	$200,000	$12,200	6.10%
Downtown Streetscape - Design	70-490	$200,000	$0	$200,000	$0	0.00%
Public Works Yard	70-560	$6,000,000	$0	$6,000,000	$2,283,106	38.05%
Wendell Falls Pkwy & Eagle Rock Rd Intersection	70-570	$12,427,715	$0	$12,427,715	$0	0.00%
Downtown Streetscape - Construction	70-570	$1,500,000	$0	$1,500,000	$0	0.00%
LAPP U-6244	70-570	$2,409,133	$0	$2,409,133	$44,045	1.83%
New Recreation Center	70-620	$25,600,000	$98,250	$25,698,250	$433	0.00%
Wendell Athletic Field Complex	70-620	$13,165,338	$350,200	$13,515,538	$16,152	0.12%
Buffalo Creek Greenway Construction	70-620	$5,750,000	$0	$5,750,000	$8,578	0.15%
Carver Community Center at Pleasant Grove	70-620	$9,600,000	$0	$9,600,000	$52,541	0.55%
Parks & Recreation Master Plan Update	70-620	$100,000	$0	$100,000	$0	0.00%
Main Street Park	70-620	$1,650,000	$0	$1,650,000	$0	0.00%
Main Street Greenway Construction	70-620	$210,000	$749,900	$959,900	$0	0.00%
Total		**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 2,417,054**	**3.02%**



Town Of Wendell
Fiscal Year 2025-2026
General Capital Projects Fund
December 2025

CATEGORY	ADOPTED BUDGET	AMENDED BUDGET	ANTICIPATED BUDGET	YTD REVENUES	PERCENTAGE
Intergovernmental Revenue - Restricted	$9,071,839	$500,000	$9,571,839	$1,000,000	10.45%
Permits and Fees	$6,978,049	$0	$6,978,049	$1,029,541	14.75%
Investment Income	$0	$0	$0	$552,975	0.00%
Transfers In	$3,086,960	$258,350	$3,345,310	$449,814	13.45%
Debt Proceeds	$59,675,338	$440,000	$60,115,338	$22,376,000	37.22%
Total	**$ 78,812,186**	**$ 1,198,350**	**$ 80,010,536**	**$ 25,408,330**	**31.76%**

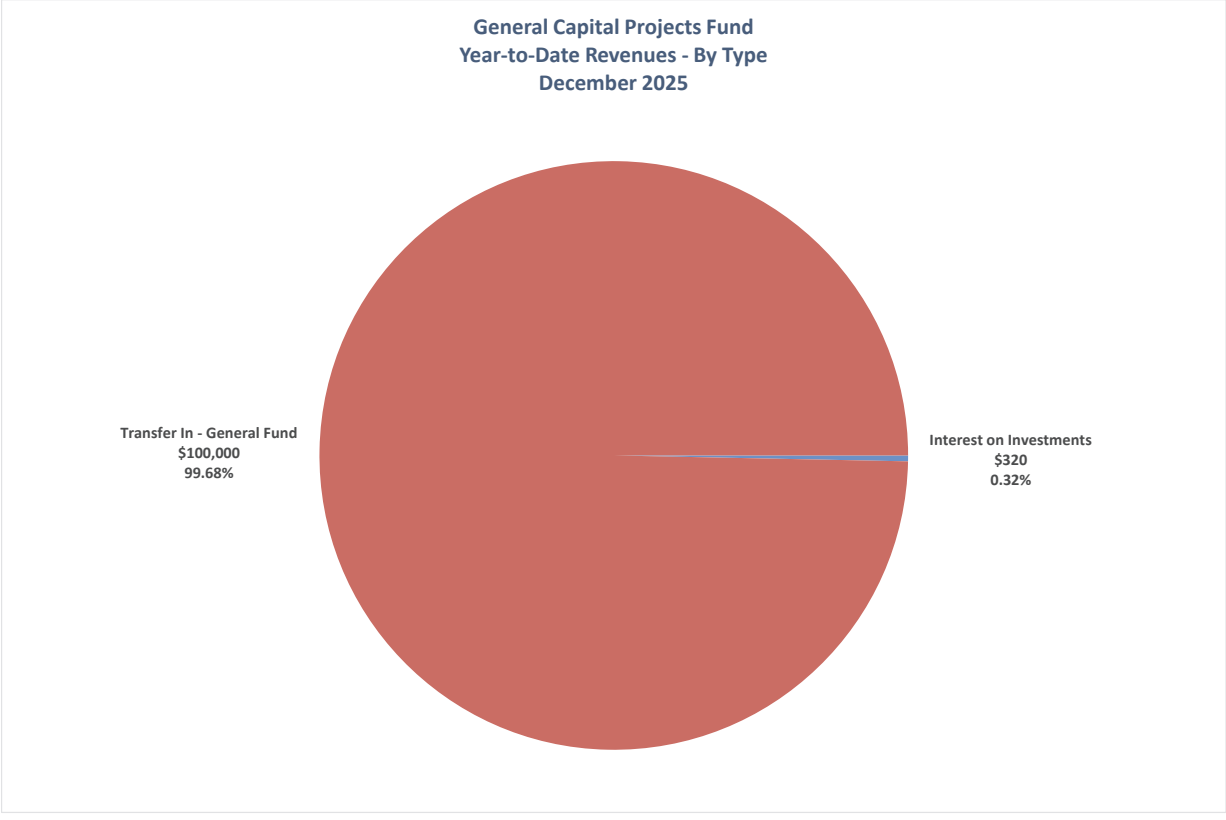


Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
December 2025

DEPARTMENT	*ACCOUNT*	*ADOPTED BUDGET*	*YTD EXPENSES*	*PERCENTAGE*
Northside Dam	74-580	$500,000	$0	0.00%

Town Of Wendell
Fiscal Year 2025-2026
Utility Capital Projects Fund
December 2025

CATEGORY	ADOPTED BUDGET	YTD REVENUES	PERCENTAGE
Interest on Investments	$0	$320	0.00%
Transfer In - General Fund	$100,000	$100,000	100.00%
Transfer In - Stormwater Fund	$400,000	$0	0.00%
Total	**$500,000**	**$100,320**	**20.06%**



Town Of Wendell
Fiscal Year 2025-2026
Cash and Investment Balances - All Funds
December 2025

ACCOUNT TYPE/INSTITUTION	
Checking - Interest Bearing	$3,534,516.98
KS Bank	$500,127.40
KS Bank	$3,034,389.58
Checking - Non Interest Bearing	$11,940.32
KS Bank	$11,940.32
Money Market	$4,988,870.06
KS Bank	$250,498.97
KS Bank	$4,738,371.09
Investment	$37,800,970.38
NCCMT	$9,264,242.07
NCCMT	$3,759,352.41
NCCMT	$22,588,341.10
NCCMT	$120,921.81
NC CLASS	$1,967,793.30
NCIP	$100,319.69
Petty Cash	$100.00
Total Cash and Investments	**$46,336,397.74**

Town Of Wendell
Fiscal Year 2025-2026
Investment Yields
December 2025

INSTITUTION	*7-Day Yield (December 2025)*	*30-Day Yield (December 2025)*	*30-Day Yield (November 2025)*
NCCMT	3.70%	3.74%	3.91%
NC CLASS	3.8219%	3.8770%	4.0216%
NCIP	3.85%	3.90%	4.05%

AGENDA ITEM NO. 4.c

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Mary Beth Tew, Administration
ITEM TYPE:	Citizen Advisory Board Appointment
AGENDA SECTION:	RECOGNITIONS, REPORTS, AND PRESENTATIONS
SUBJECT:	Review of the Citizen Advisory Board Appointment Process and Upcoming Vacancies
SPECIFIC ACTION REQUESTED:	Presentation Only
ITEM SUMMARY:	Recruitment for the Town of Wendell's Citizen Advisory Boards generally begins February 1st and runs through April 30th. Vacant positions are routinely advertised on the Town's website and social media, with the application being located on the Town website under the Citizen Advisory Board tab. Citizens can also submit written applications by mail or directly to Town Hall. Emails will be sent to all those with terms expiring, letting them know if they are eligible to reapply for the same board, or if their two previous terms require them to either apply to a different board or take a break from serving on a Citizen Advisory Board. Once the application period has closed, all applications will be compiled and sent to the Board for review, before they are brought back for appointments. The following vacancies will be available: • Board of Adjustment - 5 vacancies (2 ETJ) • Downtown Development Committee - 5 vacancies • Parks and Recreation Commission - 4 vacancies • Planning Board - 3 vacancies (2 ETJ) • Appearance Commission - 4 vacancies

ATTACHMENTS:
CAB Flyer 2026

Citizen Advisory Board Members Needed!

Want to make a difference in Wendell? Eager to help shape your community? Serve on an advisory board! Our 2026 vacancies are posted below. Scan the QR code to apply or visit **townofwendellnc.gov/cab**.

DEADLINE: April 30

BOARDS	Board of Adjustment	Downtown Development	Parks & Rec Commission	Planning Board	Appearance Commission
VACANCIES	5 Vacancies (2 ETJ)	5 Vacancies	4 Vacancies	3 Vacancies (2 ETJ)	4 Vacancies
TERMS	3 Years	2 Years	3 Years (Adult) 1 Year (Youth)	3 Years (In-Town) 2 Years (ETJ)	3 Years
MEETINGS	Case-by-Case Need	4th Wednesdays @ 5:30 PM	1st Tuesdays @ 6:30 PM	3rd Mondays @ 7 PM	1st Mondays @ 7 PM
GOAL	Hears appeals of the Zoning Code	Stimulate downtown Wendell revitalization	Operation & development of Town parks & trees	Rezonings, ordinance amendments, land use plans	Public art and beautification efforts; decorating c

AGENDA ITEM NO. 4.d

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Marvin Collins, Parks and Rec
ITEM TYPE:	PowerPoint Presentations
AGENDA SECTION:	RECOGNITIONS, REPORTS, AND PRESENTATIONS
SUBJECT:	Parks & Recreation Master Plan Update
SPECIFIC ACTION REQUESTED:	Receive presentation on the implementation of the current Parks & Recreation Master Plan and Scope of Services for a new Plan.
ITEM SUMMARY:	Parks & Recreation will provide a presentation for implementation of the current 2019 Parks & Recreation Master Plan (Plan) in advance of releasing the Request for Qualifications (RFQ) for the new plan. The 2019 Plan can be reviewed at 2019 P&R Master Plan Document. Goal 4 of the Town of Wendell Strategic Plan provides that "Parks, Recreation, Special Events, and Culture establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors". The current Plan provided guidance for implementing these goals and initiatives for a planned period of 2019 to 2029. Community growth and implementation of the plan necessitate beginning a new planning process early. The process uses an inventory of the current and planned park system, site and program observations, and community engagement to ensure resource, program, and facility deficiencies are identified and planned keep pace with community needs for today and the immediate future.

AGENDA ITEM NO. 5.a

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Jeannine Ngwira , Planning
ITEM TYPE:	Annexation
AGENDA SECTION:	PUBLIC HEARINGS
SUBJECT:	A25-11 - Public Hearing for Approximately 1.142 Acres, PIN: 1794356852, Located at 4931 Drive In Lane
SPECIFIC ACTION REQUESTED:	Hold a Public Hearing for Annexation Petition A25-11 and Make a Motion to Adopt the Attached Ordinance
ITEM SUMMARY:	January 26, 2026 - Public Hearing January 12, 2026 - Certificate of Sufficiency and Resolution Fixing the Date of the Public Hearing November 24, 2025 - Direct the Clerk to Certify the Sufficiency of the Annexation Petition

ATTACHMENTS:
ORDINANCE TO ANNEX A25-11
Location Map - 4931 Drive In Ln Annexation

Return Address: Bryan Coates, Planning Director
Town of Wendell
409 Landing View Drive
Wendell, NC 27591

A25-11

ORDINANCE NO. O-06-2026
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF WENDELL, NORTH CAROLINA

WHEREAS, the Board of Commissioners has been petitioned under G.S. 160A-58.1, as amended, to annex the area described herein; and

WHEREAS, the Board of Commissioners has directed the Town Clerk to investigate the sufficiency of said petition; and,

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Wendell Board Room at 7:00 p.m. on the 26th day of January 2026, after due notice by publication on the 16th day of January 2026.

