



Wake Forest Board of Commissioners
Meeting Agenda
July 18, 2023 at 6:00 PM
All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

- 2.A. June 6, 2023 Work Session
June 20, 2023 Regular Meeting
[DraftBOCWSMinutesJun202306.pdf](#)
[DraftBOCMinutesJun202320.pdf](#)

3.Presentations

4.Public hearings / Public Comment

- 4.A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5.Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- 5.A. Approval to Appoint Second Alternate Commissioner for the North Carolina Eastern Municipal Power Agency (NCEMPA)
[Summary_NCEMPA_Second_Alternate_July_2023 \(1\).docx](#)

[Resolution_for_NCEMPA.docx](#)

- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by M & EM CO LLC for property associated with Rogers Road Townhomes (Darch Property) located at 0 Rogers Road being Wake County PINs 1749-78-6086, 1749-87-0648, and 1749-78-9397 being approximately 27.00 acres.

[071823 BOC Agenda Summary AN-22-06.pdf](#)

[Attachment A - Legal Description AN-22-06.pdf](#)

[Attachment B - Annexation Map AN-22-06.pdf](#)

[Attachment C - Contiguous Annexation Petition AN-22-06.pdf](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.C. Approval of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement

[2023-167 Agenda Summary_BoC.pdf](#)

[Wake Forest Merger Agreement Amendment #3.pdf](#)

- 5.D. Approval of the authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and paving Improvements for Reimbursement

[Summary.docx](#)

[Attachment_A_COR N. Main_2023-xx Resolution.docx](#)

[Attachment_B_Exhibit 2 - Staff Report.docx](#)

[Attachment C_Water Main and Storm Sewer Improvements.docx](#)

[Exhibit 1_COR Watermain Replacement Scope.pdf](#)

6.Legislative Items

7.Planning Items

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report

[June 2023 Monthly Report.pdf](#)

12.B. CIP Project Tracker

[CIP Project Tracker Q4_FY2022-2023.pdf](#)

12.C. Strategic Plan

[Strategic Plan Working Document_Q4 April-June2023.pdf](#)

12.D. Wake County Tax Release

[WF-JULY-2023-TXREP.pdf](#)

12.E. Commissioner Reports

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-172-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

June 6, 2023 Work Session

June 20, 2023 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesJun202306.pdf](#)
- [DraftBOCMinutesJun202320.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 6, 2023**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:00 p.m.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Clerk Theresa Savary
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Human Resources Director Angela McCray
Communications & Public Affairs Director Bill Crabtree
Chief Information Officer Adam Oates
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Tim Richards
Electric Utility Director Chris Terrell

Inspections & Facilities Director J.J. Carr
Public Works Director Tim Bailey
Downtown Development Manager Jennifer Herbert
Brad West Long Range Planning Manager
Engineering Technician Assistant Elisabeth Palermo
Planner 1 Long Range Planning Antione Jordan
Public Facilities Manager Mickey Rochelle
Senior Public Facilities Specialist Joe Pennington
Parks, Recreation & Cultural Resources Director Ruben Wall
Strategic Performance Manager Lisa Hayes
Renaissance Centre Director Debbie Dunn
Fire Chief Ron Early
Fire Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Presentations

1.1 Presentation by RS&H and NCDOT on STIP Number U-5307 (Capital Boulevard North Upgrade)

Assistant Planning Director Jennifer Currin shared that the first item on the agenda is a presentation by RS&H and NCDOT the consultants for the US-1 conversion to a limited access roadway. Ms. Currin turned the meeting over to NCDOT Senior Project Manager Terry Farr.

NCDOT Senior Project Manager Terry Farr stated he's currently managing the U-5307 Project. He said their objective tonight is to present NCDOT recommended designs that will be shown to the public at their public hearing on June 21, 2023. Mr. Farr mentioned the project maps and the environmental document are currently posted on the U-5307 project website and are available for public comment at this time. Mr. Farr stated the latest project schedule has them completing environmental documentation in early of 2024. The new draft State Transportation Improvement Program (STIP) that went to the Board of Transportation for approval has revised the schedules for Segments B, C, and D of the project which goes through Wake Forest's municipal limits. Mr. Farr said these three sections will be going back to the reprioritization process.

Division Engineer Brandon Jones took a few minutes to explain NCDOT overall and spoke about the prioritization process and project funding.

Mayor Jones asked with Segments B & C moving down to the regional level will it stay at that level now. Mr. Jones explained since they became uncommitted projects in the STIP they now get to compete back at the statewide level.

Commissioner Sliwinski asked for clarity concerning the committed money and the reprioritization of the money. Mr. Jones explained the money is not committed; the project has a committed status, and that committed status means it doesn't have to recompile for prioritization.

Commissioner Wright commented on several NCDOT STIP projects located in Wake Forest that had been delayed in the past few years. He asked what lessons have been learned from those projects to avoid similar delays on the U-5307 project. Mr. Jones responded they now update estimates every two years, making sure an estimate is updated prior to a project getting into the final year. Mr. Jones said there are other

reasons why a project gets delayed such as the delivery process, utility coordination, supply chain issues, and workforce issues.

Commissioner Wright stated that the Town allocated funds approximately six years ago for betterment when construction for Rogers Rd. was anticipated to begin in FY 2020. He said since that time the project continues to be delayed which results in price increases for both the Town and NCDOT. Commissioner Wright asked Mr. Jones how confident he was in the project moving forward on its current timeline of Spring 2024. Mr. Jones replied, based on the feedback he received, it seems to be an accurate timeline.

Commissioner Wright said the U-6023 signal project has long been awaited by the Town. They recently learned the bid documents need to be rereleased due to federal funding. Commissioner Wright asked what's the new timeline and how do you anticipate this impacting Wake Forest. Mr. Jones said the contract did not have federal funding language in it and there was federal funding in the project itself and will probably be a three to four month delay. Commissioner Wright asked if the project could start by the end of the year. Mr. Jones replied as far as being awarded, yes. When construction will actually start is a different story.

Commissioner Sliwinski asked where the Town is at now with the US-1 corridor being delayed even further. He said he doesn't know how they continue to move forward being not committed, and how do you move forward looking at the NCDOT projects and make that work in the interim. Mr. Jones said the project team is finalizing the environment document, which would give them a document for planning purposes. Mr. Jones stated that improvements being delivered are still up in the air and will depend on how this plays out in the next STIP cycle.

Consultants Charles Cox and Ian Berdeau with RS&H provided a presentation on US 1 (Capital Boulevard) Improvements Project No. U-5307 project. Mr. Cox spoke about the project segments, project purpose and needs, project alternatives, recommended alternative, and preferred alternative. Mr. Cox stated there will be a public hearing held on June 21, 2023 at the Living Word Church on Star Rd.

Commissioner Sliwinski asked why Segment A is a design-build project and Segment B through D are the traditional design bid-build projects. Mr. Jones replied he does not know the exact reason. He said that was chosen a few years ago as a potential design-build project for Segment A. He said it doesn't preclude Segments B through D once they get to that point and become committed and funded for construction.

Mayor Jones said since Segments A through D have to go through the process again, she assumes they'd be able to make changes to the design. Mr. Berdeau stated with the reprioritization process, input can come from CAMPO and other stakeholders. Mr. Cox stated changes can occur. He said the environmental assessment is a snapshot document to determine impacts and if significant changes occur, they'd probably have to revise the environmental study.

Commissioner Sary said he's disappointed to hear the project has been pushed back. He said as development happens, he's seen the implementation of the super street model. He asked if that's something in the interim that NCDOT entertains, supports, and helps as development occurs along Capital Blvd. Mr. Jones replied that the super street hasn't been evaluated.

Commissioner Sary asked what the Town can do about the traffic congestion in Wake Forest. Is there something the Town can do from a financial side, are there partnerships with developers. Commissioner Sary asked what can be done to speed this up. Mr. Jones said they'd support any type of alternative financial possibilities that exist that could advance the construction.

Commissioner Sliwinski said there is a significant amount of right-of-way to be dedicated but he is hearing none of that is set in stone, but we're being asked to evaluate, and developers are being asked to draw plans based on what is being shown right now. How does that work if it changes in the future. Mr. Cox replied, once the public hearing has been held and they receive public comment, and once they have a preferred alternative then it becomes set in stone for NCDOT and the agencies.

Mayor Jones said developers who wanted to build on parcels along US-1 had walked away because they couldn't get answers from NCDOT.

Mayor Jones asked if the preferred alternative must be approved by CAMPO. Mr. Cox stated this project is in the merger process and there'll be partners helping in the decision making and most of them are environmental agencies who will permit the project. Corp of Engineers and CAMPO is one of those partners.

Commissioner Wright asked due to the reallocation of construction funding will the NCDOT no longer require a Traffic Impact Analysis (TIA) to include Phases B and C to adequately address congestion along US-1. Mr. Jones said he believes the NCDOT district office coordinates with the Town but can't answer that directly.

Mayor Jones asked what was so important about the project in Cumberland County that's getting that money. Mr. Jones replied it's the region's money and if a project is already under construction NCDOT will continue to support the project until it's completed.

Town Manager Padgett asked if the Transportation Board approves the STIP will CAMPO still have to vote on that in August. Mr. Jones said CAMPO will have to amend its Transportation Improvement Program (TIP). Town Manager Padgett asked what if CAMPO doesn't vote to approve removing Phases B & C. Mr. Jones responded it could jeopardize funding overall.

Town Manager Padgett stated the Town of Wake Forest needs help. He believes the Town is being held hostage on US-1. Mr. Padgett said many commercial/retail parcels have been turned away by developers along US-1 due to indecisions and it has not gotten any better. Mr. Padgett said it's been very frustrating to hear these projects have been moved back. Mr. Padgett asked how they can get the traffic addressed. He suggested they get together to figure out some mid-term solutions to move traffic through Wake Forest. Mr. Jones believes it would be a wise decision to look at what type of interim improvements could be delivered.

Commissioner Wright remarked five out of six high-risk intersections in Wake Forest are along the US-1 corridor. What inner measures is NCDOT taking to ensure these intersections are safe. Mr. Jones said there are two different programs they can fund that are called "spot safety" projects. He said those are limited to approximately \$450,000 and is a competitive process across the state.

Mayor Jones asked about the signal system approved in the STIP around 2016. She said it's been put off and they're being told there's an issue with federal funding. She asked why they didn't know in 2016 there was an issue with federal funding. Mr. Jones replied he doesn't believe it was an issue with federal funding, it was an issue with the contract document that they used that didn't have federal provisions. Mr. Jones said it was a mistake on NCDOT's part that they did not have federal provisions.

Commissioner Sliwinski asked how they proceed from here. He said interim solutions are needed and asked what the future looks like. Mr. Jones replied the best-case scenario is Segments B through D gets funded at the statewide tier in the 2026/2035 STIP. He can't say where it would play out as far as schedule but would probably be in the back half of the STIP from a construction standpoint. Mr. Jones said the worst-case

scenario is it doesn't score or compete well in the 2026/2035 STIP and has to go back through prioritization again.

Mayor Jones said the Town can look at other ways to address transportation in Wake Forest and look at the intersections and possibly make them simpler and maybe not so expensive.

- 1.2. Presentation of LEGISLATIVE CASE RZ-22-07, Amavi, a rezoning filed by McAdams Company to rezone 44.42± acres located at 0 and 1121 Jenkins Road and 12621 and 12631 Capital Boulevard, being Wake County Tax PINs 1831764251, 1831852918, 1831853681, and 1831855861 from General Residential 3 (GR3), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD), Neighborhood Business Conditional District (NB-CD), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O).