WHEREAS, the Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-58.1(b) to wit:

a. The nearest point on the proposed satellite corporate limits is not more than three miles from the corporate limits of the Town;
b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town;
c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
d. No subdivision, as defined in G.S. 160D-802, will be fragmented by this proposed annexation:

WHEREAS, the Board of Commissioners further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wendell, North Carolina:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the property within the parcel identified by PIN 1794356852 and also shown as the 1.143-acre tract located at 4931 Drive In Lane and on the below identified survey plat is hereby annexed and made part of the Town of Wendell, North Carolina, as of the date of adoption of this Ordinance on January 26, 2026. The survey plat that describes the annexed territory is that certain survey plat

entitled “Annexation Plat, Satellite Extension of Corporate Limits of the Town of Wendell” and recorded in Book of Maps Book Number _____, Page Number _____, Wake County Registry.

Section 2. Upon and after the adoption of this ordinance, the attached described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wendell and shall be entitled to the same privileges and benefits as other parts of the Town of Wendell. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Wendell shall cause to be recorded in the Office of the Register of Deeds of Wake County, and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of the ordinance. Such map shall also be delivered to the County Board of Elections as required by G.S. 163.228.1.

Duly adopted the 26th day of January 2026.

(Town Seal)

_____
Virginia R. Gray, Mayor

ATTEST:

_____
Mary Beth Tew, Town Clerk

APPROVED AS TO FORM:

_____
James P. Cauley III, Town Attorney

STATE OF NORTH CAROLINA
COUNTY OF WAKE

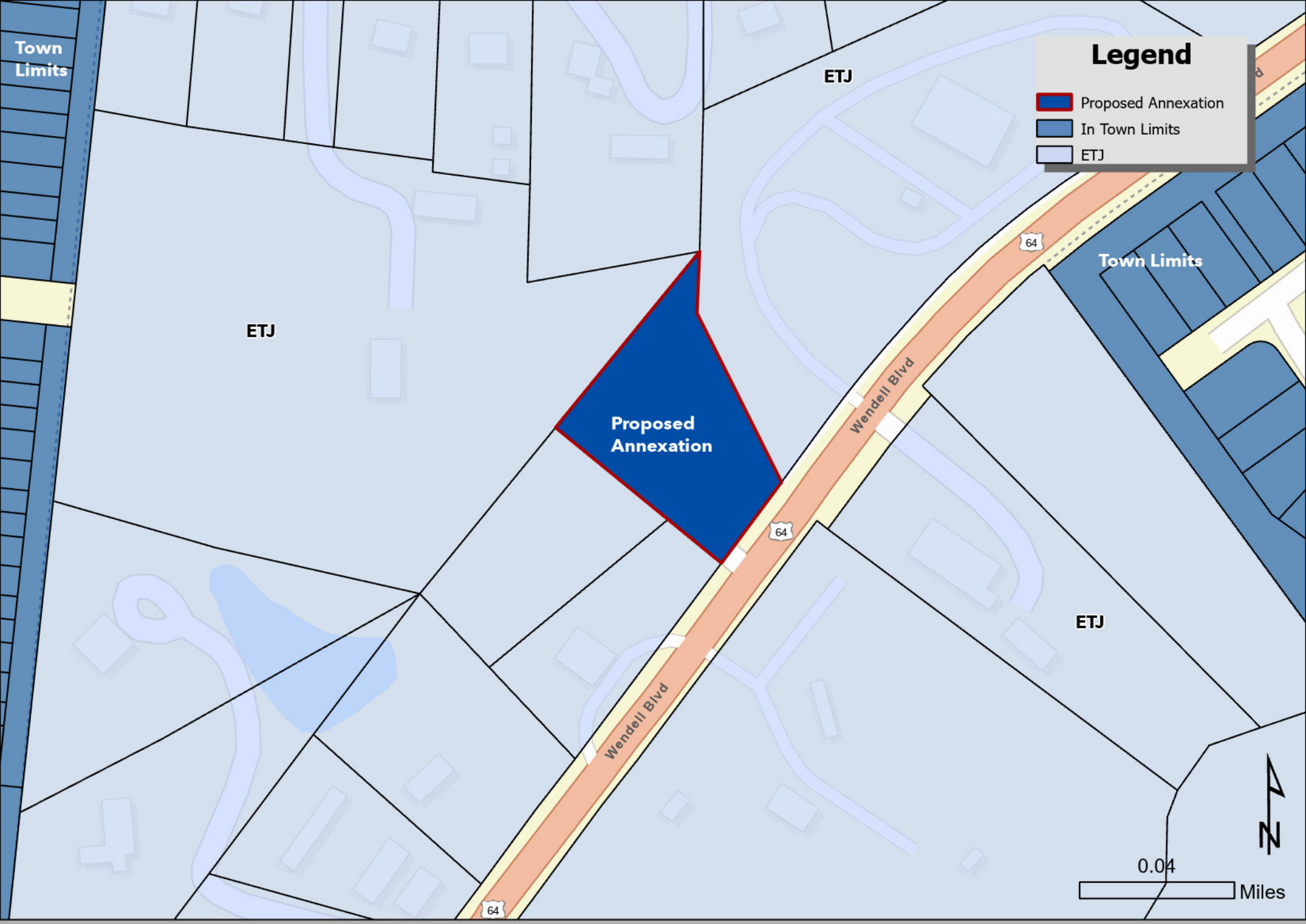
CLERK'S CERTIFICATION

I, **MARY BETH TEW,** Town Clerk of the Town of Wendell, North Carolina, do hereby certify that the attached is original ordinance **#O-06-2026**, as adopted by the Wendell Board of Commissioners on the 26th day of January, 2026 for property owned by **BrussainTREHC LLC,** and is approved for recording in the Wake County Register of Deeds.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the Town of Wendell, North Carolina this _____ day of _____, 2026.

[TOWN SEAL]

_____
Mary Beth Tew, Town Clerk



Location Map - 4931 Drive In Lane

Esri, NASA, NGA, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS

AGENDA ITEM NO. 6.a

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Jeff Polaski, Parks and Rec
ITEM TYPE:	RFP/RFQ
AGENDA SECTION:	ADMINISTRATIVE ITEMS
SUBJECT:	Decision to Approve Rankings and Authorize the Town Manager to Negotiate and Sign a Contract for the Request for Qualifications (RFQ) #677-PR26-02 for Professional Concept and Design Services for the Recreation Center Project
SPECIFIC ACTION REQUESTED:	Motion to accept the rankings for RFQ #677-PR26-02 and authorize the Town Manager to negotiate and sign a contract for professional concept and design services for the Recreation Center Project
ITEM SUMMARY:	Staff issued RFQ #677-PR26-02 for Professional Concept and Design Services for the Recreation Center Project and requested responses by 2:00 pm on November 12, 2025. The Town received Thirty (30) responses to the RFQ by the deadline. Staff reviewed the submissions and ranked the responses based on the submittal requirements in the RFQ document. Following the scoring process, the top 4 firms where brought in for a presentation to staff. Below is the staff ranking after those presentations: 1. HH Architecture 2. Davis Kane Architects 3. ADW Architects 4. Design Collaborative Upon approval, staff will negotiate and sign a contract for professional concept and design services and return the agreed contract to the Board for approval. The FY 2026 Budget provides funding from the Bond Proceeds in the amount of $600,000 for the professional concept and design of the Recreation Center Project. The Budget provides for the project to be designed in FY 2025-26 and FY 2026-27.

Staff recommends that the Board accept the ranking of the top four (4) firms that presented as finalists as reported.

ATTACHMENTS:
COMBINED New Rec Ctr RFQ Score Sheet DO NOT EDIT.pdf
Final New Rec Center RFQ v3.pdf

New Rec Ctr RFQ Response Master List

	Vendor	Bid Attachment Submitted	Created On
1	ADW Architects	Yes	11/10/2025 8:52
2	Andre Johnson Architect, PLLC	Yes	11/12/2025 12:09
3	Boomerang Design, P.A.	Yes	11/12/2025 10:21
4	Brandstetter Carroll Inc.	Yes	11/7/2025 16:20
5	Cannon Architects, PC	Yes	11/11/2025 13:41
6	CHA Consulting, Inc.	Yes	11/11/2025 14:14
7	Clark Nexsen-NC, a division of Johnson, Mirmiran & Tl	Yes	11/12/2025 10:09
8	Colliers Engineering & Design, Architecture, Landscaı	Yes	11/4/2025 20:03
9	Convergence Design	Yes	11/12/2025 7:47
10	CRA Associates, Inc.	Yes	11/4/2025 9:54
11	Davis Kane Architects, P.A.	Yes	10/15/2025 16:32
12	Design Collaborative	Yes	11/12/2025 13:15
13	Duda Paine Architects, P.A.	Yes	11/12/2025 13:07
14	EwingCole	Yes	11/12/2025 13:25
15	Gensler	Yes	11/12/2025 13:06
16	HH Architecture, P.A.	Yes	11/12/2025 11:26
17	insitustudio	Yes	11/12/2025 7:44
18	Integrated Design, P.A.	Yes	11/12/2025 12:07
19	Kevin Cole and Associates INC	Yes	10/15/2025 17:10
20	Little Diversified Architectural Consulting	Yes	11/12/2025 13:12
21	LMHT Associates, PA	Yes	11/12/2025 13:15
22	Machado Silvetti	Yes	11/11/2025 17:18
23	Method Studio, Inc.	Yes	11/11/2025 18:09
24	New City Design Group PLLC	Yes	11/12/2025 9:24
25	Oakley Collier Architects	Yes	11/11/2025 18:26
26	PBK Design, Inc.	Yes	11/12/2025 12:18
27	Pendulum	Yes	11/12/2025 13:30
28	Smith Sinnett Architecture	Yes	11/12/2025 11:46
29	Summit Design and Engineering Services, Inc.	Yes	11/12/2025 13:24
30	Vines Architecture, Inc.	Yes	11/11/2025 17:25

RecCtr	Category	Weight
1	**Firms Qualifications and Experience:** The Firm's experience in similar work (parks, facilities, and greenway design, and other experience as listed in the scope of services) and the record of successful results of that work period consideration will be given to the Firm's capacity to take on additional work, demonstrate understanding of the Town's goals and purposes of this project, specific management approach, how well the Firm's organization structure shows sufficient depth of its present workload, approach to managing the Town's budget and time, and the Firm's ability to offer the breadth and quality of services required for this project.	25%
2	**Project Approach & Understanding:** The proposed approach for performing the work for this project, that demonstrates the ability to deliver high-quality results and understanding of the scope of work for this project and project deliverables. Ideas that are innovative, cost effective, or demonstrate overall improvements that are feasible for the project will be given weight.	30%
3	**Assigned Project Team Experience & Qualifications:** A Firm provides the resources but the individuals assigned to a project are how the job gets done. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work on the project. Consideration will include the project manager's individual qualifications, experience, and location, with which key personnel will be assigned to the project, and any sub-consultants' individual experience, qualifications and location.	25%
4	staff.	20%
	Total Score	**100%**

Rating Scale

0 Missing or Does Not Meet Expectations

1 Partially Meets Expectations

2 Meets Expectations

3 Exceeds Expectations

Combined Scores

New Recreation Center RFQ Scoresheet

#	Category	Weight		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	21	21	22	23	24	25	26	27	28	29	30
1	**Firms Qualifications and Experience**	25%	3.00	1.33	2.00	2.00	2.17	1.33	1.83	1.00	2.17	1.67	2.67	2.33	1.67	2.00	2.17	2.67	2.33	2.33	0.00	2.33	1.00	1.50	2.00	2.33	2.00	2.00	1.83	1.67	1.50	1.67
2	**Project Approach & Understanding**	30%	2.50	1.50	2.00	1.67	2.00	2.00	2.00	1.33	2.17	1.50	1.83	2.50	1.83	2.50	2.00	2.67	2.00	2.00	0.00	2.17	1.67	1.33	1.67	1.17	2.00	2.00	2.00	1.67	2.00	1.33
3	**Assigned Project Team Experience & Qualifications**	25%	2.33	1.33	2.00	2.00	1.83	1.67	1.83	1.33	2.33	1.83	2.00	2.17	1.67	1.67	1.50	2.50	2.00	1.83	0.00	2.00	1.67	1.50	1.67	1.50	2.00	2.00	2.00	2.00	2.00	1.67
4	**Example Projects with References**	20%	2.33	1.50	2.00	1.33	1.83	1.67	1.50	1.33	2.00	2.00	2.33	2.00	1.33	1.83	1.33	2.50	1.83	1.83	0.00	2.00	1.67	1.33	1.83	2.00	2.00	2.17	1.50	2.00	1.50	1.33
	Total Score	**100%**	**2.55**	**1.42**	**2.00**	**1.77**	**1.97**	**1.68**	**1.82**	**1.25**	**2.18**	**1.73**	**2.18**	**2.28**	**1.65**	**2.03**	**1.78**	**2.59**	**2.05**	**2.01**	**0.00**	**2.13**	**1.50**	**1.42**	**1.78**	**1.71**	**2.00**	**2.03**	**1.86**	**1.82**	**1.78**	**1.50**

Rating	
0	Missing or Does Not Meet Expectations
1	Partially Meets Expectations
2	Meets Expectations
3	Exceeds Expectations

409 Landing View Dr. Wendell, NC 27591
Telephone: (919) 366-2266 Fax: (919) 366-1462 www.townofwendellnc.gov

Town of Wendell

Request for Qualifications

Recreation Center - Professional Concept and Design Services - RFQ #677-PR26-02

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at https://evp.nc.gov/solicitations/.

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Wendell reserves the right to modify and/or adjust this schedule to meet the needs of the project.

All times shown are Eastern Time (ET):

RFQ Process Summary	Date and time
RFQ Advertisement Date	*10/13/2025*
Deadline for Questions	*10/24/2025*
Town Response to Questions (anticipated)	*10/30/2025*
Submittal Due Date and Time	***11/12/2025***
Evaluation of Responses/Consultant Interviews	*TBD*
Anticipated Selection Announcement	*TBD*

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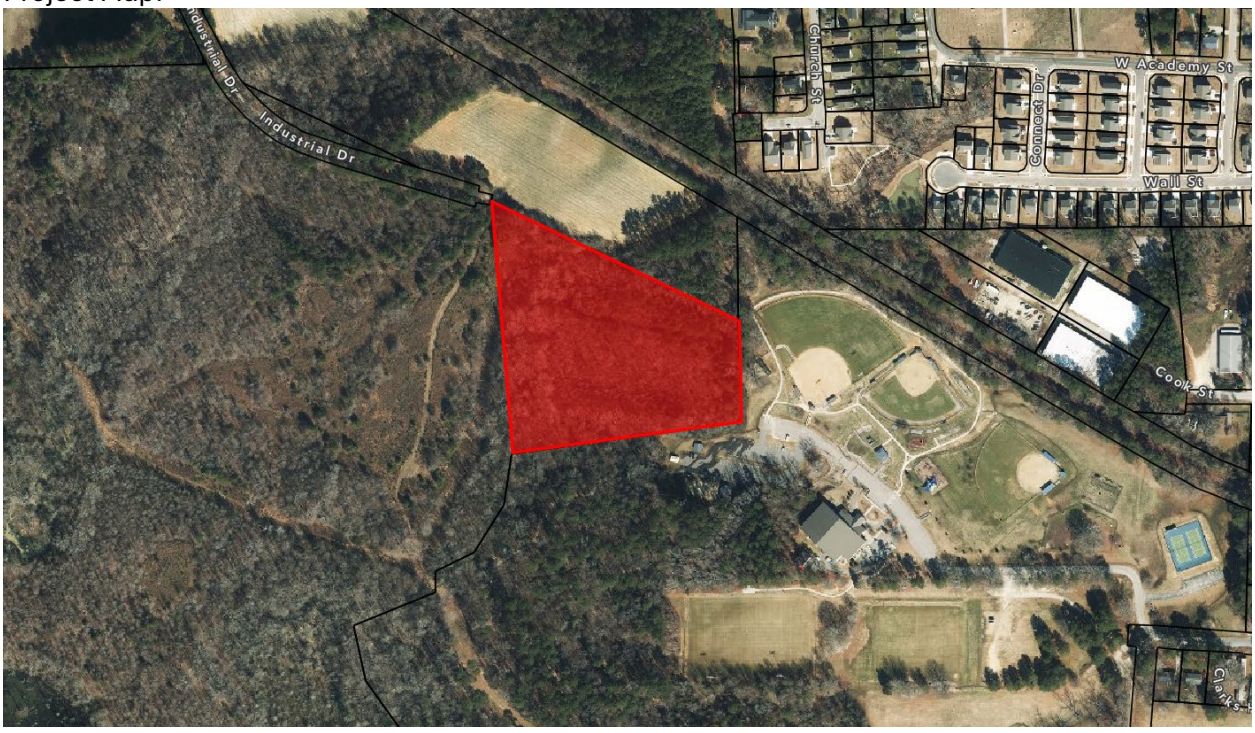
Project Purpose and Background

The Town of Wendell (Town) is soliciting statements of qualification (SOQ) through this Request for Qualifications (RFQ) from professional design consulting firms (Consultant) to provide professional services for the concept design, construction drawings, permitting, and construction management of a new Recreation Center.

The New Recreation Center project was identified in the 2019 Parks and Recreation Master Plan. See the project page at https://town-wendell-nc-budget-book.cleargov.com/15200/capital-request/65897/view. The new facility is needed to accommodate the growth in population and the current community center having limited space. The new ADA accessible facility is expected to include multiple basketball/volleyball courts, program spaces, exercise space, and staff offices. The project will be funded by the voter-approved 2023 Bond Referendum.

The town will be acquiring a portion of property (PIN 1784102906) from Wake County. The 7.8 acres site is located west of the Wendell Community Park off W. Third Street. The property's main geographic feature is relatively flat topography with mixed woodlands. The property has a USGS Blue Line Stream that runs into Buffalo Creek. A gravity sewer line is located on the property. This park will be connected to the Buffalo Creek Greenway, which is starting construction in 2025. The areas surrounding this property are predominantly government recreation, residential homes and undeveloped land.

Project Map:



The Recreation Center would, at minimum, include:

- Sports courts
- Activity rooms

- Office space
- Storage
- Indoor walking track
- Kitchen
- Paved parking lot

Scope of Work

The Town is seeking one firm with multi-faceted experience working with Parks and Recreation projects, but may also consider a team of qualified firms, including sub-consultants. Such experience may include, but is not limited to, any of the following:

- Master Planning
- Community and Stakeholder Meeting Coordination
- Surveying
- Conceptual Design, Design Development, Construction Documents
- Architectural Services
- Civil/Structural Engineering
- Hydraulic/Environmental Engineering
- Transportation/Traffic Analysis
- Wetland Delineation
- Construction Administration in coordination with Owner's Project Manager
- Utility Coordination – Utilities, water and sewer extension. Sewer work to coordinate with future facilities
- Public Presentation
- Detailed Cost Estimating

Any of the services mentioned above may be contracted together with the design, or separately depending on funding sources.

The selected firm will coordinate with the engineering team responsible for designing the road improvement project to connect 3rd Street with Industrial Drive, serving the new recreation center. The selected firm will also coordinate and work closely with the Owner's Representative throughout all phases of the project.

General Requirements and Deliverables

- All technical memoranda, reports, and certifications shall be submitted in electronic form to Wendell in Windows-compatible format (including both .pdf and Microsoft Office Word formats). All plans shall be delivered to the Town in CAD-generated drawings and shall be provided on electronic media downloadable onto AutoCAD-based systems compatible with the Town's current AutoCAD version. Development of GIS data related to streets, stormwater, and other facilities may be required.
- Wendell seeks to design projects that are cost effective and functional, high-performing in energy and water use, examining options for increasing efficiency during the design phase, using lifecycle costs analysis. The outcome should be a building and/or areas and projects that are functional for their intended use, are durable, adds value for occupants and citizens, and utilizes cost-effective techniques and equipment. The selected Consultant should be prepared to assist the Town in making decisions that deliver the best results for the life of the building/structure/equipment and their related systems.
- The selected Consultants shall be experienced with current State and Federal accessibility code requirements and have the ability to implement design solutions to resolve the various types of barriers from these facilities.
- The Town invites and encourages participation in this procurement process by minority or women-owned business enterprises (MWBE) in accordance with North Carolina General Statute §143-48.

Proposal Submittal Requirements

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at NC Electronic Vendor Portal (eVP). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Your Company Name 677-XXXX-XX RFQ Name)**. Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF).

RFQ **Responses must be received no later than 2:00 P.M., Eastern Standard Time (EST) on 11/12/2025.**
Any submittals received after the deadline by any delivery method will not be considered or evaluated.

Questions

Questions regarding the RFQ shall be submitted in writing to Jeff Polaski, Parks & Recreation Director via email to **jpolaski@townofwendellnc.gov** **no later than 2:00 P.M. Eastern Standard Time (EST), on 10/24/2025.** Indicate the RFQ name in the subject heading of the email.

Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification, or additional information will be given by the Town. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect. No information, instruction or advice provided orally or

informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. No personal inquiry or marketing meetings will be conducted or allowed. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

An addendum will be released with answers to any submitted questions and will be posted to the town's website at **https://townofwendellnc.gov/departments/finance/bids_and_proposals.php** and posted to the NC eVP website.

Proposal Submittal Format and Contents

The instructions below provide guidance and information for respondents to prepare and submit concise responses to this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format

Proposals should be presented in a well-organized and concise manner. The qualifications proposal should be no longer than 30 pages in length. Covers, resumes, Certificates of Insurance, and tabs will not be counted towards the page limit. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

Proposal Content

The following items must be addressed in the submission:

1. Introductory Letter: Respondents shall submit a clear and concise response identifying the following information:
    a. Name of the Firm
    b. Primary contact person working on the Town's behalf and their contact information
    c. The Firm's contact information
    d. Why the Town should select the Firm for this work
    e. Acknowledgement of any RFQ Addenda (if applicable)
2. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications:
    a. Provide relevant experience illustrating similar projects or work related to the technical aspects and/or processes outlined in the above scope of work. Include sub-consultants' (if applicable) capabilities as related to the scope of work. Cite specific projects of a similar nature to the submitting scope and list contact information for each project cited. If Respondent is teaming with other qualified firms, including sub-consultants, ensure the cited examples include previous collaborations.
3. Project Approach and Schedule: A detailed description of how the Firm proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques, and procedures for

each work item and their related timelines. Indicate any new and/or innovative methods that can be applied to this project that the Firm has applied in prior projects while performing similar work. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and or affect the overall economy and effectiveness of the project

4. Project Team(s): Provide an organization chart of the project team specifying the dedicated project manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this project. Include resumes with a brief summary identifying roles and responsibilities and general qualifications (i.e. professional registrations, certifications, and/or licenses) of each team member including sub-consultants and disciplines appropriate to the project as well as education and availability of work, and experience. Please do not list Firm staff that are not directly working on this project team. If more than one project manager or team is desired, please include this information and describe why this is necessary and how each team will interact with the Town.
5. Example Projects with References: Provide a minimum of three (3) references related to similar publicly funded projects or scopes. Include the name of each project, a brief description, and the primary contact information of the reference that will be used by the Town to obtain information about the project team's performance. References should be from three (3) separate clients; any one client can only be used as one reference even if the proposer had multiple projects with the same client.
6. Identifications of Lawsuits and Administrative Claims or Fines: Consultants must identify all lawsuits administrative claims or fine proceedings the Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor, or other units of government.
7. Cost Proposal: This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. Provide unit labor rates, incidentals, and percentage markup on non-labor items for the project team members identified in the proposal. **One copy of the unit rates for all proposed project personnel should be uploaded electronically** NC eVP website **with the Statement of Qualifications submission as a separate pdf file .**

Evaluation Method

Evaluation Criteria

All proposals will be evaluated based on the following criteria. Criteria shown under each of the four (4) considerations are to be addressed in the SOQ:

1. Firms Qualifications and Experience: The Firm's experience in similar work (parks, facilities, and greenway design, and other experience as listed in the scope of services) and the record of successful results of that work period consideration will be given to the Firm's capacity to take on additional work, demonstrate understanding of the Town's goals and purposes of this project, specific management approach, how well the Firm's organization structure shows sufficient depth

of its present workload, approach to managing the Town's budget and time, and the Firm's ability to offer the breadth and quality of services required for this project.