Senior Planner Patrick Reidy provided a presentation on Case RZ-22-07, Amavi. The applicant is McAdams Company, and the Developer is Mill Creek Residential. The owner is E. Hunt III LLC; William and Emily Andrews; Elizabeth Holding; SW Capital LLC. The property is located at 0 and 1121 Jenkins Road and 12621 and 12631 Capital Blvd. The acreage is approximately 44.42+ acres. The existing use is single-family, and the proposed use is dwelling-multifamily (217 units maximum).

Town Manager Padgett said based on the discussion with NCDOT about superstreets there was some discussion about needing further analysis to look at them on a case-by-case basis. He said it looks like NCDOT signed off on a superstreet-type design at this location. He asked if any further analysis was done or just the TIA. Transportation Manager Rynal Stephenson at Ramey Kemp and Associates replied it was done as part of the TIA.

Commissioner Sary asked if there will be a full presentation during the public hearing on June 20, 2023. Mr. Reidy responded, yes.

Mayor Jones asked if there were any further comments. No further comments were heard.

This item will come before the Board of Commissioners for action at its June 20, 2023 meeting.

- 1.3. Presentation of LEGISLATIVE CASE RZ-22-09, Burlington Mills Mixed-Use, a rezoning filed by The Site Group, PLLC to rezone 10.46± acres located at 3133 Burlington Mills Road and 8993 Ligon Mill Road, being Wake County Tax PINs 1749007207 and 1749006732 from Rural Holding District (RD) to Residential-Mixed Use Conditional District (RMX-CD) and Neighborhood Mixed-Use Conditional District (NMX-CD).

Senior Planner Patrick Reidy provided a presentation on Case RZ-22-09, Burlington Mills. The applicant is the Site Group PLLC, the Developer is Park Grove Realty, and the Owners are Eunice M Rogers Heirs. The property is located at 3133 Burlington Mills Rd. and 8993 Ligon Mill Rd. The acreage is approximately 10.46+ acres. The existing use is single-family dwelling, and the proposed use is dwelling-multifamily (144 units maximum) mixed-use (future commercial).

Mayor Jones stated she is in favor of affordable housing and asked who will be responsible for keeping up with the proposed condition that says workforce housing units shall be offered for rent for a period of 15 years. Mr. Reidy responded, within the condition, it states the owner of the record shall provide an annual certification of compliance with this zoning condition to the Town of Wake Forest Planning Department. Commissioner Wright asked what if they don't provide a certification of compliance. Mr. Reidy responded it would be a zoning violation since it's a zoning condition.

Mayor Jones asked if there were any further comments. No further comments were heard.

This item will come before the Board of Commissioners for action at its June 20, 2023 meeting.

- 1.4. Presentation of LEGISLATIVE CASE RZ-22-10, Burlington Mills at Capital Blvd. SE, a conditional rezoning request filed by GGP Wake Forest LLC, to rezone 16.87 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738487937, from Conditional Use Highway Business (CU-HB) and Special Highway 1 Overlay (SH1-O)

to Residential Mixed-Use Conditional District (RMX-CD) and Special Highway 1 Overlay (SH1-O), and 2.99 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738595101, from Conditional Use Highway Business (CU-HB) to Highway Business Conditional District (HB-CD).

Senior Planner Tim Richards provided a presentation on Case RZ-22-10, Burlington Mills at Capital Blvd. SE. The applicant is David Bookhout and the owner is GGP Wake Forest LLC. The property is located on the South side of Burlington Mills Rd. at its intersection with Urial Dr. The acreage is approximately 19.86 acres. The existing use is vacant, and the proposed use is dwelling-multifamily (144 units maximum) mixed-use (future commercial).

Commissioner Dyer asked if the five proposed affordable housing units were added after the planning meeting. Mr. Richards replied, yes.

Mayor Jones asked if there were any further comments. No further comments were heard.

This item will come before the Board of Commissioners for action at its June 20, 2023 meeting.

1.5. Land Disposition Program Discussion

Long Range Planning Manager Brad West stated BAE Urban Economics has been hired to assist in the creation of the Land Disposition Program. He turned the meeting over to Sherry Okun-Rudnak with BAE Urban Economics.

Principal Sherry Okun-Rudnak with BAE Urban Economics said her team has been brought on to craft and create the Land Disposition Program for the Town. She said they'll work on a land inventory of all the land in the Town including Town-owned property that could be used for disposition as well as come up with the criteria on how those should be prioritized for disposition. Ms. Rudnak wants to hear what the Town's goals are and how staff should think about prioritizing these sites for disposition.

Ms. Rudnak provided the criteria below as guidance for staff:

DISPOSITION CRITERIA: SITE GOALS

What does the Town want these sites to accomplish?

TENURE

- New affordable rental units
- New affordable homeownership units
- Mix of both rental and homeownership

INCOME LEVEL

- Adopted **Housing Affordability Plan** calls for up to 60% AMI for rental units and 80% AMI for ownership units.
 - o HUD 2023 60% AMI for Raleigh MSA family of four = \$67,980
 - o HUD 2023 80% AMI for Raleigh MSA family of four = \$90,650

DISPOSITION CRITERIA: SITE CHARACTERISTICS

What type of characteristics are a priority?

SIZE

- Small, incremental type development (20 units or less)
- Large-scale development (100+ units)
- Both or somewhere in the middle

LOCATION

- Near transit/future Transit Oriented Development (TOD)
- Near grocery store/shopping
- Near parks and greenways
- In or near neighborhoods experiencing displacement pressure

Mayor Jones said she's not interested in large-scale development and is interested in small, incremental type development. Commissioner Dyer agreed with Mayor Jones.

Commissioner Sliwinski asked is there a potential where we (the Town) identify a piece of land to implement a small neighborhood grocery store. Ms. Rudnak said she believes you can dispose of land for mixed-use development and get a grocery store. She said grocery stores have low margins. She said it's a tricky game to find additional funding through new markets, tax credits, and other sources but bringing a grocery store to an area where there isn't one is something that could be part of any of these projects or developments.

Commissioner Sary said he agrees with small, incremental type development. He said it would have to be the right project and the right opportunity for it to be more large-scale. He said the Town doesn't have a lot of land left and thinks it'll be more of an infill type of thing.

Commissioner Sary said he'd like more clarity on what that level of affordable housing is. Ms. Rudnak said the state statutes that oversee disposition and acquisition require at least 20 percent of the units to be affordable at 60 percent Area Median Income (AMI). If you're going to do homeownership the state has down payment assistance programs that cap out at 80 percent AMI.

Commissioner Dyer asked if you could have 60, 70, and 80 percent AMI in the same structure. Ms. Rudnak responded, yes.

Mayor Jones asked if there were any further comments. No further comments were heard.

1.6. Discussion of FY 2023-2024 Proposed Annual Operating Budget

Senior Budget Analyst Ben Blevins provided the budget highlights for the FY 2023-2024 proposed Annual Operating Budget.

Commissioner Dyer said he understands the hotel and Airbnb tax goes to the county and wanted to know if the Town is doing anything to make sure they are getting their fair share of that tax back. Mayor Jones remarked the Town has received some in the past and will be requesting some in the future.

Mayor Jones thanked Town Staff for all they do and said she's proud to be the Mayor of Wake Forest.

Mayor Jones asked if there were any further comments. No further comments were heard.

This item will come before the Board of Commissioners for action at its June 20, 2023 meeting.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

Commissioner Sliwinski asked to add a Board discussion to the agenda regarding the NCDOT presentation provided during tonight's meeting. He would like more information on the TIP and a discussion of how the Board can direct their representative to vote on the changing of the TIP. He said the Board of Commissioners meeting on June 20, 2023 looks like it could be a long meeting so maybe the item can be added to the Board of Commissioners Work Session agenda on July 6, 2023. Mayor Jones said she'd discuss it with staff.

4. Other Business

No Other Business was presented.

5. Commissioner Reports

Commissioner Dyer introduced the entertainers at Six Sundays in Spring at Joyner Park, attended the Memorial Flag-Raising Ceremony, attended Human Relations Council, Juneteenth Celebrations will be the weekend of June 17, 2023, Senior Center Grand Re-Opening on Wednesday, June 14, 2023 at 10:00 a.m., the 75th State of the Chamber is on Thursday, June 15, 2023.

Commissioner Wright introduced a reggae band at Six Sundays in Spring at Joyner Park, he mentioned that Firebox Theatre Company will be doing a couple one act plays and you can find upcoming performances at fireboxtheatre.com.

Commissioner Sliwinski attended a Wake Forest Fungo game, emceed the National Trails Day 5k/3k Event, and attended the Northeast Community Coalition Meeting, Juneteenth Celebrations will be held on Friday-Saturday, June 16-17.

Commissioner Shackleford attended a Town Hall meeting for a Better Wake staged by several organizations and spearheaded by Raleigh Chamber of Commerce and participated in the National Trails Day 5k/3k.

Commissioner Sary reported that the Triangle J Council of Government (TJCOG) is very close to changing its name officially to Central Pines Regional Council.

Mayor Jones attended a couple of ribbon cuttings, a mid-year meeting of the Dubois Alumni Group, Wake Forest High School Awards Day, and a couple of Fungo games. The Friends of the Senior Center held a reception recently to celebrate their success over the past year. Mayor Jones sent a letter to the Leaders of the US House and the Senate asking them to support Senate Bill 1514 and House Bill 3170 which would create a home loan program within the federal housing administration. She said it's called the Helper's Act and would allow civil servants such as law enforcement officers, firefighters, EMTs, paramedics, and teachers K – 12 to obtain low-interest fully insured home loans with no down payment and no monthly insurance costs for first-time homeowners.

Town Manager Kip Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 8:52 p.m.

Duly approved in open session this 18th day of July 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 20, 2023**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:00 p.m.

Mayor Jones led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackelford, Commissioner Adam Wright, and Commissioner Nick Sliwinski.

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Senior Planner Patrick Reidy
Senior Planner Patrick Reidy

Senior Planner Patrick Reidy
Senior Planner Tim Richards
Engineering Technician Assistant Elisabeth Palermo
Public Facilities Manager Mickey Rochelle
Parks, Recreation & Cultural Resources Director Ruben Wall
Strategic Performance Manager Lisa Hayes
Police Chief Jeff Leonard
Police Captain Matthew May
Police Captain Julius Jefferson
Fire Chief Ron Early

1. Approval of Agenda

ACTION:

Mover: Commissioner Sliwinski moved to approve the agenda as presented.

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- May 2, 2023 Work Session
- May 16, 2023 Regular Meeting
- May 23, 2023 Special Called Meeting

ACTION:

Mover: Commissioner Sary moved to approve the minutes as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing July as Park and Recreation Month

Mayor Jones read the proclamation into the record:

PROCLAMATION

RECOGNIZING JULY AS PARK AND RECREATION MONTH

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, park and recreation programming and education activities, such as out of-school time programming, youth sports and environmental education, are critical to childhood development; and

***WHEREAS**, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and*

***WHEREAS** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and*

***WHEREAS** the U.S. House of Representatives has designated July as Parks and Recreation Month; and*

***WHEREAS** the Town of Wake Forest recognizes the benefits derived from parks and recreation resources.*

***NOW, THEREFORE**, I, Vivian A. Jones, Mayor of the Town of Wake Forest and the Board of Commissioners on behalf of the Wake Forest Parks, Recreation and Cultural Resources Department, hereby proclaim July 2023 as PARK AND RECREATION MONTH in the Town of Wake Forest.*

Mayor Jones presented the proclamation to Parks, Recreation & Cultural Resources Director Ruben Wall.