2. Project Approach and Understanding: The proposed approach for performing the work for this project, that demonstrates the ability to deliver high-quality results and understanding of the scope of work for this project and project deliverables. Ideas that are innovative, cost effective, or demonstrate overall improvements that are feasible for the project will be given weight.
3. Experience of the Personnel Assigned to this Project Team: A Firm provides the resources but the individuals assigned to a project are how the job gets done. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work on the project. Consideration will include the project manager's individual qualifications, experience, and location, with which key personnel will be assigned to the project, and any sub-consultants' individual experience, qualifications and location.
4. Example Projects with References.
   Quality and relevance of listed projects within the last five (5) years with involvement of the proposed staff.

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Firms Qualifications and Experience	25%		
Project Approach & Understanding	30%		
Assigned Project Team Experience & Qualifications	25%		
Example Projects with References	20%		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

Selection Procedures

The Town will review the proposals, and all the information provided in the submittal packages. A selection committee comprised of Town staff will be convened to review the proposal packages. Respondents that are deemed competitive by the Town may be asked to attend an interview and should make themselves available for a presentation of their proposal to the selection committee. Each Firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation.

The selected Firms will be notified by the Town and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected Consultants, the Town will negotiate with the next qualified Firm.

The Town reserves the right to reject any and/or all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town's best interests to do so. The Town reserves the right to accept or reject any or all the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the Town's best interest. Moreover, the Town reserves the right to make no selection if proposals are deemed not in the best interest of the Town.

The Town also reserves the right to delay the award of a contract or to not award a contract.

Minimum Requirements for Contract Execution

All proposal packages and materials submitted hereunder become the exclusive property of the Town. This request for qualifications is neither a contractual offer nor a commitment to purchase services. The Town assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualification statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

Negotiating with Offerors

A professional services agreement will be negotiated with the selected Consultant based on the proposed scope of work, deliverables, project schedule, fee schedule, and project team as outlined in their proposal. Appendix A contains the Town's standard draft agreement for professional services that will serve as a basis for any contract with the selected Consultant.

The Town reserves the right to award a contract, based on initial offers received from Consultants without discussion and without conducting further negotiations. The Town may also, at its sole discretion, have discussions with Consultants and the Town may enter into negotiations separately with such Consultants. The Town shall not be deemed to have finally selected a Consultant until the contract has been successfully negotiated and signed by all parties.

Responsibility for Costs

The Consultants shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Consultants' capabilities to satisfy the requirements of their request. Emphasis should be placed on the completeness and clarity of content. Selected Consultants may be

asked to present in person the substance of their response to Town staff if necessary. All costs of such presentations shall be borne solely by the Consultant.

Public Records and Submitted Proposals from the Consultant

Records received by the Town in response to a bid solicitation or a request for proposals are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records Law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked "trade secrets" if a record meets all of the following conditions:

1. It is a "trade secret" as defined in G.S. 66-152(3);
2. It is the property of a private person as defined in G.S. 66-152(2);
3. It is disclosed or furnished to the Town in connection with a bid or proposal;
4. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town, then the Town may withhold that particular trade secret from a public record inspection request.

If as a part of the Consultants' bid or proposal, Consultant submits to the Town any record, or portion of a record, that the Consultant considers to be a "trade secret" meeting the definition contained in G.S. 66-152 (2), the Consultant shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event the Town receives a public records request for records the Consultant designates as trade secret, the Town will notify the Consultant and give the Consultant the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that the Consultant designated as trade secret meets their requirements of the general statute, and the reasons for and to indemnify the Town in the event a challenge is brought for their withholding of a record based on Consultant having designated a trade secret. The Town will only withhold the record if both conditions have been fulfilled to the Town's satisfaction.

Minimum Engineering Credentials

Licensure is required for professional engineers, architects, landscape architects, and other professional services. The architects and engineers performing the work must be licensed architects or professional engineers in the state of North Carolina and must have good ethical and professional standing. Any Consultant proposing to use corporate subsidiaries or sub-consultants must include a statement that these companies will be properly licensed in like fashion. It will be the responsibility of the prime Consultant to verify licenses of any corporate subsidiary or sub-consultant prior to contract negotiations.

Consultant Qualifications

Consultants shall be required to submit evidence that they have relevant experience and have previously delivered services similar to those required.

Consultants may additionally be required to show that they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work period no submittal will be accepted from any contractor or Consultant who is engaged in any work which would impair their ability to perform for finance this work or from any Consultant with outstanding claims pending for work of a similar nature, either completed or in progress. No submittal will be accepted from, nor will a contract be awarded to, any Consultant who is in arrears to the Town upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the Town, or is deemed to be irresponsible or unreliable by the Town.

The Consultant must have the financial ability to undertake the work and assume professional liability. The Firm must have an adequate accounting system to identify costs chargeable to the project.

Conflict of Interest Statement

By submission of a response, the Consultant agrees that at the time of submittal it has no interest (including financial benefit, commission finder's fee or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's services, and will not benefit from an award resulting in a conflict of interest. A conflict of interest shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town. Consultants shall identify any interests, and the individuals involved, on separate paper with their response and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

Changes in Personnel

Changes to personnel on project teams, particularly a project manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted proposal, the request to the Town must be made in writing and detailing the proposed replacement personnel, resume, and reasons as to why the poor replacement is needed. The Town will consider the request and may, or may not, accept the new personnel changes. If the Town denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within the Consultant's original proposal will perform the work, or the Town will no longer consider the Consultant as the best qualified Firm, and may enter into contract negotiations with the next most qualified Consultant.

Execution of Proposal

By submitting this proposal, the potential consultant certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The potential consultant has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Firm Name: _____

Title: _____

Date: _____

AGENDA ITEM NO. 6.b

Item Cover Page

TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	January 26, 2026
SUBMITTED BY:	Jeff Polaski, Parks and Rec
ITEM TYPE:	Agreements/Contracts
AGENDA SECTION:	ADMINISTRATIVE ITEMS
SUBJECT:	Authorize the Town Manager to Execute a Task Order for Professional Services for the Main Street Park Design by Surface 678, P.A.
SPECIFIC ACTION REQUESTED:	Approve the execution of a Task Order for the Main Street Park Design by Surface 678, P.A.
ITEM SUMMARY:	February 10, 2025 Board Meeting - Board voted to accept the rankings for RFQ #2025-07 for professional design services for the Main Street Park Project and authorize the Town Manager to negotiate a contract and return the agreed contract to the Board for approval. Surface 678, P.A. is an approved contractor under an executed Master Agreement with the Town for On-Call Professional Engineering Services.

The Scope of Services provided for in the agreement includes the following:

- Phase 1 Field Data Collection- topographic field survey, boundary survey, ecological field determination, jurisdictional stream and wetland delineation and riparian buffer determination, Federally protected species survey, and preliminary jurisdictional determination and agency concurrence.
- Phase 2 - Schematic Design / Design Development - Owner meetings, site planning, demolition plan, site layout plan, drainage plan, stormwater control plan, erosion control plan, construction detail sheets, and technical specifications.
- Phase 3 Construction Documents - Plan development and permitting.
- Phase 4 Bid Administration Services
- Phase 5 Construction Phase Services

The project cost is budgeted in the Capital Improvement Plan

for FY 2026.

ATTACHMENTS:
Task Order #1 Surface AES Main Street Park

TASK ORDER
UNDER
MASTER AGREEMENT FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES

This Task Order ("Task Order"), made as of by and between the Town of Wendell (hereafter, "Town") and Surface 678, P.A. ("PROFESSIONAL").

WITNESSETH

WHEREAS, Town and PROFESSIONAL entered into a Master Agreement for On-Call Professional Engineering Services dated October 14, 2025 ("Master Agreement"); and

WHEREAS, Town has determined it is in need of Services for Main Street Park Concept, Design and Construction Administration ("Project"), and PROFESSIONAL desires to provide such Services.

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt of which is acknowledged, the parties agree as follows.

1. Recitals, Purpose and Effective Date. The Recitals and the Master Agreement are incorporated into this Task Order. Each party represents and warrants that it has in its possession and is familiar with the Master Agreement, and agrees that such does not need to be attached to this Task Order. The purpose of this Task Order is to set forth specific terms and conditions pursuant to which PROFESSIONAL shall provide Services for the Project. The Project is for landscape architectural services and further identified on Attachment 1 Scope of Work attached hereto and incorporated herein by reference. The Effective Date of this Task Order is the date on which it is executed by the last to execute this Task Order.

2. Commencement and Termination.
   A. PROFESSIONAL'S services on Project shall commence upon a Notice to Proceed issued by Town or as otherwise provided in Attachment 1.
   B. If the Master Agreement terminates before the Services provided hereunder are completed, then and in that event the Master Agreement shall continue as to Project until such time as Project is satisfactorily completed.

3. Schedule, Milestone Dates. Project schedule, including date by which Services shall be completed, and all deliverables to be delivered is provided in Attachment 1.

4. Fee for Services.
   A. The fixed fee total compensation for Basic Services is **two hundred thirty eight thousand one hundred and 00/100 dollars ($238,100.00)** as provided in Attachment 1 as follows:

      $232,100 – Basic Services

      $6,000 – Expenses

   B. The fee for Additional Services, if any, shall be determined as provided in Attachment 1, or, if not so provided, as provided in Agreement. Any optional separate track design services identified must be approved through mutually agreed upon written amendment.

C. There shall be no reimbursable expenses unless explicitly provided for by the Task Order. Any applicable approved reimbursable expense will be reimbursed at actual cost with no markup. Town will reimburse actual and reasonable out-of-pocket expenses associated with travel related to the Professional Services and such other actual and reasonable out-of-pocket expense in advance in writing, a not to exceed amount of six thousand dollars and 00/100 dollars ($6,000.00**)** as provided for per Attachment 1. Mileage and tolls shall be invoiced at Internal Revenue Service (IRS)-approved rates. Town shall not be obligated to pay any expenses and costs not specifically identified in this Task Order.

D. This Task Order may be subject to the annual appropriation of funds by the Town, State of North Carolina, and/or Federal Government (hereinafter collectively referred to as the "Funding Agencies"). Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Task Order by one or more of the Funding Agencies, then Town shall be entitled to immediately terminate this Task Order, without penalty or liability, except the payment of all contract fees due under this Task Order up to and through the last day of service.

5. Key Personnel and Use of Subcontractors.
   A. PROFESSIONAL'S key personnel, including any permitted subcontractors and their key personnel, are provided in Attachment 1.
   B. No changes in PROFESSIONAL'S key personnel, subcontractors, or key personnel of subcontractors designated in this Task Order as those who will provide Services shall be permitted except with the prior written consent of Town, which consent shall not be unreasonably withheld.

6. Insurance. PROFESSIONAL represents and warrants that all insurance requirements set forth in Agreement continue to be met.

7. Amendment. This Task Order may be amended only by written amendment of the parties.

The Task Order and any documents incorporated below, represent the entire Task Order.

Specifically incorporated into this Task Order are the following attachments, or if not physically attached, are incorporated fully herein by reference:

Attachment 1 - Proposal dated January 9, 2026, and titled "Proposal for Landscape Architectural Services - Wendell Main Street Park Concept, Design, and Construction Administration – REV2

In cases of conflict between this Task Order and any of the above incorporated attachments or references, the terms of this Task Order shall prevail.

Remainder of page intentionally left blank.

IN WITNESS WHEREOF, the PROFESSIONAL has executed the foregoing with the signature(s) of its duly authorized officer(s), and the Town has executed with the signature of its Town Manager or Designee.

Professional - Surface 678, P.A.

By:_____
(signature)

Name: _____
(typed or printed name)

Title: _____

Date: _____

Town of Wendell

By:_____
(signature)

Name: _____
(typed or printed name)

Title: _____

Date: _____

This instrument has been preaudited in the manner required by Local Government Budget and Fiscal Control Act.

_____ _____

Finance Officer Date

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January 9,2026

Jeffrey A. Polaski
Parks and Recreation Director
15 East Fourth Street
Wendell, NC 27591
(919) 366-2266

Re: Proposal for Landscape Architectural Services
Wendell Main Street Park Concept, Design, and Construction Administration – REV2

Dear Jeff,

Surface 678, PA (Surface 678) appreciates the opportunity to provide our proposal to the Town of Wendell (Client/Owner) for providing landscape architectural services for the proposed Wendell Main Street Park. Our project understanding, scope of services, schedule and fees are described below.

I. PROJECT UNDERSTANDING

Surface 678 will lead the design team engagement for the development of the Main Street Park Project. The project includes a passive program nature inspired park with a total project cost of about $1.5 million dollars. The park site is located on approximately 8.38 acres south of downtown. The proposal is formatted to include all customary services within the Basic Services Scope of Work. The Basic Service will include critical items necessary to successfully construct the project in a code compliant manner. Items which we feel are beyond the scope of Basic Services are broken out as Optional Services.

Site Area Plan



The Surface team has included the following services

- Master Planning
- Community and Stakeholder Meeting Coordination Optional Service A
- Surveying
- Conceptual Design, Design Development, Construction Documents
- Architectural Services (optional service)
- Civil/Structural Engineering
- Environmental Engineering
- Wetland Delineation
- Construction Administration
- Utility Coordination
- Public Presentations
- Detailed Cost Estimating

Surface has included the design of the following specific site program items:

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- ADA walking track
- ADA accessible inclusive playground
- Free form play structure
- Restroom / Picnic shelter (optional service)
- Hammock Park
- Small Paved Parking lot
- Sensory garden
- Public Art integration (artist to be contracted by Town)

We have included the conceptual design of a restroom / open air shelter as an optional service.

The site has a moderately valued landscape that consists of mature trees which will be preserved where possible. There are several natural features on site such as a .5 acre pond and a USGS blue line stream. The pedestrian systems will also be modest with concrete walkways (or equal) making connection between parking to various play areas and the future greenway to the west.

Under this contract, the civil engineer (TRC) will provide various civil design services. Please see the attached to this document is a "Basic Service - Site Work Responsibilities Matrix" that describes each designer's role. As the site design leader, Surface will develop concepts and coordinate with the civil design.

We have not included the services of other consultants that may be needed to complete the final design of this project. Those potential consultants include but are limited to lighting designers, and traffic engineers. Those services shall either be provided by the Owner, or added to our scope of work at a later date when their scope of work is clear

II. SCOPE OF BASIC DESIGN SERVICES *(REFER TO TRC PROPOSAL ATTACHED TO FOR FULL LISTS OF TRC SERVICES)*

The following is a list of design stages and processes that Surface 678 will provide:

a. Analysis – Surface will study the history, geology, geography, and culture of the site to explore its relevance to the program and ways of developing context and ideas for design. We will review topography, hydrology, solar shade, historical imagery, vegetation, municipal limitations and other relevant factors that may have bearing on concept development.

b. Design – Surface will engage in a process of design that combines research with the site program and precedent imagery to develop design options that advance the client's goals and objectives. Those concept ideas will integrate the experience of the user with the design and functional aspects of the design. We will create options for consideration by the team and work in a collaborative manner with other design professionals to create a unified design and integrated engineering approach. Surface 678 will carefully document the design throughout the design development and construction documentation and ensure its proper installation with limited construction services.

c. Design Presentations & Process – During the design process, Surface will present to Owner progress on the design for the purpose of receiving and incorporating comments. We have included the following stages in the design process:

Phase	Formal Presentations	Duration	Notes
Concept Design	2 presentations	1 month	Additional online meetings are included to facility process
Schematic Design / design Development (60% Design)	2 presentations	2.5 months	Concludes with a presentation to the Board of Commissioners
Construction Documents	1 flip through	4 months	Concludes June 2026
GMP or Bid Negotiation	NA	2 months	
Construction Services	NA	8 months	To begin Summer / Fall 2026

In developing the design documentation process through construction documents, we have included the following areas of detailed study and information:

d. Demolition / Clearing – to include the determination of the limits of vegetation, whole building, vehicular and pedestrian systems, site lighting, and storm drainage demolition and project area. Partial demolition of buildings is not included.

e. Site Staking / Layout Information – to include the information needed to describe the layout of the design for construction.

f. Pedestrian Staking / Layout Information – to include the information needed to describe the layout of the pedestrian elements design for construction. We have excluded any vehicular design element layout.

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g. Retaining Walls – Surface 678, PA has included the elevational design of retaining wall including the profile and top and bottom of walls.

h. Site Grading Design - to indicate proposed grades with contours and spot grades including road and pedestrian surfaces, and landscape areas. With the advice of the civil engineer, we will show the storm water inlet locations and their elevations for coordination with the civil engineer's underground storm water piping.

i. Pedestrian Grading Design - to indicate proposed grades with contours and spot grades for pedestrian systems and landscape areas only. With the advice of the civil engineer, we will show the storm water inlet locations and their elevations for coordination with the civil engineer's underground storm water piping.

j. Pedestrian Storm Water Drainage Design – to include the design of minor drainage structures that drain pedestrian surface areas and landscape for connection to the civil storm drainage design system.

k. Landscape and Pedestrian Design Assistance for Stormwater Control Measures – to include the planting design for a single proposed SCM for the project.

l. General Site Landscape – Surface will develop two landscape planting schemes to separate what is required and what is desired as extra by the owner.
1. Code Compliance Design – to include calculations, plant list, selection, detailing to meet the municipal planting ordinance.
2. Owner Planting Design – to include calculations, plant list, selection, detailing to meet the goals and objectives of the Owner.

m. Pedestrian Systems - Includes the design of sidewalks, steps, handrails, entry plazas, and shared service / pedestrian spaces.

n. Site Furnishings - Includes the selection and placement of manufactured benches, planters, screens and bollards and their installation methods.

o. Irrigation Performance Design – Not Included.

p. Site Lighting – Not anticipated and not included.

q. Opinion of Cost – Surface will provide cost evaluation at the conclusion concept design, 60% design, and 100% design.

r. Division 32 00 00 Specifications – Specifications shall be CSI format in Word 2013. Included for the landscape work described herein. Includes supplemental input for Division 01 allowances, unit prices, and alternates as needed.

s. Project Specifications – Specifications shall be CSI format in Word 2013. Included is the production and coordination of a specifications manual for the project. The CSI specification format will be followed to produce all relevant specifications including 01 00 00 General Requirements and other divisions to provide supplemental information to the General Conditions and the Contract. The Owner shall provide final contract documents but Surface will provide coordination project.

t. Project Manual Specifications – Includes Contract Documents, Division 01 00 00 and other divisions as required to develop a set of project Specifications. All specs shall be CSI format in Word 2013, the project Contract shall be the owners or AIA contract documents. Included are the production and coordination of a specifications manual for the project. The CSI specification format will be followed to produce all relevant specifications including 01 00 00 General Requirements and other divisions.

III. SCOPE OF DOCUMENT PACKAGING

We have included the following packaging for bid or release to the construction manager:

a. Early Site Plan Approvals Package – Includes the acceleration of a partial set of drawings required to advance municipal approvals. Included will be generalized plans, absent of much design detail, including demolition, layout, and grading plans. In combination with the civil engineer, we will include water, sewer, storm drainage, storm water management, and sedimentation and erosion control plans. The package will be created and maintained for the approvals package only and not used for construction documents.

b. Final Site Package – Includes the detailed design drawings required for the completion of the project and would include layout and detail plans of pedestrian areas and plazas, furnishings, specialty design areas, irrigation, planting in excess of municipality requirements, landscape lighting and other finishes.

IV. DELIVERABLES *(REFER TO TRC PROPOSAL ATTACHED TO FOR FULL LIST OF TRC DELIVERABLES)*

The list of plans below indicates the included final deliverables for Construction Documents for the project:

Deliverable	Included	Excluded
Demolition / Clearing Plan	☑	
Site Layout Plan	☑	
Roof Terrace Plan		☑
Water Feature Design		☑
Site Grading Plan	☑	
Storm Water Management Plan	☑	
Stormwater Utility Plan	☑	
Sedimentation and Erosion Control Plan	☑	

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Lighting, Luminosity, & Circuit Plan		☑
Details for above scope	☑	
Municipal Site Plan	☑	
Municipal Permitting	☑	
Early Site Plan approval package	☑	
Early demolition or Grading Package		☑
Specifications for above scope	☑	
Division 01 00 00 Specifications	☑	

V. SCOPE OF CONSTRUCTION SERVICES *(REFER TO TRC PROPOSAL ATTACHED TO FOR FULL LIST OF TRC CONSTRUCTON SERVICES)*

It is anticipated that during the Construction Phase, the Client / Owner will continue to act as the lead for all construction activities and be the direct point of contact between the design team and Contractor. All official correspondence and submittals will be distributed through the Client who will coordinate, collect and distribute information and duties. Surface 678 shall visit the site in order to observe the progress and quality of Work [as defined by this proposal] completed by the Contractor. Construction Observation visits are not intended to replace the Contractor's role in coordination of subs and installation of the work according to the Contract but are to generally confirm the Work is proceeding in accordance with the Contract. During this period of services Surface 678 will not provide information on Contractor means and methods, construction safety, or provide direct instructions to the Contractor or Subcontractors.

a. Bid Negotiation - Assistance to the Client-led-process with bid solicitation, addenda and bid analysis.

b. VE Process - Assistance to the Client-led-process of value engineering to reduce the construction budget within 20% of bid amount and issuance of a conformed set of drawings.

c. Duration of Service – We have assumed the construction period to last approximately 8 months [the total duration of construction period]

d. Construction Services

- Response to RFI.
- Shop drawing reviews related to the scope of work herein.
- Monthly Meeting Attendance – Includes 8 meetings.
- Site Observation Visits – Includes 4 visits by Surface 678 landscape designer at project site.
- Site Final Punch List Walk – Includes 1 visit by Surface 678 landscape designer at project site.
- Site Final Punch List Completion Verification – Includes 1 visit by Surface 678 landscape designer at project site. Follow up verification of completed corrections to be observed via contractor submitted photographs.
- Landscape Planting Warranty Walk – Includes 1 visit by Surface 678 landscape designer at project site for 12 month warranty inspection and report for landscape.

e. As-Builts - Included revisions to the drawings from contractor markups. No site visits or surveys are included. Surface 678 will deliver in Autocad format in SURFACE 678 layer, color, line weight and font convention.

f. Certifications – Included are certifications for items related to the scope described herein.