3.B. Resolution of Appreciation for the Service of the July 4th Planning Committee

Mayor Jones read the resolution into the record:

**RESOLUTION 2023-31
RESOLUTION OF APPRECIATION FOR THE
SERVICE OF THE
JULY 4TH PLANNING COMMITTEE**

***WHEREAS**, this year Wake Forest's two-day Independence Day Celebration is commemorating its 50th anniversary as an iconic, beloved tradition in the Wake Forest Community; and*

***WHEREAS**, many community volunteers served on the original and subsequent planning committees for the July 3 Fireworks Spectacular and the July 4 Children's Parade and Art & Games in the Park; and*

***WHEREAS**, these committed volunteers exerted substantial effort to produce the Fireworks Spectacular, Children's Parade, and Art & Games in the Park through planning and coordination, recruitment of sponsors, managing the concession stand, and performing cleanup and numerous other duties; and*

***WHEREAS**, these volunteers served unselfishly in their capacity, sacrificing their own family celebrations and vacations, to provide decades of quality entertainment at the Wake Forest July 3 and 4 Independence Day Celebration; and*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the July 4 Planning Committee is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable service rendered for over 40 years to the Town of Wake Forest.*

***BE IT FURTHER RESOLVED** that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to the July 4th Planning Committee.*

Mayor Jones presented the resolution to members of the July 4th Planning Committee.

4. Public hearings / Public Comment

4.A. Public Hearing on LEGISLATIVE CASE RZ-22-07, Amavi, a rezoning filed by McAdams Company to rezone 44.42± acres located at 0 and 1121 Jenkins Road and 12621 and 12631 Capital Boulevard, being Wake County Tax PINs 1831764251, 1831852918, 1831853681, and 1831855861 from General Residential 3 (GR3), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD), Neighborhood Business Conditional District (NB-CD), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O).

Senior Planner provided a brief update on a couple of changes since the June 6, 2023, Board of Commissioners Work Session. Mr. Reidy stated the applicant has removed the following two uses from the allowable uses:

- Vehicle Services Minor Maintenance
- Alcoholic Beverage Sales Store which would be an ABC Store. Mr. Reidy clarified it still would allow a beer and wine shop that falls under General Commercial.

Collier Marsh with Parker Poe was in attendance to represent the applicant and provided a brief presentation pointing out some of the highlights.

Commissioner Dyer asked if they've addressed the renaming of the Chilmark driveway going into the community. Mr. Marsh replied that's not a specific commitment, but it could be something that they could work with the Town to address at the site plan

stage. He said, as a developer, they had no opposition to it and don't have any inclination to a specific name. Commissioner Sary stated he'd be in favor of working with the Town and the County as far as the naming goes.

Commissioner Sary spoke about citizens' concerns regarding a pedestrian crosswalk across Jenkins Rd. He said that's an NCDOT road and isn't as easy as it sounds but believes it would be a worthwhile conversation to have to make that happen.

Commissioner Sliwinski expressed concern about Club Villas Dr. and Country Club Dr. which is located a little north of the U-turn. He asked what would help alleviate any issues of vehicles getting onto Capital Blvd. heading south. Rynal Stephenson with Ramey Kemp and Associates explained that the U-turn will be signalized and will stop traffic coming south on Capital Blvd. He said there will be some queuing but overall the queues will be shorter because it's a limited-movement intersection. Commissioner Sliwinski commented the backup at the traditional intersection sometimes goes past Country Club Dr. and Club Villas Dr. He asked if that should be reduced and/or eliminated by the reduced conflict intersection (RCI) being installed. Mr. Stephenson stated the queues on Capital Blvd. will be shorter.

The following citizens provided public comment:

- Mary Kircher, 1217 Chilmark Ave., Wake Forest, NC 27587
- Louis Engel, 3117 Baynam Pond Dr., Wake Forest, NC 27587
- Jacky Wilson, member of the Wake Forest Presbyterian Church
- Bill Andrews, 1121 Jenkins Rd., Wake Forest, NC 27587
- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587
- Ray Allen, 1325 Jenkins Rd., Wake Forest, NC 27587
- Kristine Bellino, 7845 Melcombe Way, Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587
- Hector Sotolongo, 7729 Fairlake Dr., Wake Forest, NC 27587

No one else came forward to speak. Mayor Jones closed the public hearing.

4.B. Public Hearing on LEGISLATIVE CASE RZ-22-09, Burlington Mills Mixed-Use, a rezoning filed by The Site Group, PLLC to rezone 10.46± acres located at 3133 Burlington Mills Road and 8993 Ligon Mill Road, being Wake County Tax PINs 1749007207 and 1749006732 from Rural Holding District (RD) to Residential-Mixed Use

Conditional District (RMX-CD) and Neighborhood Mixed-Use Conditional District (NMX-CD).

Andrew Bodewes, partner and co-founder of Park Grove Realty provided a presentation regarding the development of 3133 Burlington Mills Rd. and 8993 Ligon Mill Rd.

Commissioner Sary stated the intersection at Ligon Mill Rd. and Burlington Mills Rd. is dangerous. Rynal Stephenson stated there will be a new turn lane and new pavement. He said with the turn lane improvements the signal operation can be looked at to maximize the green time for the left turns and the through movements.

The following citizens provided public comment:

- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587
- Johnnie Bright, 2201 Brassfield Rd., Raleigh, NC 27614
- Madonna Layng, 9028 Kitchin Farms Way, Wake Forest, NC 27587
- Marshall Davis, 134 AFJ Ranch Rd., Ellerbe, NC 28338
- Maria Greer, 9028 Kitchin Farms Way, Wake Forest, NC 27587
- Tom Hartis, 3112 Thurman Dairy Loop, Wake Forest, NC 27587
- David Soper, 1208 Dunn Creek Crossing, Wake Forest, NC 27587
- Michael Ellington, 2964 Thurman Dairy Loop, Wake Forest, NC 27587
- Stephen Clark, 2008 Sweet Samson St., Wake Forest, NC 27587
- Michael Neugebauer, 3120 Thurman Dairy Loop, Wake Forest, NC 27587
- Stephen Loneman, 921 Thompson Glenn Pl., Wake Forest, NC 27587
- Tammy Evans, 8916 Lee Brown Ridge Dr., Wake Forest, NC 27587
- Rich Petry, 1308 Thorny Vine Ct., Wake Forest, NC 27587.

No one else came forward to speak. Mayor Jones closed the public hearing.

4.C. Public Hearing on LEGISLATIVE CASE RZ-22-10, Burlington Mills at Capital Blvd. SE, a conditional rezoning request filed by GGP Wake Forest LLC, to rezone 16.87 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738487937, from Conditional Use Highway Business (CU-HB) and Special Highway 1 Overlay (SH1-O) to Residential Mixed-Use Conditional District (RMX-CD) and Special Highway 1 Overlay (SH1-O), and 2.99 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738595101, from Conditional Use Highway Business (CU-HB) to Highway Business Conditional District (HB-CD).

Senior Planner Tim Richards highlighted a couple of changes in the conditions since the Board of Commissioners Work Session on June 6, 2023. The following conditions have been revised:

Condition 2 Revised: The Property owner shall work with the Town to obtain permission from the NCDOT to install a wood pole traffic signal at the intersection of Burlington Mills Road and Urial Drive that will remain in place until the Meadstone Way extension can be completed and a permanent traffic signal can be installed at the intersection of Burlington Mills Road and Meadstone Way.

New Condition 3: In addition to those roadway improvements recommended by the TIA and otherwise shown in the adopted master plan, additional right-of-way and improvements to Burlington Mills Road required by Chapter 6 of the UDO shall be provided in the initial site Construction Plans for each respective portion of the Property even if said right-of-way dedication and improvements to Burlington Mills Road are not shown on the associated master plan (SP-22-36). Where approved by Town staff, the developer of the subject portion of the property may pay a fee in lieu of all or part of the required improvements to Burlington Mills Road.

Condition 4 Revised: No permanent structures shall be located in the areas designated as "NCDOT Proposed ROW" and "NCDOT Grading Limits" on the Overall NCDOT Dedication Plan included in the associated master plan (SP-22-36) until right-of-way acquisition for the portion of NC Department of Transportation project U-5307 adjoining the Property is complete. None of these zoning conditions shall not preclude grading activity in the areas designated as "NCDOT Proposed ROW" and "NCDOT Grading Limits" consistent with the approved master plan.

New Condition 5: The initial Construction Plans for the portion of the Property zoned RMX-CD shall include those sidewalk and street tree improvements on the eastern side of Urial Drive required by Chapter 6 of the UDO.

Condition 6 Revised: At least 5 dwelling units constructed on the property zoned RMX-CD shall be affordable housing units. As used herein, an "affordable housing" unit is any dwelling unit that is offered for rent at an effective monthly rent equal to or less than the maximum rent affordable for households with an income of 70% of the Area Median Income ("AMI") in the Raleigh, North Carolina Metropolitan Statistical Area published by HUD. The affordable units shall be offered for rent for a minimum of ten

(10) years from the date of issuance of the first certificate of occupancy permitting residential use after the effective date of these conditions. For the purposes of this condition, an annual rent equal to or less than 30% of the annual income of a household with an income of 70% AMI in the Raleigh MSA shall be considered affordable for households with an income of 70% AMI.

The owner of the portion of the Property zoned RMX-CD shall update the rental rate for each affordable housing unit then being marketed for rent annually based on the current updated AMI published by HUD. In the event the Town of Wake Forest or Wake County establishes a program in the future which provides incentives for affordable housing units, this project shall be eligible to participate in such a program if qualifications of such program are met. Beginning on December 31st of the first full year following owner's receipt of the final certificate of occupancy for the project and prior to December 31st for every year thereafter, the owner of record shall provide an annual certification of compliance with this zoning condition to the Town of Wake Forest Planning Department, which lists the rental rate for 5 affordable housing units and verifies that the tenants in those affordable housing units do not exceed the 70% AMI income threshold. The owner shall not be required to submit annual certifications to the Town regarding affordable housing units after the expiration of the 10-year affordability period

Condition 8 Revised: The landscaping and buffering requirements of UDO Section 2.4.3 (Special Highway Overlay) shall not apply. If the Town determines that areas of this portion of the Property zoned RMX-CD that are dedicated to the Town and/or NCDOT pursuant to Condition #9 would otherwise be required to be landscaped pursuant to UDO Section 2.4.3, the property owner shall install an equivalent amount of landscaping in that area if permitted by the Town and/or NCDOT.

Alex Laperouse with Greenberg Gibbons Properties provided a presentation. Mr. Laperouse said the community has raised concerns about the integration of the Community Plan and it's been their goal to comply with the Town's vision, the Community's vision, and execute a good project.

Commissioner Wright said the Shearon Farms residents have expressed concern about the height of the proposed apartments and how the apartments would be looking over and above their properties. Mr. Laperouse replied he believes the townhome height is approximately 10 feet higher but volume wise they're both three-story buildings.

Commissioner Wright asked if there was a traffic study done. Mr. Laperouse said they've done a traffic study analysis.

Commissioner Wright asked if there are currently trees on the tree buffers between Shearon Farms and the proposed project. Mr. Laperouse replied yes, on the left-hand side there are trees and on the right-hand side there are natural trees. Mr. Laperouse said they would have to comply with the Town's ordinance and will be required to plant specific species within the developed area.

Commissioner Wright asked how many parking spaces are allowed per unit. Mr. Laperouse replied the Town requires 1.8 spaces per unit and he stated they're asking for 1.6 spaces per unit.

The following citizens provided public comment:

- Lynda Thum, 4455 Hillsgrove Rd., Wake Forest, NC 27587
- Renee Ortiz, 9852 Precious Stone Dr., Wake Forest, NC 27587
- Veronica Brown, 9716 Clover Bank St., Wake Forest, NC 27587
- Fredrica KoenigLeuck, 9708 Precious Stone Dr., Wake Forest, NC 27587
- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587
- Stephanie Miller, 9850 Precious Stone Dr., Wake Forest, NC 27587
- Ruben Aragon, 4311 Iyar Way, Wake Forest, NC 27587
- Florian Kandefer, 9717 Corktree Ct., Wake Forest, NC 27587
- Leif Sederholt, 9705 Precious Stone Dr., Wake Forest, NC 27587
- Jordan Prince, 4467 Middletown Dr., Wake Forest, NC 27587
- Margaret Watkins, 407 Bellmellen Ct., Wake Forest, NC 27587
- Meredith Gray, 2705 Gross Ave., Wake Forest, NC 27587
- Cindy Paonessa, 4436 Overglen Ave., Wake Forest, NC 27587

No one else came forward to speak. Mayor Jones closed the public hearing.

The Board of Commissioners recessed at 8:25 p.m.

The Board of Commissioners reconvened at 8:32 p.m.

4.D. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit

comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

No public comment presented.

5. Consent Agenda

- 5.A. Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2023-2024 for the Town of Wake Forest
[Filed in the Clerk's Office as Resolution 2023-32.]
- 5.B. Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes for FY 2023-2024 for the Town of Wake Forest
[Filed in the Clerk's Office as Resolution 2023-33.]
- 5.C. Approval of Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
[Filed in the Clerk's Office as Resolution 2023-34.]
- 5.D. Approval of Budget Ordinance Amendment # 5 - FY 2022 - 2023 (FINAL)
[Filed in the Clerk's Office as Ordinance 2023-22.]
- 5.E. Resolution recognizing Chad Champion on his Retirement from the Town of Wake Forest
[Filed in the Clerk's Office as Resolution 2023-35.]

ACTION:

Mover: Commissioner Sliwinski moved to approve the consent agenda as presented.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of LEGISLATIVE CASE RZ-22-07, Amavi, a rezoning filed by McAdams Company to rezone 44.42± acres located at 0 and 1121 Jenkins Road and 12621 and 12631 Capital Boulevard, being Wake County Tax PINs 1831764251, 1831852918, 1831853681, and 1831855861 from General Residential 3 (GR3), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O) to General Residential 10 Conditional District (GR10-CD), Neighborhood Business Conditional District (NB-CD), Falls Lake Watershed Management Area Overlay (FL-WMA), and Special Highway 1 Overlay (SH1-O).

Commissioner Sary said he understands and sympathizes with the citizens regarding the traffic. He said stopping development when projects are providing some major transportation improvements and are in line with the Town's Comprehensive Plan isn't an answer. He said the answer is to work harder for Wake Forest and work with the developers to not only do the minimum but to expand on those improvements.

Commissioner Sary said he hears there are too many apartments in Wake Forest. He commented that in Wake Forest the breakdown is 86 percent are owner-occupied, 13 percent are rentals, and 1 percent are group homes and things of that nature.

Mayor Jones stated the developer is addressing traffic issues beyond what is normally required and has been extremely generous with Wake Forest Presbyterian Church and other neighbors.

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-22-07, Amavi with the consistency statement.

Seconder: Commissioner Dyer.

Vote: Motion carried 4-1.

Aye

Chad Sary
Keith Shackelford
Nick Sliwinski
Jim Dyer

Nay

Adam Wright

7.B. Consideration of LEGISLATIVE CASE RZ-22-09, Burlington Mills Mixed-Use, a rezoning filed by The Site Group, PLLC to rezone 10.46± acres located at 3133 Burlington Mills Road and 8993 Ligon Mill Road, being Wake County Tax PINs 1749007207 and 1749006732 from Rural Holding District (RD) to Residential-Mixed Use Conditional District (RMX-CD) and Neighborhood Mixed-Use Conditional District (NMX-CD).

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-22-09, Burlington Mills Mixed-Use with the consistency statement.

Second: Commissioner Dyer.

Vote: Motion carried 3-2.

Aye

Chad Sary
Keith Shackelford
Jim Dyer

Nay

Adam Wright
Nick Sliwinski

7.C. Consideration of LEGISLATIVE CASE RZ-22-10, Burlington Mills at Capital Blvd. SE, a conditional rezoning request filed by GGP Wake Forest LLC, to rezone 16.87 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738487937, from Conditional Use Highway Business (CU-HB) and Special Highway 1 Overlay (SH1-O) to Residential Mixed-Use Conditional District (RMX-CD) and Special Highway 1 Overlay (SH1-O), and 2.99 acres located at 0 Burlington Mills Road, being Wake County Tax PIN 1738595101, from Conditional Use Highway Business (CU-HB) to Highway Business Conditional District (HB-CD).

Commissioner Dyer stated the proposed development is exactly what is called for in the Community Plan.

Commissioner Sary asked Mr. Laperouse if he'd agree to lower the building's height from four stories to three stories. Mr. Laperouse replied, yes. Commissioner Sary asked if the developer would be willing to provide some form of easement to allow a bus stop in the future. Mr. Laperouse replied, yes. Commissioner Sary asked if they would provide green space. Mr. Laperouse replied, yes. Commissioner Sary asked about the turn lanes going in along Burlington Mills Rd. Mr. Laperouse replied there's a lane needed that they would build and install.

Commissioner Wright asked, if approved, what would the plan for traffic be during construction. Mr. Laperouse replied that the proposed traffic signal would reduce the traffic and all the construction trucks would be confined within the property they own.

Commissioner Wright asked if a shopping center was to be built would they need to have an additional traffic study done. Mr. Richards replied yes, the Town's Unified Development Ordinance would require it.

Commissioner Sliwinski commented on traffic and residents of the neighborhood running stop signs. He asked that residents take personal responsibility and watch the road.

Mayor Jones said traffic signals and coordination of the lights would help traffic issues.

Commissioner Sary asked if they need to add the three items, he brought up earlier, as conditions. Town Manager Padgett stated if there are conditions staff are working with the applicant now.

Assistant Planning Director Jennifer Currin said if the Board is interested in hearing the final language of the conditions, the applicant should be in shortly. Ms. Currin stated, essentially, they are signing conditions saying they will:

- Dedicate a transit easement along Urial Dr. that won't exceed 15 X 30 feet in size and could be located in the street yard buffer
- Reduce building #3 along Meadstone Way to three-stories
- Building #1 the larger building adjacent to Burlington Mills Dr. would be a 4/5 split.

- Work with the Town and either deeding or dedicate green space to the Town for park use prior to U-5307 dedication.

ACTION:

Mover: Commissioner Dyer moved to approve Case RZ-22-10, Burlington Mills at Capital Blvd. SE, with the consistency statement.

Seconded: Commissioner Sary.

Vote: Motion carried 4-1.

Aye

Chad Sary

Keith Shackelford

Nick Sliwinski

Jim Dyer

Nay

Adam Wright

8. Administration and Financial Items

8.A. Consideration of approval of FY 2023-2024 Budget Ordinance

ACTION:

Mover: Commissioner Sary moved to approve the FY 2023-2024 Budget Ordinance.

Seconded: Commissioner Dyer.

Vote: Motion carried 5-0.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Dyer attended the following events: the Northern Wake Senior Center Grand Reopening, the Juneteenth Celebration, the 2023 State of the Chamber 75th Anniversary Celebration. He shared the Purple Heart Banquet will be held Saturday, August 5, 2023, this year's keynote speaker is Jessica Lynch.

Commissioner Wright attended the following events: the 2023 State of the Chamber 75th Anniversary Celebration, the Juneteenth Celebration, he had coffee with Congresswoman Deborah Ross, and the Juneteenth Celebration. He commented on taking a more proactive position as it relates to greenspace and conservation areas.

Commissioner Sliwinski attended the following events: the Northern Wake Senior Center Grand Reopening, the 2023 State of the Chamber 75th Anniversary Celebration, the Juneteenth Celebration, he had coffee with Congresswoman Deborah Ross, and attended a speech by Eugene Brown at the Renaissance Centre.

Commissioner Shackelford was honored to be a speaker at the Juneteenth Celebration, he expressed his gratitude to the NE Coalition awarding him the Mrs. Jessie M. Massenburg award for his service in the NE Community.

Commissioner Sary had no report.

Mayor Jones attended the following events: Heritage High School and Wake Forest High School graduations, the Eagle Scout Court of Honor for Jackson Crank, the Northern Wake Senior Center Grand Reopening, and the Touch-A-Truck Event.

Mayor Jones said at the last meeting they heard a report from NCDOT about Capital Blvd. and the funding changes in the State Transportation Improvement Program (STIP). She said they are all disappointed and want to do something about it. She would like to

encourage everybody to take a step back and take a few minutes to think about what they could do to improve the situation, which included asking for help. Once a plan is put together staff will approach the people who can help.

Town Manager Padgett reminded staff to email Bill Crabtree by Friday, June 23, 2023 if they plan on attending the Independence Day Event on July 3, 2023 so Mr. Crabtree can provide staff with their packets/passes.

12.D. Closed Session: N.C.G.S 143-318.11(a)(6) Personnel

ACTION:

Mover: Commissioner Dyer made a motion to go into closed session at 9:18 p.m. for the following item: N.C.G.S 143-318.11(a)(6) Personnel.

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

The Board of Commissioners returned to open session at 9:44 p.m.

ACTION:

Mover: Commissioner Sary made a motion to approve a salary increase for the Town Manager and Town Attorney in the amount of 5 percent each.

Seconded: Commissioner Sliwinski.

Vote: Motion carried 5-0.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 9:47 p.m.

Duly approved in open session this 18th day of July 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-173-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-161-

Submitted by: Allison Snyder

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

Approval to Appoint Second Alternate Commissioner for the North Carolina Eastern Municipal Power Agency (NCEMPA)

Recommendation:

Approval of the Electric Utility Director as the second alternate commissioner for NCEMPA.

Item Summary:

ATTACHMENTS

- [Summary_NCEMPA_Second_Alternate_July_2023 \(1\).docx](#)
- [Resolution_for_NCEMPA.docx](#)

Approval of a first and second alternate commissioner for the North Carolina Eastern Municipal Power Agency (NCEMPA) for the Town of Wake Forest.

Three members are allowed to serve as NCEMPA commissioners. The Town Manager serves as our Commissioner, and with approval of this request, the Assistant Town Manager/CFO will serve as the first alternate and the Electric Utility Director will serve as second alternate. The alternates will vote at NCEMPA meetings in the event that the Town Manager is not present.

RESOLUTION 2023-x

A RESOLUTION APPROVING THE FIRST AND SECOND ALTERNATE
COMMISSIONER TO THE NORTH CAROLINA EASTERN MUNICIPAL POWER
AGENCY (NCEMPA)

WHEREAS, the Town of Wake Forest (Town) owns and operates an electric system;
and

WHEREAS, NCEMPA is a group of public power providers in the eastern part of the
state; and

WHEREAS, the Town Manager is appointed to serve as the Town's representative on
NCEMPA; and

WHEREAS, a first and second alternate is required to represent the Town in the
absence of the Town Manager.

NOW THEREFORE BE IT RESOLVED the Board of Commissioners of the Town of
Wake Forest appoints the Assistant Town Manager/CFO as first alternate and the
Electric Director as second alternate to NCEMPA.

Duly Adopted this 18th day of July 2023.

ATTEST:

Theresa Savary
Town Clerk

Vivian A. Jones
Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-168-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: July 18, 2023

SUBJECT

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by M & EM CO LLC for property associated with Rogers Road Townhomes (Darch Property) located at 0 Rogers Road being Wake County PINs 1749-78-6086, 1749-87-0648, and 1749-78-9397 being approximately 27.00 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [071823 BOC Agenda Summary AN-22-06.pdf](#)
- [Attachment A - Legal Description AN-22-06.pdf](#)
- [Attachment B - Annexation Map AN-22-06.pdf](#)
- [Attachment C - Contiguous Annexation Petition AN-22-06.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by M & EM CO LLC for property associated with Rogers Road Townhomes (Darch Property) located at 0 Rogers Road being Wake County PINs 1749-78-6086, 1749-87-0648, and 1749-78-9397 being approximately 27.00 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with Rogers Road Townhomes, RZ-22-08.