VI. ASSUMPTIONS AND EXCLUSIONS *(REFER TO TRC PROPOSAL ATTACHED TO FOR FULL LIST OF TRC ASSUMPTIONS AND EXCULSIONS)*

Fees NOT Included:

a. Permit fees, development fees, site plan approval fees, nitrogen buy down credits or other fees by governing agencies are not provided within the quoted fees nor does Surface 678 provide payment for these fees with the intention of being reimbursed at a later time. Surface 678 will provide fee amounts for the issuance of payments from the Owner direct to the governing agency.

Environmental Services and Agreements NOT Included:

b. DOT or Municipal Roadway encroachment agreements are not included.

Approvals:

c. This proposal assumes all Town of Wendell, State code, and environmental regulations will be followed without variance, special reports and studies, or special permitting and the approval process shall be single cycle of revisions and non-controversial. For approvals in this scope or work, we will work diligently to obtain commitments and approvals within time constraints; however, the Town of Wendell does not follow a guaranteed schedule and for a variety of reasons may have unpredictable outcomes. We therefore cannot guarantee entitlements, outcomes or schedules.

Required Supporting Information NOT Included:

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d. The Owner shall provide a survey with metes and bounds and one foot contour intervals with surrounding use and zoning, boundary, easements, stream buffers, steam and buffer setbacks, above and below ground utilities, lights, signs, existing trees and other features. Surface 678 assumes no responsibility in guaranteeing the accuracy of surveys.

e. The Owner shall provide a geotechnical study to establish earthwork design, soil compaction values and handling, presence of rock and unsuitable soils, and pavement cross section designs for vehicular rated pavement conditions including heavy duty and light duty asphalt and concrete applications.

f. Other team consultants contracted under Client or Owner shall provide relevant team information in Autocad DWG format and notify Surface 678 of updated files in a timely manner.

Design Scope NOT Included:

g. Redesign due to unforeseen or subsurface conditions.

h. Meetings or coordination with adjoining property owners or managers for the coordination of design or easements.

i. Temporary construction services such as shoring and bracing, roadways, construction accesses, routing of traffic, pedestrian, storm drainage or utilities.

j. Design of site signage and signage permitting.

k. Design, permitting or construction services of high voltage, chilled water, steam, hot water, fiber optic, and telecom facilities.

l. ANY work in Municipal or NCDOT ROWs. This includes roads, patches, repairs, curbs, crosswalks, speed control, accessible curb ramps, storm water, utilities, or signage.

m. Civil engineering design services of Public utility systems such as domestic water pressure testing, water systems analysis, grease traps, booster pumps, lift stations, video inspections of sewer lines, force mains, and water and sewer services.

n. Traffic design services such impact studies, signal modifications, public roadway design or lane widening.

o. Electrical design services for foot-candle analysis or electrical wiring/circuitry. Not included is post construction analysis of light lumen levels which may be required by a local jurisdiction.

p. Structural design of reinforcement of any free standing architectural structures, foundations, slabs and retaining walls extending 5 or more feet from bottom of footing to the top of wall, are not included.

q. LEED services for design, submittal or tracking.

Design Scope Beyond Basic Services:

r. Surface 678 will be available for additional site visits, construction documentation and other services not included in the scope of this proposal on an as-needed, hourly basis or as otherwise negotiated.

s. Once final Construction Documents are issued, site plan changes due to issues beyond our scope are not included. Surface 678 will request additional services based upon estimated time and will await approval prior to conducting the work.

t. Our fees are based upon a supplied schedule. While a one or two month delay per phase in schedule is not a concern, delays beyond that will result in additional services.

Standards:

u. Surface 678 will provide digital design files in Autocad format in Surface 678 layer, color, line weight, and font convention. Surface 678 works exclusively in Autocad with 2D topographic digital information.

v. Unless otherwise agreed in writing, the scope, fee, and terms of this proposal are valid for 30 days from the date of receipt after which Surface 678, PA reserves the right to amend, renegotiate, or withdraw the proposal.

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VII. DESIGN FEE

Surface 678, PA will complete the tasks outlined under Scope of Services on a stipulated sum basis, excluding expenses for:

Design Service Phase	Amount
Schematic Design	$14,955.00
Design Development	$19,940.00
Construction Documents	$32,910.00
Bid / GMP	$5,485.00
Constructions Services	$29,619.00
Project Closeout	$3,291.00
Total Fee	$106,200.00

	Amount
Site Plan Approval	$ 8,000.00
Expense Allowance	$ 4,000.00

Expenses include model and rendering materials, special production materials, travel at current IRS allowable rate per mile, out of town meals and lodging related to project travel, reproduction, printing, deliveries and express mail.

TRC will complete the tasks outlined under Scope of Services on a stipulated sum basis, excluding expenses for:

Phase	Task	Phase Description	Amount
1	1.1	Topographic Field Survey	$24,700
	1.2	Boundary Survey	$12,300
	1.3	Ecological Field Delineation	$10,600
2	2.1	Schematic Design / Design Development	$19,000
3	3.1	Construction Documents and Permitting	$12,700
	3.2	NWP/401/404/Buffer Impact Permitting	$2,900
4	4.1	Bidding Support	$4,500
5	5.1	Construction Administration Services	$21,500
	5.2	Post Construction Services	$3,000
6	6.1	Project Management and Meetings	$6,700
		Total Fee	$117,900

TRC separate track services

Separate Track Services	Amount
Expense Allowance	$ 2,000.00

TOTAL FOR THE ABOVE FEES AND EXPENSES: $238,100.00

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VIII. SEPARATE TRACK DESIGN SERVICES

Option 1A Community Engagement – Surface 678 $3,500
If Surface is requested to work on scope outside the above Basic Services, the following hourly rates apply:

If requested, Surface 678 will attend or support The Town of Wendell by participating in two (2) community engagement meetings. Our scope assumes that meetings will be led jointly by representatives of Surface 678 and the Town of Wendell. Our services assume that no more than (2) public meetings will be required, lasting approximately 3 hours.

Option 2A Community Engagement – Surface 678 $3,300
If Surface is requested to work on scope outside the above Basic Services, the following hourly rates apply:

If requested, TRC will attend or support Surface 678 by participating in one (1) community engagement meeting. Our scope assumes that meetings will be led by representatives of Surface 678 and that TRC will respond to questions related to the civil design scope herein. TRC services assume that no more than one (1) public meeting will be required, lasting no more than 3 hours (including travel time). As well, no more than 8 hours of drafting or engineering support will be required for preparing graphics or exhibits.

Option B – Surface 678 Only Potential Hourly Services As Requested by Owner or Client
If Surface is requested to work on scope outside the above Basic Services, the following hourly rates apply:

Principal	$220.00/hour	Landscape Architect II	$130.00/hour
Associate Principal	$200.00/hour	Landscape Architect I	$120.00/hour
Associate	$150.00/hour	Landscape Designer	$100.00/hour
Senior Landscape Architect	$140.00/hour	Administrative	$85.00/hour
		Intern	$90.00/hour

These rates are valid for one year from the date of this Agreement.

Option C – Surface 678 Only Conceptual Architectural Design $ 20,000.00
Included is the conceptual design of an open air shelter with a potential restroom addition provided by New City Design Group. The following is included:

- Site walk / meeting to review location options.
- In person meetings (2) to discuss building program requirements.
- Conceptual options (2) of the park structure.
- Conceptual level cost estimate for the each option.

Option D Project signage $ 3,200.00
Included are sketch designs of options, construction documentation and permitting with the Town of Wendell.

Surface 678, PA appreciates this opportunity to provide Landscape Architecture services. Please do not hesitate to contact me with any questions or comments.

Sincerely,

Charles Bradley

Charles Bradley, PLA, ASLA
Principal, Surface 678, PA

SITE WORK RESPONSIBILITES FOR: Wendell Main Street Park Concept and Design

1/9/2026

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Suite 150
Durham, NC 27701
www.surface678.com
p: 919.419.1199
f: 919.419.1669

DESIGN ISSUE OR SERVICE	Surface	Civil	Coordination Notes
Demolition of Utilities		☑	
Demolition of Soft and Hardscapes	☑		
Site Design Layout	☑		
Public Street Design/Modifications		☑	Civil shall provide any work within the public Right of Way
Pedestrian Hardscape Design	☑		
Overall Site Materials Design	☑		
Fine Grading	☑		
Sanitary Sewer Design			Not anticipated and not included
Potable Water & Fire Protection			Not anticipated and not included
Storm Water Conveyance Design	+	☑	Surface will provide inlet locations and rim elevations.
Planting Design	☑		
Site Retaining Walls & Railing Design - Elevational	☑		Surface to provide elevation and materials
Site Retaining Walls – Structure and Footings			Not anticipated and not included
Irrigation Design	☑	+	Civil to provide tap, backflow & meter from water main
Fire Protection Site Design (if applicable)	☑	+	Civil to coordinate required fire equipment with fire access drive
Foundation Drain Design (if applicable)	+	☑	
Erosion & Sediment Control Design		☑	
Storm Water Control BMP	+	☑	Surface will design the shape, fit and planting - civil to engineer the infrastructure, dam, permitting and certification
Electrical and Telecom coordination			Not anticipated and not included
Site Lighting Design			Not anticipated and not included
Town of Wendell - Approvals and Permits	☑	+	Surface shall lead the process, civil to provide support.

☑ indicates primary responsibility + indicates required assistance [see note column]

114 Edinburgh South Drive
Suite 200
Cary, NC 27511

t 919.827.0864

Surface 678 P.A.
Attn: Mr. Charles Bradley
215 Morris St STE 150
Durham, NC 27701
By email: cbradley@surface678.com

RE: Proposal for Engineering Services
Main Street Park
Wendell, North Carolina
TRC Prop. No: 663351.9999.0000

Dear Mr. Bradley,

On behalf of the team, thank for the opportunity to assist Surface 678 and the Town of Wendell with the design of the Town's Main Street Park. This proposal revises our previous proposal, dated March 26, 2025. Located west of S Main Street, near the intersection with Fowlkes St, the Town of Wendell owns an approximate 8.38 parcel (Wake County PIN 1783661290) that they wish to develop into a neighborhood park. It is our understanding that the park will consist of natural play areas, passive recreation, with minimal hardscapes. No structures are anticipated at this time. Figure 1, below, identifies the parcel and our assumed project limits, in blue:



Figure 1: Project limits (blue)

Scope of Services
TRC will provide the following detailed services:

Phase 1 – Field Data Collection
Task 1 – Topographic Field Survey
TRC will complete a topographic survey of the project site as defined in the Limits of Survey Exhibit below in the City of Wendell, Township of Mark's Creek and identified with Parcel ID 1783661290. The survey will locate existing physical improvements and features within the project area.

The survey will include the following items:

- TRC Engineers, Inc. will establish site control points. Horizontal Datum for this project will be the North Carolina State Plane Coordinate System, NAD83. The Vertical Datum will be NAVD88 (Geoid18).
- Topographic data sufficient to depict existing conditions within the project limits. This data will include, but not limited to, adjacent roadway, paved areas, fences, buildings, ditches, stream thalweg, top and bottom bank, vegetation/tree lines, observed above ground utility structures such as manholes, communication pedestals, valve covers, utility poles and boxes, and electric transformers.
- Gravity system utility structures will be mapped; including manhole rim elevations, pipe sizes, pipe invert elevations, and pipe outfalls extending one structure beyond the survey limits when the location of offsite structures can be determined, and the data can be obtained.
- Ground "spot" elevations will be obtained sufficient to produce 1-foot contours in a 3D surface.
- Survey the location of existing trees equal to or greater than 24" diameter of breast height. **Tree species will not be identified beyond deciduous/coniferous.**

Task 2 – Boundary Survey
TRC will survey the property boundary of subject parcel. Easements that can be located from existing mapping (have adequate ties to the boundary) will be plotted. **This effort does not include a title search**. As such, easements not readily available may not be plotted. Property monumentation not recovered will be shown as calculated points. This effort does not constitute a survey to be recorded, therefore will not comply with G.S. 47-30.