Staff is requesting that the Board accept the petition, adopt the resolution to investigate the annexation petition, certify the sufficiency of the annexation petition, and adopt the resolution setting the public hearing date for the annexation petition.

Attachments: Attachment A Legal Description AN-22-06
Attachment B Annexation Map AN-22-06
Attachment C Contiguous Annexation Petition AN-22-06
Certificate of Sufficiency
Draft Public Hearing Resolution



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4505 Falls of Neuse Rd, Floor 4 Raleigh, NC 27607 (919) 783-9214 (919) 783-9266 Fax

**TOWN OF WAKE FOREST
CONTIGUOUS ANNEXATION DESCRIPTION
ROGERS ROAD TOWNHOMES AN-22-06**

A PARCEL OF LAND LOCATED IN WAKE FOREST TOWNSHIP, WAKE COUNTY, NC AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND IRON PIPE AT THE NORTHWEST CORNER OF LANDS NOW OR FORMERLY OWNED BY M & EM CO LLC (DB 18548 PG 1030); SAID POINT BEING ON THE SOUTH LINE OF ROGERS ROAD (VARIABLE WIDTH PUBLIC RIGHT OF WAY) AND SAID POINT HAVING NORTH CAROLINA STATE PLANE COORDINATES (NAD83/2011) OF N:798,980.82 AND E:2,147,653.96;

THENCE N 83° 25' 16" E, ON THE SOUTH LINE OF ROGERS ROAD, A DISTANCE OF 101.41 FEET TO A POINT;

THENCE N 83° 17' 43" E, CONTINUING ON THE SOUTH LINE OF ROAD, DISTANCE OF 102.79 FEET TO A POINT;

THENCE N 84° 15' 26" E CONTINUING ON THE SOUTH LINE OF ROGERS ROAD A DISTANCE OF 19.98 FEET TO A POINT AT THE NORTHWEST CORNER LANDS NOW OR FORMERLY OWNED BY CAROLINA CONFERENCE ASSOCIATION OF SEVENTH DAY ADVENTIST (DB 13570 PG 445);

THENCE S 02° 07' 09" E ON THE WEST LINE OF SAID CAROLINA CONFERENCE A DISTANCE OF 578.46 FEET TO A FOUND IRON PIPE;

THENCE N 87° 53' 52" W ON THE SOUTH LINE OF SAID CAROLINA CONFERENCE A DISTANCE OF 222.96 FEET TO A FOUND IRON PIPE;

THENCE S 01° 44' 00" E ON THE WEST LINE OF HERITAGE SPRING HOA (DB 12519 PG 1733) AND WILDFLOWER AT HERITAGE WAKE FOREST (BM 2006 PG 877) A DISTANCE OF 1406.41 FEET TO A FOUND IRON BAR (BENT).

THENCE N 87° 34' 38" W ON THE NORTH LINE OF WILDFLOWER SUBDIVISION (BM2005 PG 1538) A DISTANCE OF 826.67 FEET TO A FOUND IRON PIPE.

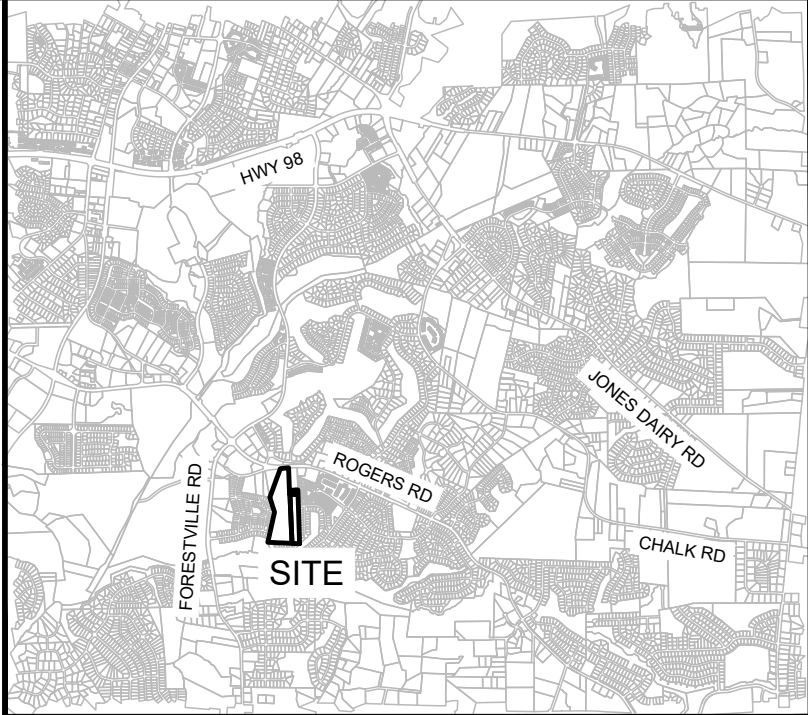
THENCE N 12° 24' 52" E ON THE EAST LINE OF LANDS NOW OR FORMERLY OPWNED BY STROUD-WAKE FOREST LP (DB 16902 PG 1059) AND THE EAST LINE OF BRIDGEPORT SUBDIVISION (BM 2019 PG 646) A DISTANCE OF 808.09 FEET TO A FOUND IRON PIPE;

THENCE N 19° 28' 16" W CONTINUING ON THE EAST LINE OF BRIDGEPORT SUBDIVISION A DISTANCE OF 402.59 FEET TO A FOUND IRON PIPE;

THENCE ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OWNED BY MERIDIAN AT ROGERS BRANCH LLC (DB 18211 PG 1106) THE FOLLOWING 3 CALLS:

- 1) N 20° 30' 28" E A DISTANCE OF 251.58 FEET TO A FOUND STONE;
- 2) N 20° 22' 22" E A DISTANCE OF 307.47 FEET TO A POINT;
- 3) N 20° 10' 54" E A DISTANCE OF 237.00 FEET TO THE POINT OF BEGINING;

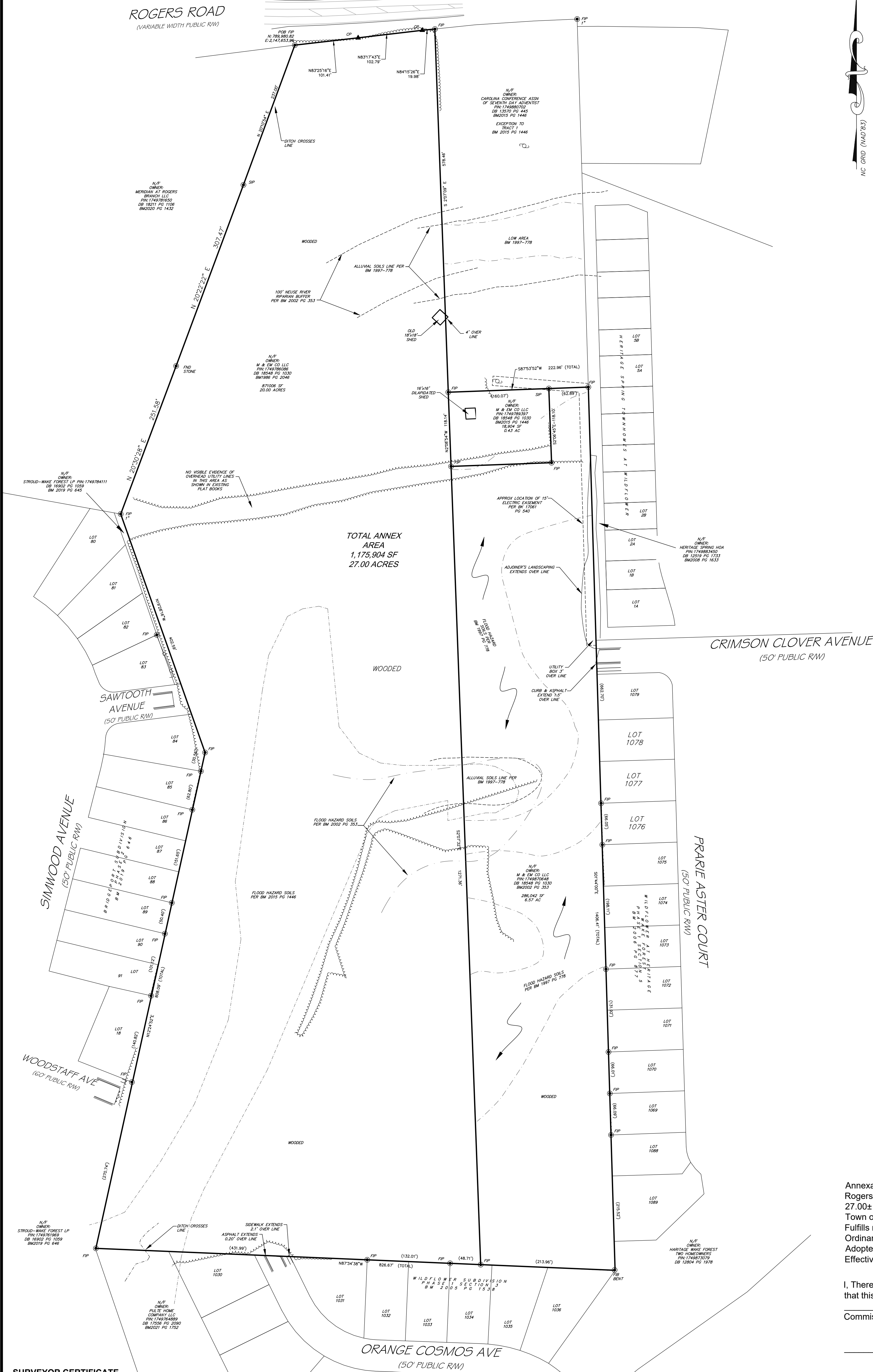
CONTAINING 1,175,904 SQUARE FEET (27.00 ACRES) MORE OR LESS



VICINITY MAP
(NOT TO SCALE)

SURVEYOR'S NOTES

- THIS PLAN HAS BEEN PREPARED WITH THE BENEFIT OF A REPORT OF TITLE BY AMERICAN LAND TITLE ASSOCIATION, COMMITMENT#21-NC-28454, DATED NOV 11, 2021.
- AREA SHOWN HEREON COMPUTED BY COORDINATE METHOD.
- THE BASIS OF THE BEARING SHOWN HEREON IS NC STATE PLANE GRID NORTH (NAD 83/2011) BASED ON REAL TIME KINEMATIC GPS OBSERVATIONS (VRS) TAKEN IN OCTOBER 2021. ELEVATION DATA SHOWN HEREON IS BASED ON NAVD 88
- SUBJECT PROPERTIES KNOWN AS PARCEL NUMBERS; AS SHOWN
- THERE IS NO EVIDENCE OF RECENT CONSTRUCTION ACTIVITY ON THIS PROPERTY.
- THERE IS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS ON THIS PROPERTY.
- THERE ARE NO KNOWN PROPOSED CHANGES IN STREET RIGHT OF WAY LINES.
- THERE IS NO OBSERVED EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.
- NO VISIBLE SIGNS OF A CEMETERY WERE FOUND DURING COURSE OF SURVEY
- TRACT 2 HAS DIRECT ACCESS TO ROGERS ROAD (PUBLIC RIGHT OF WAY), SAWTOOTH AVE, WOODSTAFF AVE, ORANGE COSMOS AVE (ALL PUBLIC RIGHTS OF WAY) DEAD END INTO TRACT CRIMSON CLOVER AVE (PUBLIC RIGHT OF WAY) DEAD ENDS INTO TRACT 1.
- SUBJECT SITE IS LOCATED IN ZONE X AS PER FIRM 3720174900J (EFFECTIVE 5/2/06)

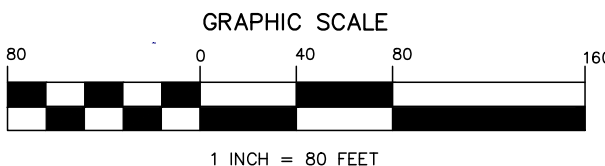


Annexation Map: AN-22-06
Rogers Road - Townhome Annexation
27.00± Acres
Town of Wake Forest
Fulfills requirements of N.C.G.S. 160A-29
Ordinance #
Effective Date of Annexation:

I, Theresa Savary, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 2023, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest.