Deliverables

The survey information will be gathered, downloaded, and processed in AutoCAD, where we will prepare the base mapping depicting physical features within the project limits. The PDF will be prepared at an appropriate scale and sealed by a North Carolina Licensed Land Surveyor. An electronic version (CAD) will be made available to the client and project team for planning and engineering design.

Task 3 – Ecological Field Delineation
TRC will retain a subcontractor, Axiom Environmental, to provide ecological services under this contract. Axiom Environmental will provide the following services:

Jurisdictional Stream and Wetland Delineation and Riparian Buffer Determination

- Jurisdictional limits of wetlands will be delineated with sequentially numbered flagging tape and located using GPS equipment with reported sub-meter accuracy. Wetlands will be delineated according to guidelines in the 1987 Corps of Engineers Wetland Delineation Manual and the US Army Corps of Engineers (USACE) Regional Supplement to the 1987 Manual (Eastern Mountains and Piedmont).
- USACE data sheets will be completed to document jurisdictional wetlands. Data sheets utilized will include the USACE Regional Supplement to the 1987 Manual (Eastern Mountains and Piedmont) Data Form.
- Wetland flags will be located with GPS technology supporting sub-meter accuracy and approximately mapped.
- For mapping purposes, Axiom will utilize Quality Level 2 (QL2) Light, Distance, and Ranging (LiDAR) data to approximate the boundaries of existing streams. Extents of jurisdictional stream features will be collected using GPS equipment with reported sub-meter accuracy.
- NC Division of Water Resources (NCDWR) data sheets will be completed to document the features and flow regime(s) of jurisdictional streams. Data sheets utilized will include the NC Department of Environmental Quality (NCDEQ) Surface Water Identification Form.
- NC Wetland Assessment Method (NC WAM) and NC Stream Assessment Method (NC SAM) data sheets will be completed for jurisdictional features.
- GIS shapefiles of jurisdictional boundaries will be provided as requested.

Federally Protected Species Survey

A review of the U.S. Fish and Wildlife Service (USFWS) Interactive Planning and Consultation (IPaC) tool indicates the following federally protected species may occur within the site:

- Bald eagle (*Haliaeetus leucocephalus*), Bald and Golden Eagle Protection Act
- Tricolored bat (*Perimyotis subflavus*), Proposed Endangered
- Red-cockaded woodpecker (*Dryobates borealis*), Threatened
- Neuse River waterdog (*Necturus lewisi*), Threatened
- Carolina madtom (*Noturus furiosus*), Endangered
- Atlantic pigtoe (*Fusconaia masoni*), Threatened
- Green floater (*Lasmigona subviridis*), Proposed Threatened
- Yellow lance (*Elliptio lanceolata*), Threatened
- Monarch butterfly (*Danaus plexippus*), Proposed Threatened
- Michaux's sumac (*Rhus michauxii*), Endangered

A more detailed evaluation to determine the presence or absence of protected species habitat will involve a brief literature search, a review of agency records including reports from the USFWS and NC Natural Heritage Program, and a field reconnaissance survey of the site during the appropriate survey period. The USFWS has determined the optimal survey window for Michaux's sumac to be May through October. The USFWS has not identified a protocol for monarch butterfly surveys; therefore, surveys will be limited to a brief assessment of potential habitat.

The USFWS has identified tricolored bat as a Proposed Endangered species. Proposed Endangered species are not protected by the Endangered Species Act (ESA) until the rule to list is finalized;

however, under section 7(a)(4) of the ESA, federal agencies must confer with the USFWS if their action will jeopardize the continued existence of a proposed species. Surveys will be limited to an assessment of potential habitat.
Surveys for aquatic species will be limited to a brief assessment of potential habitat.

Preliminary Jurisdictional Determination (PJD) and Agency Concurrence

- Axiom will generate a PJD package documenting jurisdictional features suitable for submission to the USACE and NCDWR. A draft version of the PJD package will be provided to TRC for approval prior to submittal.
- Axiom will solicit verification of the jurisdictional delineation. Representatives of the USACE and NCDWR will be invited to the site visit to verify the presence and boundaries of wetlands, streams, and riparian buffers (if applicable). This information will be needed for any future permit application for proposed impacts to any of these resources.
- Axiom will revise the PJD after the agency site visit (if necessary) and will resubmit the package for final agency approval.

Phase 2 – Schematic Design / Design Development (DD)

Following field data collection, TRC will develop schematic design documents based on the initial conceptual design provided by Surface 678. Specific scope items included in the SD submittal are as follows:

- Meetings with Owner/stakeholders: For this phase of the design, we assume two (2) design meetings with the Surface 678, and one (1) progress review meetings with the Town.
- Site Planning: TRC will meet with Surface and the Town to review the layout of the proposed development on this site. Based on those meetings and the schematic layout chosen, we will determine required setbacks, buffers and other development requirements that will be incorporated into the design.
- Demolition Plan: TRC will prepare a Demolition Plan for the project depicting streets, pavements, sidewalks, utilities, landscaping and other site features to be removed as part of the work.
- Site Layout Plan: TRC will prepare a Site Layout Plan for the project utilizing the required setbacks, adjoining streets, access drives, parking areas, other site features and the existing condition survey completed in 2022 as part of the Feasibility Study and available online LIDAR data for the driving track. The plan will depict new pavement and sidewalks, new inlet locations, and other site improvement items.
- Drainage Plan: It is our understanding that Surface will provide a preliminary grading plan for the proposed improvements. TRC will include proposed grades, and develop a preliminary storm drainage collection system, within our schematic design. The storm drainage system will collect runoff the site and convey it to stormwater control measures.
- Stormwater Control Plan: TRC will prepare preliminary drawings identifying areas and BMPs for stormwater detention and treatment. TRC will prepare preliminary calculations and drawings for pond outlet structures repairs, as needed for stormwater control.
- Utility Plan: Our services assume that a utility plan will not be required.

- Erosion Control Plan: To be developed in a later phase. TRC will identify preliminary erosion control methods and features within the schematic design documents.
- Construction Detail Sheets: Construction details will be identified during this phase and reviewed with Surface and the Town. Any specialty details required by the project should be provided to TRC Engineers.
- Technical Specifications: An outline of the technical specifications addressing the work outlined above will be developed during this phase. Final specifications will be developed in a later phase.

Following review of the schematic design documents, TRC will incorporate comments from up to two (2) rounds of review from Surface or the Town.

Deliverables:

- *Cover Sheet and Notes*
- *Demo Plan*
- *Site Plan*
- *Drainage Plan*
- *Stormwater Control Plan*
- *Erosion Control Plan*
- *Detail Plan(s)*
- *Technical Specifications Outline in a format selected by the prime designer.*

Phase 3 - Construction Documents (CD)

Task 1 – Construction Documents and Permitting

Based on the decisions made during the SD/DD phase, TRC will complete the design and prepare Construction Documents for the construction of the site facilities described herein.
Construction Documents will be prepared in accordance with requirements of the Town of Wendell/Wake County Planning and/or Engineering Department(s). Specific scope items included for the Construction Documents submittal are as follows:

- Meetings with Owner/stakeholders: For the purposes of this proposal, one (1) design meeting with the Surface Staff, and one (1) progress review meetings
- Demolition Plan: TRC will prepare a final Demolition Plan for the project depicting streets, access drives, parking areas, driving track, landscaping and other site features to be removed as part of the work.
- Site Layout Plan: TRC Engineers will prepare a final Site Layout Plan for the project showing the required pavements, sidewalks, greenways, new stormwater inlets and control measures, access drives, parking areas, typical dimensions, curb radii, pavement types (heavy duty asphalt paving, light duty asphalt paving, concrete paving) as well as additional information as may be required.
- Drainage Plan: TRC will utilize the grading plan provided by Surface 678 to finalize our drainage plan. This plan will consist of one-foot contours, spot elevations (as necessary), and detailed information on the storm drainage collection system.
- Stormwater Control Plan: TRC will prepare final drawings and calculations for stormwater control measures.
- Utility Plan: We assume that a utility plan will not be required.

- Erosion Control Plan: This project will likely disturb more than 1 acre of land such that an Erosion & Sedimentation Control Permit will be required. An Erosion & Sedimentation Control Plan will be developed in accordance with current NCDEQ requirements to protect adjacent properties from erosion and sedimentation. TRC Engineers will prepare calculations for the site including swales, temporary sedimentation traps and other measures as required, and construction details as required for the proposed improvements. Preparation of the permit application and meetings with NCDEQ is also included.
- Construction Detail Sheets: TRC will prepare required construction detail sheets for the project associated with general site construction, paving (both asphalt and concrete), storm drainage, erosion control and water and sewer utilities. Any specialty details required by the project should be provided to TRC.
- Civil Technical Specifications: Detailed technical specifications addressing the work outlined above will be developed in the Masterworks 2018 format, unless otherwise requested.

Deliverables*:*

- *Cover Sheet and Notes*
- *Existing Conditions Plan*
- *Demolition Plan*
- *Site Plan*
- *Drainage Plan – Multiple sheets, as required, at an appropriate scale to indicate existing and proposed contours at an interval of 1 foot and spot elevations as necessary along with proposed storm drainage features.*
- *Stormwater Control Plan - Multiple sheets, as required, at an appropriate scale to indicate existing and proposed contours at an interval of 1 foot and spot elevations as necessary along with proposed storm control measures.*
- *Erosion & Sedimentation Control Plan – Multiple sheets, as required, at an appropriate scale as required to indicate location of proposed erosion and sedimentation control measures, stockpile locations and other information as required for permit application submittal.*
- *Construction Detail Sheets as required.*
- *General Notes: Will be provided as necessary and incorporated into overall plan set.*
- *Technical Specifications in Masterworks 2018 format unless otherwise requested.*

Permitting

TRC Engineers will prepare applications and submittals with agencies having jurisdiction, responding to review comments, and making plan revisions related to plan review comments. Payments of all permit application or other regulatory fees will be the responsibility of the Town. The anticipated permitting authorities applicable to this site include:

- Erosion & Sedimentation Control (NCDEQ – Land Quality Section)
- Wake County and/or State Stormwater Permit

Deliverables*:*

- *Submittal of Erosion & Sedimentation Control Plan and Permit application to NCDEQ.*
- *Submittal of post construction stormwater permit application to NCDEQ and/or Wake County*

Task 2 - NWP/401/404/Buffer Impact Permitting

If impacts to jurisdictional features are unavoidable, Axiom will generate a US Army Corp of Engineers Nationwide Permit (NWP) permit application package for this project including:

- A completed PJD package,
- A completed Pre-Construction Notification (PCN) form,
- A brief cover letter describing the project and site,
- Mapping including jurisdictional areas, USGS 7.5-minute topographic quadrangle and Natural Resources Conservation Service (NRCS) Soil Survey mapping,
- Protected species habitat and survey results,
- Applicability of Neuse River riparian buffers,
- Axiom will submit draft permit application packages to Surface and the Town for approval, if requested.
- Axiom will revise the draft permit packages (if requested) and will submit the final NWP permit application and Buffer Authorization to natural resource agencies.

Deliverables*:*

- USACE NWP 401/404 Authorization

Phase 4 - Bid Administration Services

TRC will assist Surface with advertising and obtaining bids for the construction of the work. TRC will:

- assist with publishing of an advertisement or request for bids
- assist the Owner with identifying and notifying bidders and minority business prim and subcontractors
- attend a pre-bid conference
- respond to contractors' questions, provide input for addenda (if required)
- evaluate bids received for necessary civil design items and offer recommendations to Surface
- provide technical support through the contracting process.

Deliverables:

- *Addendums and recommendations as necessary.*

Phase 5 - Construction Phase Services

Task 1 – Construction Administration Services:

During construction, we will assist with construction administration and observations. TRC will:

- Participate in a pre-construction meeting and other periodic meetings (typically monthly while site work is ongoing) to review construction progress;
- Site visits at intervals appropriate to the stage of the work including reporting of observations and recommendations regarding suitability of the work and schedule progress. An assumed construction contract time of 4 months has been used to the budget for this effort;
- Review of civil shop drawings and submittals;
- Review and answering of civil RFIs;
- Interpretations in writing or in the form of supplemental drawings and written supplemental instructions as necessary for performance of the civil work;
- Assistance in preparation of field orders, change orders and construction change directives;

Task 2 – Post Construction Services:
Following completion of construction, TRC will assist in final closeout of the project to include the following:

- Conducting inspections and punch lists as part of final project close-out;
- Request and assemble final written guarantees, affidavits and other contract closeout documents from the Contractor prior to approval of final payment to the Contractor;
- Upon completion of the Work, prepare and submit record drawings based upon redline drawings provided by the contractor or survey (by others). Topographic and/or as-built survey of the completed improvements is not included in this proposal.

This proposal is based on an estimated 4-month period of construction. No allowance is made herein for preparation of Change Orders requiring substantial revision to approved Construction Documents. Such changes will be reviewed, and additional fee may be required.

Phase 6 - Project Management and Meetings: Throughout the project, TRC will provide project management services over TRC's scope of services outlined above. This will consist of:

- Provide overall project management services to monitor job progress, arrange resources for the project, and communicate to the Client the status of the project.
- Manage TRC project personnel, subcontractors, operations, schedule and execution.
- Progress Meetings: TRC will participate in virtual progress meetings throughout the project execution, outside of meetings identified above. This is anticipated to consist of no more than ten (10) virtual meetings, held through Microsoft Teams, Zoom, or an equivalent platform.
- Client communication and coordination outside of meetings identified elsewhere.

Add Alternate 1 – Community Engagement Support (Optional):

If requested, TRC will attend or support Surface 678 by participating in one (1) community engagement meeting. Our scope assumes that meetings will be led by representatives of Surface 678 and that TRC will respond to questions related to the civil design scope herein. Our services assume that no more than one (1) public meeting will be required, lasting no more than 3 hours (including travel time). As well, no more than 8 hours of drafting or engineering support will be required for preparing graphics or exhibits.

Compensation:

Compensation for engineering services and reimbursable expenses shall be based on the following fixed fees except as noted below. These lump sum fees will be invoiced monthly based on our estimation of the percentage complete on each task. Hourly services will only be provided upon direct request.

Phase	Task	Description	Fee
1	1	Topographic Field Survey	$24,700
	2	Boundary Survey	$12,300
	3	Ecological Field Delineation	$10,600
2	1	Schematic Design / Design Development	$19,000
3	1	Construction Documents and Permitting	$12,700
	2	NWP/401/404/Buffer Impact Permitting	$2,900
4	1	Bidding Support	$4,500
5	1	Construction Administration Services	$21,500
	2	Post Construction Services	$3,000
6	1	Project Management and Meetings	$6,700
		Total Base Fee:	**$117,900**
Add Alternate 1		Community Engagement Support	$3,300

Assumptions

- Services we have not included in the fees above, but would be glad to provide you with a proposal for include the following: Structural Engineering, Geotechnical Engineering, Traffic Engineering or Impact Analysis, Utility Coordination or relocation, Floodplain Permitting / No Rise Certification, Phase I or Phase II Environmental Assessment, and Construction Testing Services
- Fees are not stand-alone fees.
    - Fees are contingent on no exhaustive efforts beyond what is assumed as normal reviewing agencies site development requirements.
    - Water or sanitary sewer main extensions or upgrades, Railroad Occupancy or Encroachment Agreements, NCDOT or Town of Wendell road upgrades are not included.
    - Fees associated with permitting and regulatory approvals should be reconfirmed after completing the Preliminary Meeting with Permitting Agencies, which will provide a more extensive understanding of the project scope.
    - Our fees do not include payment of any applicable review fees by permitting agencies having jurisdiction. Our fees also do not include payment of any stream or wetland disturbance credits, nutrient offsets, or other fees not explicitly stated herein.
- Fees include OAC, Community Engagement, presentation and site inspection meetings outlined above in the table. Beyond this amount, will be billed on a Time & Materials basis.
- It is assumed Surface678 will be providing a Grading Plan and Site Dimensional Layout within your DD and CD sets of documents. Our Storm Drainage plan will reflect your Grading Plan; close coordination is expected.

- Survey Assumptions:
  - Boundary survey fee assumes that data will be collected at same time as topographic survey. Should we need to mobilize to the site for this task, it will be considered an additional expense.
  - Field crews will have unrestricted access to the property. Access to the site will not require a point of contact prior to crews mobilizing on the site. TRC will contact you immediately if access is limited or restricted causing delays in work productivity. Delays not caused by TRC employees, resulting in lost productivity will be invoiced at the rates in use at the time of services rendered.
  - If the scope of the project is revised by any party after acceptance of this proposal, we reserve the right to renegotiate our schedule and fee accordingly.
  - Traffic control is not required and is not included.
  - No permits will be required to perform the tasks outline herein.
  - No project-specific or site-specific safety training/procedures are required to perform this work.
  - Additional services requested not covered by this proposal will be performed at a time and material cost per TRC's current billing rates at the time services rendered. This is to include administrative time for project-required badging, background checks, fingerprinting, etc.
  - Survey fees are valid for 90 days and will be re-evaluated at time of signed contract, as they may no longer account for existing site conditions. Additional fees may apply.
  - TRC will conduct work in an expeditious manner subject to limitations such as weather, site access, information acquisition, communications, and other factors outside of TRC's control. The schedule of work is subject to many factors that may be unknown at the time of this agreement.
  - Normal working hours are Monday-Friday (7:00 am – 5:00 pm). Work required for weekend or night hours has not been accounted for and would require additional fee.
  - TRC maintains a Corporate Safety Program to coordinate safety documentation, requirements, and training for this project.
  - Work required to reset destroyed control points and/or destroyed stakeout points will be considered extra work and will be billed at the TRC hourly rates at the time the work is performed.
- Environmental Permitting Assumptions:
  - Axiom will coordinate with TRC and the Town of Wendell to ensure timely and safe access to the Site.
  - Completed Authorized Agent Forms will be required for Axiom to submit documents and requests to natural resource agencies on behalf of TRC and the Town of Wendell.
  - Axiom will coordinate with TRC as needed to prepare impact drawings suitable for permitting
  - Axiom is available to assist with any other questions arising from our investigations.
  - Travel time is included within the estimates.
  - Field work is anticipated to occur within three weeks of a Notice to Proceed.
  - The necessary timing for agency approval is at the discretion of the USACE and NCDWR but will be pursued as quickly and efficiently as possible.

On behalf of the Team, thank you for giving us the opportunity to provide our proposal for engineering services. Please note that it is the policy of TRC Engineers that no deliverables or other products of service will be submitted without a formal agreement between parties or written authorization acknowledging the scope of work and fees associated with the proposed work. We appreciate your efforts toward this end and we look forward to working with you on this project. Please feel free to contact Luke Baker at 919-582-7288 or Tyrus Clayton at 919-827-0909 should you wish to discuss our proposal in further detail.

Sincerely,
TRC ENGINEERS

Luke Baker, PG
Project Manager

C. Tyrus Clayton, Jr., PE
Director – NC Site and Civil

Attachments:

- Attachment 1 – Work Authorization
- Attachment 2 – TRC Standard Terms and Conditions

Attachment 1
Work Authorization

Acceptance of TRC Proposal No. 656949.9999.0000
Attention: Luke Baker

Acceptance

Authorization for TRC to commence work included in the above-referenced Proposal constitutes acceptance of this Agreement. TRC will begin project preparations upon receipt of the completed form below. If a purchase order is required for our invoice to be processed, that purchase order must be received in order for our team to mobilize. Acceptance is limited to the terms stated herein, and any additional or different terms are rejected unless expressly agreed to in writing by TRC.

_____ Base Civil Scope – Phases 1, 2, 3, 4, 5, and 6, as described above

_____ Add Alternate 1 – Optional Community Engagement Support

Approved and accepted as of the date shown below:

Surface 678, P.A.

By:

_____
Signature

_____
Printed Name

_____
Title

_____
Date

EXHIBIT (1)
Invoice Format - T&M

TRC INVOICE

PAYMENT INSTRUCTIONS: Please pay by ACH or WIRE. Provide Invoice Numbers/Amounts to *ARremitdetail@trccompanies.com*

Electronic Funds Payment Details:

Bank Name:	Citizens Bank:	**Swift Code:**	CTZIUS33
US ACH:	211170114	**Account Name:**	TRC
US WIRE:	011500120	**Account Number:**	2232037090

Check Payment Mailing Address: TRC LOCKBOX ● P.O. BOX 536282 ● PITTSBURGH, PA 15253-5904

Client Name
ATTN TO LINE IF NEEDED
Address Line 1
City, State Zip Code

Invoice Date
Project No: 123456.0000.0000
Invoice No: Randomly Generated

Project 123456.0000.0000 Project Name

PO # xxxxxxxxxxxxxxx

ANY PROJECT SPECIFIC DETAIL YOU WANT TO PROVIDE WOULD GO HERE

Professional Services Through October 23, 2020

Phase 000004 Phase Name

Professional Personnel

	Hours	Rate	Amount
Engineering Manager	xxx	xxx	xxx
Engineer I	xxx	xxx	xxx
Totals	xxx		xxxxxxx
Total Labor			**xxxxxxx**

Billing Limits	Current	Prior	To-Date
Total Billings	xxxxxxx	xxxxx	xxxxx
Limit			xxxxx
Remaining			xxxxx

Total this Phase **$xxxxx**

Phase 000005 Phase Name

Task 000001 Task Name

Professional Personnel

	Hours	Rate	Amount
Engineering Manager	xxxx	xxxx	xxxxx
Totals	xxxx		xxxxx
Total Labor			**xxxxx**

Total this Task **$xxxxx**

Total this Phase **$xxxxx**

Billing Limits	Current	Prior	To-Date
Total Billings	xxxxx	xxxxx	xxxxx
Limit			xxxxx
Remaining			xxxxx

Total this Task **$xxxxx**

Total this Phase **$xxxxx**

Total this Invoice **$xxxxx**

EXHIBIT (2)
Invoice Format - Lump Sum

TRC **INVOICE**

PAYMENT INSTRUCTIONS: Please pay by ACH or WIRE. Provide Invoice Numbers/Amounts to *ARremitdetail@trccompanies.com*

Electronic Funds Payment Details:

Bank Name:	Citizens Bank:	**Swift Code:**	CTZIUS33
US ACH:	211170114	**Account Name:**	TRC
US WIRE:	011500120	**Account Number:**	2232037090

Check Payment Mailing Address: TRC LOCKBOX ● P.O. BOX 536282 ● PITTSBURGH, PA 15253-5904

Client Name
Address Line 1
Address Line 2
City , State Zip

Invoice Date
Project No:XXXXXX.XXXX.XXXX
Invoice No: XXXXXX
Project Manager XXXXXX

Project XXXXXX.XXXX.XXXX PROJECT NAME
PO# IF APPLICABLE

Professional Services through (DATE)

Fee

Total Fee	XXXX.XX			
Percent Complete	XX.XX	Total Earned	X,XXX.00	
		Previous Fee Billing	X,XXX.00	
		Current Fee Billing	X,XXX.00	
		Total Fee		**X,XXX.00**
			Total this Invoice	**X,XXX.00**