_____, 2023

Theresa Savary



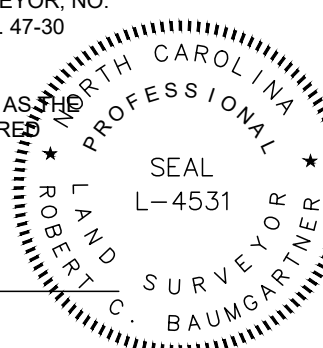
SURVEYOR CERTIFICATE

I, ROBERT C BAUMGARTNER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING THE DEED DESCRIPTIONS SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE AS SHOWN, THAT THE RATIO OF PRECISION AS CALCULATED IS GREATER THAN 1:10,000; THAT THIS MAP DOES REPRESENT AN OFFICIAL BOUNDARY SURVEY AND HAS BEEN PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 13TH DAY OF JULY, 2023.

I, ROBERT C BAUMGARTNER, PROFESSIONAL LAND SURVEYOR, NO. L-4531 CERTIFY TO THE FOLLOWING AS REQUIRED IN G.S. 47-30 (F)(11):

(D) THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

NORTH CAROLINA REGISTRATION NUMBER L-3860
ROBERT C BAUMGARTNER

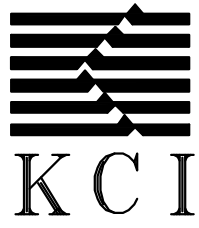


FOUND IRON PIPE
CALCULATED POINT
FOUND CONC. MON.
SET IRON PIN
CALCULATED POINT
BOUNDARY MONUMENT
STORM MANHOLE
CLEANOUT
LIGHT POLE
TRAFFIC POLE

SIGNAL MANHOLE
TELEPHONE MANHOLE
WATER MANHOLE
SEWER MANHOLE
HYDRANT
WATER VALVE
SIGN
BUSH
TREE SYMBOLS + SIZE

LEGEND

WOODS LINE
FENCE
OVERHEAD WIRE
PROPERTY LINE



KCI ASSOCIATES OF NC
ENGINEERS, SURVEYORS AND PLANNERS

4505 FALLS OF NEUSE ROAD, FLOOR 4
RALEIGH, NC 27609
PHONE (919) 783-9214 * FAX (919) 783-9266

ANNEXATION MAP
0 ROGERS ROAD
LANDS OWNED BY
M & EM CO, LLC
WAKE FOREST TOWNSHIP
WAKE COUNTY, NORTH CAROLINA

DATE: 7/13/23 SCALE: 1" = 80' SHEET: 1 OF 1



TOWN of
WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 4/4/2023

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows (attach or insert below a metes & bounds description with a matching survey map):

Please see attached metes & bounds description with survey map.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

Emily Darch M & Em Co., LLC	213 N. Chestnut Street, Henderson, NC 27536		7/20/22
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Wake Forest, North Carolina:

I, Theresa Savary, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-58.1.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 18th day of July, 2023.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO N.C.G.S. 160A-58.1, AS AMENDED
(by M & EM CO LLC for property associated with Rogers Road Townhomes (Darch
Property) located at 0 Rogers Road being Wake County PINs 1749-78-6086, 1749-87-
0648, and 1749-78-9397 being approximately 27.00 acres.)

WHEREAS, a petition requesting the annexation of the area described herein has been received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest:

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 15th day of August, 2023.

Section 2. The area proposed for annexation is described as follows:

(See Attachment A - Legal Description and Attachment B - Annexation Map)

Section 3. Notice of said public hearing shall be published once in a newspaper having general circulation in the Town of Wake Forest, at least ten (10) days prior to the day of said public hearing.

Adopted and effective this the 18th day of July, 2023.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-167-
Submitted by: Courtney Tanner
Submitting Department: Planning
Meeting Date: July 18, 2023

SUBJECT

Approval of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement

Recommendation:

Item Summary:

ATTACHMENTS

- [2023-167 Agenda Summary_BoC.pdf](#)
- [Wake Forest Merger Agreement Amendment #3.pdf](#)

Agenda Item: Approval of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement

Summary: Raleigh and Wake Forest entered into an agreement to merge the utility functions of both municipalities on June 6, 2005 with the first amendment on October 15, 2013 and the second amendment on September 4, 2019. This amendment 1) reconciles a Wake Forest overpayment by increasing the water supply allocation; 2) modifies Exhibit A to include the stippled area to Wake Forest's service area limits; and 3) sells 234 S College to Raleigh to build an elevated water tank and booster which is needed to service existing customers.

Staff presented this item at the July 6, 2023 work session.

Attachments: Third Amendment to the Wake Forest/Raleigh Utility Merger Agreement

STATE OF NORTH CAROLINA
COUNTY OF WAKE

THIRD AMENDMENT TO THE WAKE FOREST/RALEIGH
UTILITY MERGER AGREEMENT

This AMENDMENT to the Wake Forest/Raleigh Utility Merger Agreement is entered into this _____, 2023 (the "Third Amendment") by and between the City of Raleigh, hereinafter referred to as "Raleigh", and the Town of Wake Forest, hereinafter referred to as "Wake Forest".

WITNESSETH:

WHEREAS, Raleigh and Wake Forest entered into an agreement to merge the utility functions of both municipalities on June 6, 2005 (the "Original Merger Agreement"), as amended by the First Amendment on October 15, 2013 the "First Amendment"), and the Second Amendment on September 4, 2019 (the "Second Amendment") as amended by this Third Amendment (collectively, as amended, the "Merger Agreement"); and

WHEREAS, following the reconciliation of merger-related costs, as verified by audit, the parties agree that Wake Forest overpaid to Raleigh its merger debt by an amount of \$1,239,352.00 (the "Overpayment"); and

WHEREAS, Item 5 of Paragraph 3.7 (Schedules of Rates, Fees, Charges and Penalties) in the Merger Agreement addresses the Cost Recovery Program should net revenues collected from the Wake Forest service area exceed the merger-related costs as defined by Raleigh, and as verified by audit. Raleigh shall offer one of two options to Wake Forest to address the overpayment. The first option is to apply the excess revenues toward the purchase of additional water and/or sewer capacity allocations. Wake Forest desires and Raleigh agrees to allow Wake Forest to utilize the Overpayment towards the purchase of additional water capacity allocations within the Town. Additional water capacity allocation will be noted in Section 4.4 of the agreement; and

WHEREAS, Wake Forest is also updating long range planning in the area designated as the 2023 Amendment area in Wake County identified and shaded in hatching in Exhibit A (the "2023 Amendment Area") but such additional service area for Wake Forest was not included in the area to be served by Raleigh under the Original Merger Agreement; and

WHEREAS, Exhibit A also reflects the October 5, 2021, Annexation Agreement Boundary between the towns of Rolesville and Wake Forest; and

WHEREAS, Wake Forest agrees that when the 2023 Amendment Area becomes part of Wake Forest's extraterritorial jurisdiction that it desires to provide water and sewer services with densities that are supported by the watershed designation to the 2023 Amendment Area; and

WHEREAS, Wake Forest has requested that the service area covered by the Merger Agreement be expanded to include the 2023 Amendment Area which is within Wake County and which Wake Forest plans to become part of its extraterritorial jurisdiction ; and

WHEREAS, Raleigh's consultant analyzed the capacity for water and sewer expansion in the 2023 Amendment area to evaluate the feasibility of supplying water and sewer service to 2023 Amendment Area and this amendment is consistent with the findings in those analyses; and

WHEREAS, while portions of the 2023 Amendment Area are designated by the North Carolina Environmental Management Commission as a water supply watershed and it is Raleigh's policy not to extend utilities into its watersheds except for matters of public health, Raleigh decommissioned its water treatment facilities in the 2023 Amendment Area and the water resources in such area are not in Raleigh's long range water supply plan; and

WHEREAS, Section 5.4 of the Merger Agreement authorizes Wake Forest to request extensions of water and sewer service to areas not included in the original Merger Agreement; and

WHEREAS, Raleigh agrees to add the additional service areas consistent with the terms of Section 5.4 of the Merger Agreement.

WHEREAS, Raleigh's consultant identified a need for additional water storage in Wake Forest, specifically in the 523 pressure zone, but also a pump station that can serve the 605 pressure zone from the 523 pressure zone, as needed for system reliability. While the overall need for this project is independent of whether the 2023 Amendment Area is served, Raleigh's consultant assumed the project to be in place for the hydraulic modeling to provide water service to the 2023 Amendment Area.

WHEREAS, Raleigh identified a Wake Forest owned parcel at 234 S College as well suited for an additional tower and booster,

WHEREAS, Wake Forest agreed to sell and Raleigh agreed to purchase 1.55 acres located at 234 S. College Street (Wake County PIN 1841314491); and

NOW, THEREFORE, Wake Forest and Raleigh mutually agree to amend the Merger Agreement as follows:

1. Add a third paragraph to Section 4.4 of the Original Agreement as follows:

Following the reconciliation of merger-related costs in 2022, it was found that Wake Forest overpaid at the time of the merger. Wake Forest and Raleigh agree to utilize the overpayment to increase water supply allocation effective on the date of this Amendment as allowed by the merger agreement. As of the third amendment date, Wake Forest has a water supply allocation from Raleigh for 5.32 MGD maximum daily demand flows and an allocation of 3.4 MGD maximum month wastewater treatment capacity.

2. Delete Exhibit A attached to the First Amendment to the Wake Forest/ Raleigh Utility Merger Agreement labeled Town of Wake Forest – City of Raleigh Utility Merger Agreement Map and replace it with Exhibit A attached to this Third Amendment, to expand Wake Forest’s service area limits to the stippled area on Exhibit A.
3. Add a fourth paragraph to Section 4.4 (Existing and Future Water and Sewer Capacity Allocations) of the Merger Agreement as follows:

Notwithstanding any provision of the Merger Agreement or state or local law or regulation to the contrary, the total maximum density in the stippled area on Exhibit A shall be three residential units per acre for the 2023 Amendment area. Furthermore, all development applications in the 2023 Amendment area shall be required to provide a fire flow analysis that demonstrates compliance with the latest edition of the North Carolina State Fire Code – Section 507.3 Fire Flow) and the ISO fire suppression rating schedule, NFPA 1142 or other approved method prior to obtaining construction plan or recorded map approval or building permit approval if construction plans not required. Further, Raleigh shall not be obligated to provide water or wastewater utility services to the 2023 Amendment Area until the following capital improvement projects are completed: i) the construction of an elevated storage tank and booster pump station to convey water from the 523 Zone to the 605 Zone; and (ii) upgrades to the Smith Creek Resource Recovery Facility (RRF), including but not limited to the upgrade to the influent pump station, construction of an Equalization Tank, and flow diversion upgrades for the diversion of excess flow to the West Neuse interceptor for conveyance of wastewater from the Smith Creek RRF to the Neuse River RRF. These projects are estimated to be complete in Fiscal Year 2027, but Raleigh shall not be held responsible for failure of the projects to be completed on the estimated schedule. Further, Wake Forest may not allocate water or sewer services to the 2023 Amendment Area until such area becomes part of Wake Forest’s extraterritorial jurisdiction.

4. Add a seventh paragraph to section 4.2 (Property Transfer) of the Merger Agreement as follows:

Wake Forest shall sell and Raleigh shall purchase 1.55 acres located at 234 S College PIN 1841314491 (the “New Water Tank Property”) for \$365,000 so that Raleigh may build an elevated water tank and booster to service Wake Forest customers. Title to the New Water Tank Property must be delivered at closing by general warranty deed, and must be fee simple marketable title, insurable at standard premium rates, free and clear of all liens, encumbrances, or defects, utility easements, unviolated restrictive covenants that do not materially affect the value of the Property, matters that would be disclosed by an accurate current survey and inspection, and such other liens, encumbrances, or defects as may be assumed or specifically approved by the City in writing. Closing will be at a date mutually agreeable to Raleigh and Wake Forest. Raleigh will examine the title and provide Wake Forest with any title objections prior to closing.

Wake Forest may brand the water tank to be built on the New Water Tank Property with the Town's logo, seal, or name at its sole cost. Wake Forest shall submit any proposed branding to Raleigh for Raleigh's approval, which approval shall not be unreasonably withheld or delayed. Raleigh will conduct a phase one environmental assessment, using a geotechnical engineer acceptable to both parties, before the New Water Tank Property is sold to Raleigh. If any site remediation is recommended by the environmental assessment, the recommended remediation will be accomplished by Wake Forest prior to the sale at Wake Forest's sole cost. Wake Forest shall approve the use of the New Water Tank Property for an elevated water storage tank, booster, and ancillary water supply equipment prior to Raleigh's purchase of such property. If Wake Forest does not approve the New Water Tank Property to be used for an elevated water storage tank, booster, and ancillary water supply equipment, Raleigh shall have no obligation to purchase the New Water Tank Property. Prior to construction, Raleigh will allow Wake Forest input on public notification process and public meetings related to the construction on the site. The New Water Tank Property will be deeded to Raleigh in fee simple. Raleigh will have the right to use or dispose of the property as it sees fit, even if the property is no longer used for water utility purposes.

All other sections of the Merger Agreement remain unchanged.

In testimony whereof, Raleigh and Wake Forest have caused this amendment to the Agreement as dated, to be executed by their respective City/Town Manager and Mayor, their corporate seals to be affixed and attested by their respective Clerks, all by authority of the respective Councils, the day and year first above written.

[signature page follows]

ATTEST:

CITY OF RALEIGH

CITY CLERK

CITY MANAGER

(attach municipal seal)

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

TOWN OF WAKE FOREST

TOWN CLERK

TOWN MANAGER

(attach municipal seal)

APPROVED AS TO FORM:

TOWN ATTORNEY

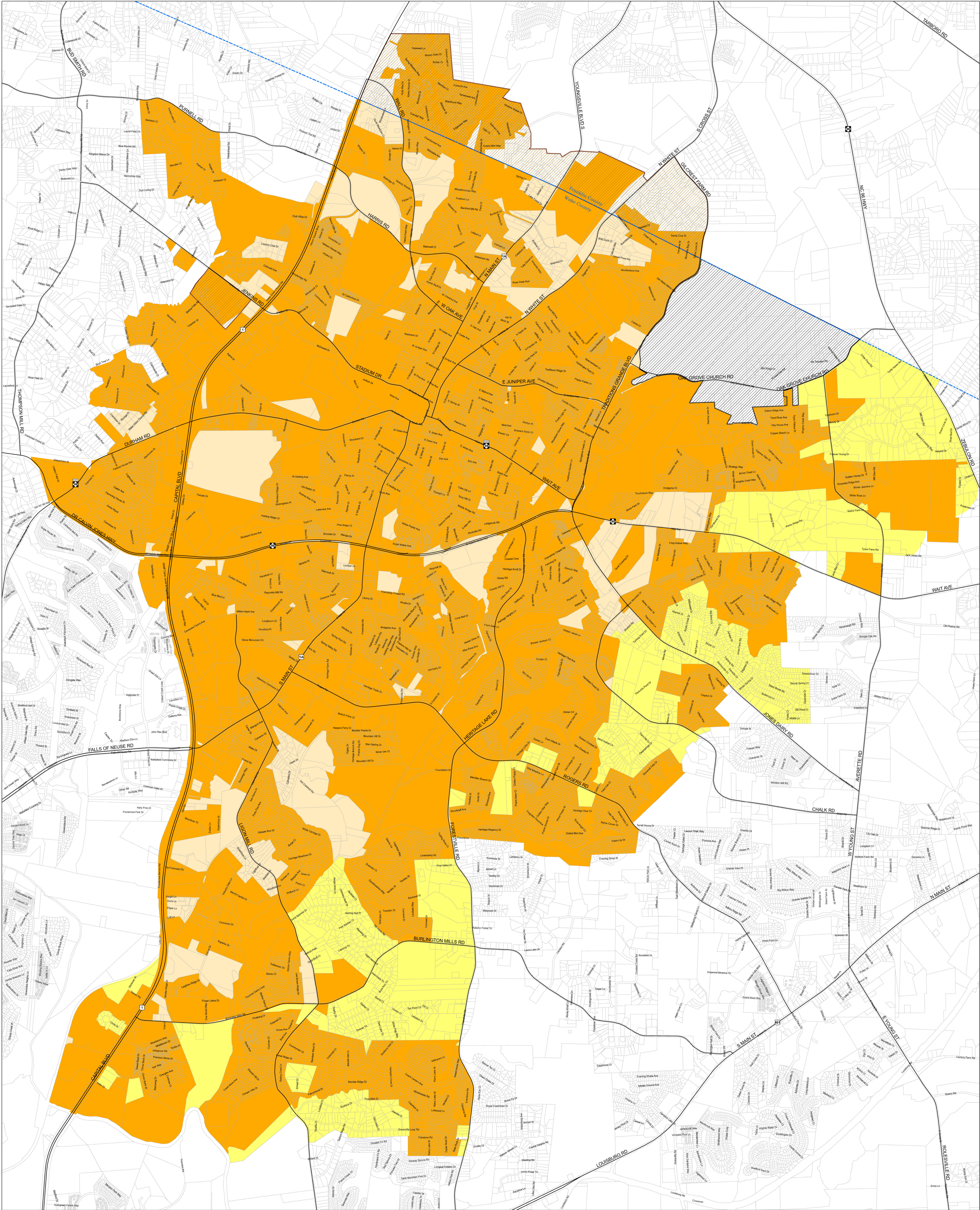
Town of Wake Forest - City of Raleigh

Utility Merger Agreement Map



TOWN of
WAKE FOREST

04/17/2023



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest IT Department at 919-435-9500.

Legend

- Corporate Limits
- Extraterritorial Jurisdiction
- Urban Service Area
- Parcels
- 2023 Amendment
- Town of Wake Forest / City of Raleigh Merger Agreement Area



Not to Scale



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-184-

Submitted by: Steven Meyer

Submitting Department: Engineering

Meeting Date: July 18, 2023

SUBJECT

Approval of the authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and paving Improvements for Reimbursement

Recommendation:

Item Summary:

ATTACHMENTS

- [Summary.docx](#)
- [Attachment_A_COR N. Main_2023-xx Resolution.docx](#)
- [Attachment_B_Exhibit 2 - Staff Report.docx](#)
- [Attachment C_Water Main and Storm Sewer Improvements.docx](#)
- [Exhibit 1_COR Watermain Replacement Scope.pdf](#)

ITEM TITLE: Approval of the authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and paving Improvements for Reimbursement

ITEM SUMMARY: The City of Raleigh is performing water and sanitary sewer utility upgrades in the project area. The Town of Wake Forest is partnering with the City of Raleigh to make stormwater infrastructure and roadway resurfacing improvements within the project area.

ATTACHMENTS: Attachment_A_COR N. Main_2023-xx Resolution
Attachment_B_Exhibit 2 - Staff Report
Attachment C_Water Main and Storm Sewer Improvements
Exhibit 1: COR Watermain Replacement Scope

SPECIFIC ACTION REQUESTED: Recommend approval.

RESOLUTION 2023-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST, AN INTERMUNICIPAL AGREEMENT WITH THE CITY OF RALEIGH FOR STORM WATER AND PAVING IMPROVEMENTS FOR REIMBURSEMENT (Wake Forest Water Main Replacement and Repair Project, Wake Forest) IN THE AMOUNT NOT TO EXCEED \$1,350,000.00.

WHEREAS, The Wake Forest Water Main Replacement and Repair Project, Wake Forest (hereinafter, “THE PROJECT”) includes the upgrade or replacement of water mains along sections of South Wingate, North Wingate, West Cedar Avenue, North Main, North White, East Juniper North Allen, East Jones, South Brooks and sections of South Main by the City of Raleigh on the attached Exhibit 1 (hereinafter, the “PROJECT AREA”). The Town of Wake Forest has requested upgrades of stormwater pipes, such as pipe replacement, box replacement, associated excavation and paving along sections throughout the PROJECT AREA as shown on the attached Exhibit 1; and

WHEREAS, RALEIGH submitted water main replacement plans to WAKE FOREST through the plan review portal. WAKE FOREST contacted RALEIGH and requested an opportunity to partner with utility upgrades in order to expand the scope due to age of WAKE FOREST’S infrastructure within the PROJECT AREA; and

WHEREAS, RALEIGH, as owner of the water distribution and sanitary sewer collection system within WAKE FOREST’S territory, and pursuant to the Merger Agreement by and between RALEIGH and WAKE FOREST effective July 1, 2005 (as amended), is responsible for the costs related to the installation of the water facility improvements within the PROJECT AREA; and

WHEREAS, WAKE FOREST, as owner of the storm sewer collection system and local roadways within WAKE FOREST’S territory is responsible for the costs related to the additional replacement of storm sewer with the associated costs for excavation and materials, and additional paving limits within the PROJECT AREA; and

WHEREAS, this AGREEMENT is made pursuant to authority in North Carolina General Statutes §§160A - 460, *et seq.*

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute this intermunicipal Agreement with the City of Raleigh for the City of Raleigh Wake Forest Water Main Replacement and Repair Project in the not to exceed amount of \$1,350,000.

Duly adopted this 18th day of July 2023.

Vivian A. Jones
Mayor

(ATTEST)

Terry Savary
Town Clerk

STAFF REPORT

To: Board of Commissioners
Date: June 26, 2023
Case: STORM SEWER AND PAVING RESURFACING IMPROVEMENTS FOR REIMBURSEMENT
Prepared By: Steven Meyer, CIP Manager

PURPOSE:

To authorize the Town Manager to enter into an agreement between the City of Raleigh, hereinafter referred to as "RALEIGH", a North Carolina municipal corporation, and the Town of Wake Forest, hereinafter referred to as "WAKE FOREST", a North Carolina municipal corporation, for the purposes of reimbursement for the installation of certain stormwater repairs, stormwater upgrades, road paving and associated design of said improvements, as requested by WAKE FOREST, within the project listed at Wake Forest Water Main Replacement and Repair Project, Construction Plan 21-09, hereinafter referred to as "THE PROJECT".

BACKGROUND INFORMATION:

The Engineering Department is requesting to enter into an agreement with RALEIGH via an Intermunicipal Agreement to make necessary repairs and improvements to the areas impacted by the City of Raleigh Water Main Replacement and Repair Project. The areas impacted by this project will receive necessary infrastructure upgrades and repairs to aging infrastructure as well as the opportunity to resurface roadway sections located in the project area. This project demonstrates our commitment to investing in infrastructure improvements. The cost associated with this agreement is not to exceed \$1,350,000 which is to include design and construction services. Construction is scheduled to start in 2024.

STAFF ANALYSIS:

The Project area will impact the Town of Wake Forest's stormwater infrastructure and roads.

This is a cost savings opportunity to upgrade existing infrastructure through the City of Raleigh contract.

The Town of Wake Forest's engineering staff see this as an opportunity to upgrade stormwater pipes, such as pipe replacement, box replacement, excavation and paving along sections throughout the PROJECT AREA.

This project will be funded by the American Rescue Plan Act known as ARPA.

STAFF COMMENTS:

The Town has been working closely with the City of Raleigh and their consultant, WK Dickson to identify an appropriate scope of work within the Project area.

This project aligns with the strategic goal of investing in transportation and infrastructure.

STATE OF NORTH CAROLINA
COUNTY OF WAKE

**INTERMUNICIPAL AGREEMENT FOR
STORM WATER AND PAVING IMPROVEMENTS FOR
REIMBURSEMENT
(Wake Forest Water Main Replacement and Repair Project, Wake
Forest)**

This **AGREEMENT** made and entered by and between the City of Raleigh, hereinafter referred to as “RALEIGH”, a North Carolina municipal corporation, and the Town of Wake Forest, hereinafter referred to as “WAKE FOREST”, a North Carolina municipal corporation, for the purposes of reimbursement for the installation of certain stormwater repairs, stormwater upgrades, road paving and associated design of said improvements, as requested by WAKE FOREST, within the project listed at Wake Forest Water Main Replacement and Repair Project, Construction Plan 21-09, hereinafter referred to as “THE PROJECT”.

WITNESSETH:

WHEREAS, THE PROJECT includes the upgrade or replacement of water mains along sections of South Wingate, North Wingate, West Cedar Avenue, North Main, North White, East Juniper North Allen, East Jones, South Brooks and sections of South Main on the attached Exhibit 1 located within THE PROJECT (hereinafter, the “PROJECT AREA”) to encompass certain associated improvements associated with the upgrade of stormwater pipes, such as pipe replacement, box replacement, excavation and paving along sections throughout the PROJECT AREA as shown on the attached Exhibit 2; and

WHEREAS, RALEIGH submitted water main replacement plans to WAKE FOREST through the plan review portal. WAKE FOREST contacted RALEIGH and requested an opportunity to partner with utility upgrades in order to expand the scope due to age of WAKE FOREST’S infrastructure within the PROJECT AREA.

WHEREAS, WAKE FOREST desires to have certain water storm water and road improvements installed within the PROJECT AREA; and

WHEREAS, RALEIGH, as owner of the water distribution and sanitary sewer collection system within WAKE FOREST’S territory, and pursuant to the Merger Agreement by and between RALEIGH and WAKE FOREST effective July 1, 2005 (as amended), is responsible for the costs related to the installation of the water facility improvements within the PROJECT AREA; and

WHEREAS, this AGREEMENT is made pursuant to authority in North Carolina General Statutes §§160A - 460, *et seq.*

NOW, THEREFORE, WAKE FOREST and RALEIGH mutually agree to the following:

1.0 PROCUREMENT AND CONSTRUCTION

1.01 Procurement. RALEIGH will be responsible for the design and will administer the

construction contract for THE PROJECT, which shall include certain storm water facilities improvements shown on Exhibit 3 attached hereto (the “PUBLIC STORM WATER UPGRADES”).

1.02 Construction. RALEIGH will construct the PUBLIC STORM WATER UPGRADES to WAKE FOREST construction standards pursuant to the Town of Wake Forest Manual of Specification, Standards and Design or NCDOT Roadway Design Manual as applicable per right of way jurisdiction. RALEIGH shall provide, or cause to be provided, as-built drawings to WAKE FOREST for the PUBLIC STORM WATER UPGRADES at least prior to acceptance of and reimbursement for the PUBLIC STORM WATER UPGRADES by WAKE FOREST.

1.03 Coordination. RALEIGH shall provide WAKE FOREST at a minimum weekly regular construction status updates, or more as necessary at RALEIGH’s reasonable discretion based on construction progress, throughout THE PROJECT. The purpose of the coordination is to expand and minimize the scope of work related to the PUBLIC STORM WATER UPGRADES due to condition of the pipe once it is exposed. Changes in coordination related to the frequency of updates or method, may be made via email by both parties.

1.04 Reporting & Contracting. RALEIGH shall provide WAKE FOREST information needed for reports associated with THE PROJECT. WAKE FOREST requests all documents associated with the formal bidding process which to include but are not limited, the winning bidding proposal, awarded bid tab, specification sheets, information related to disadvantage business enterprise, minority and women owned participation, contractor names and contact information, and the listing of subcontractors with over \$50,000 in the award. The request and need for documents is due to funding requirements associated with WAKE FOREST funding. RALEIGH will provide the requested documents within sixty (60) days of the signed construction agreement and will report any changes to WAKE FOREST within thirty (30) days of such change.

1.05 Inspection. RALEIGH inspectors will call WAKE FOREST when opening each road to do an initial inspection of exposed storm pipe during the excavation process for the water main replacement in order for WAKE FOREST to confirm if additional excavation is required as noted in the scope and length of piping listed in the storm pipe replacement scope. Scope exclusions should be documented in email between the RALEIGH inspectors or CONTRACTOR if agreed upon by both parties, and WAKE FOREST with photos to support the field decision. WAKE FOREST will make themselves available each business day as necessary.

RALEIGH shall coordinate with the CONTRACTOR to provide WAKE FOREST reasonable access to THE PROJECT work site for the purposes of periodic inspection of the PUBLIC STORM WATER UPGRADES, including a final inspection of the PUBLIC STORM WATER UPGRADES by WAKE FOREST, which shall occur no later than thirty (30) days after receipt of notice by RALEIGH of completion of the PUBLIC UTILITY UPGRADES.

1.06 Project Changes. In the event circumstances arise during construction of THE PROJECT which require material changes to the PUBLIC STORM WATER UPGRADES and RALEIGH is made aware of such changes by the CONTRACTOR, then RALEIGH shall

promptly provide WAKE FOREST written notice of and a cost estimate for such changes. WAKE FOREST may then either terminate this Agreement pursuant to Section 3.0 of this Agreement or approve such changes by providing written notice to RALEIGH of its approval.

- 1.07 Appointment of Personnel.** Each party shall, at such party's reasonable discretion, select and appoint personnel to perform the functions of this Agreement. Notwithstanding the foregoing or anything herein to the contrary, the funding terms set forth in Section 2.0 herein below may only be changed by written consent of the Chief Financial Officer for WAKE FOREST.

2.0 FUNDING

- 2.01 Costs.** WAKE FOREST will reimburse RALEIGH for all costs associated with planning, designing, engineering, administering, and installing the PUBLIC STORM WATER UPGRADES, including, without limitation, the following items, or items substantively equivalent thereto.

Summary of Costs		
Pay Item Description	Quantity	Amount
Additional Survey for Design	1. Brooks Street & E. Owen 2. Stadium Drive & E. Owen	\$9,000.00
Additional SUE for Design	1. Brooks Street & E. Owen 2. Stadium Drive & N. Wingate	\$6,750.00
Design for Storm sewer and street work		\$45,500.00
Storm sewer additions and North Allen Paving		\$1,277,501
		Total \$1,350,000

The actual cost of the PUBLIC STORM WATER UPGRADES shall not exceed \$1,350,000.00. WAKE FOREST will not reimburse any amounts exceeding \$1,350,000.00 unless WAKE FOREST provides RALEIGH its prior written approval for such additional reimbursement(s). The Parties agree to amend this Agreement to reflect such additional reimbursements.

- 2.02 Payment.** WAKE FOREST will issue payment to RALEIGH for completion of the PUBLIC STORM WATER UPGRADES. Upon final completion of the PUBLIC STORM WATER UPGRADES, RALEIGH will invoice WAKE FOREST for the actual costs associated with planning, designing, engineering, administering, and installing the PUBLIC STORM WATER UPGRADES which may be less than the maximum \$1,350,000.00 authorized for reimbursement under this Agreement. WAKE FOREST shall reimburse RALEIGH within thirty (30) days of receipt of such invoice.

3.0 TERM AND TERMINATION

- 3.01 Term.** The term of this Agreement shall run from the date first referenced herein above until WAKE FOREST has paid all amounts owed under this Agreement to RALEIGH.

- 3.02 Termination.** Either party shall have the right to terminate its participation in this Agreement in the event of a material breach of the terms and conditions of this Agreement by the other party which has not been cured within fifteen (15) days following delivery of written notice thereof (or if such breach is unable to be cured within a 15-day period, then within a reasonable period of time thereafter). Such termination shall be effective upon giving fourteen (14) days written notice to the other party, such notice to be delivered to the following address:

Town of Wake Forest: Kip Padgett, Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 275878

City of Raleigh Whit Wheeler, Interim Public Utilities
Director
City of Raleigh
One Exchange Plaza, 6th Floor
P.O. Box 590
Raleigh, NC 27602

The roles and responsibilities of the parties shall terminate within fourteen (14) days after receipt by the non-terminating party of such notice (the "TERMINATION DATE"), unless otherwise agreed in writing by both parties. Such termination shall not relieve the parties of their respective responsibilities under this Agreement for payment of their commitments as of the TERMINATION DATE. Within fifteen (15) days of the TERMINATION DATE, each party shall account to the other party for those items through the TERMINATION

DATE which have been paid for and shall be reimbursed by the other party pursuant to this Agreement. Such other party shall make final payment within thirty (30) days of receipt of such accounting.

4.0 General Terms

- 4.01 Amendment.** Any amendment to this Agreement to be effective must be in writing, signed by the Town or City Manager, as the case may be, or other authorized representative of the parties, and executed with the same formality and approvals as the foregoing Agreement.
- 4.02 Assignment.** No party shall assign any portion of this Agreement or the rights and responsibilities hereunder to another person or entity who is not party to this Agreement without prior written consent of the parties.
- 4.03 No Third-Party Beneficiaries.** This Agreement is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the parties hereto, and shall not confer any rights or remedies upon any person or entity other than the parties hereto.
- 4.04 Indemnification.** To the extent and limits of the North Carolina Tort Claims Act, Article 31 of Chapter 143 of the North Carolina General Statutes, and without waiving either party's sovereign immunity, the defaulting party shall indemnify the non-defaulting party for any liabilities, damages, costs and claims arising from or relating to the negligent acts or omissions of the defaulting party committed in connection with this Agreement. This indemnification obligation shall survive the expiration or termination of this Agreement. This indemnification is limited to the insurance coverage applicable to the defaulting party's negligent acts or omissions committed in connection with this Agreement. Such liability arises out of acts for which any defense of governmental, statutory, or common law immunity is not available. The indemnification provided for herein shall not be construed as a waiver of any applicable defense of governmental, statutory, or common law immunity, and shall not prevent either party from asserting any defense of such immunity; provided that if a court of competent jurisdiction determines that no such immunity applies, then the indemnity provided for herein shall apply.
- 4.04 Ethics Provision.** The parties acknowledge and shall adhere to the requirements of N.C. Gen. Stat. §133-32, which prohibits the offer to, or acceptance by any state or local employee of any gift from anyone with a contract with the governmental entity or from a person seeking to do business with the governmental entity.
- 4.05 Governing Law; Venue.** This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed, and enforced in accordance with the laws of the State of North Carolina and shall be enforced only in its General Court of Justice to the extent that any such actions will lie therein. The venue for any such action relating to this Agreement shall be Wake County Civil Superior Court.

- 4.06 Entire Agreement.** The terms and provisions herein contained constitute the entire agreement by and between the parties hereto and shall supersede all previous communications, representations, or agreements, either oral or written between the parties hereto with respect to the subject matter hereof.
- 4.07 Severability.** If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.
- 4.08 Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original.
- 4.09 Non-Discrimination Assurances.**
To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.

The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

(Signature page follows this page)

EXHIBIT
1- THE
PROJECT



DRAWING INDEX
SCALE: 1"=500'

2022 1112 1118

EXHIBIT 2- PROJECT AREA

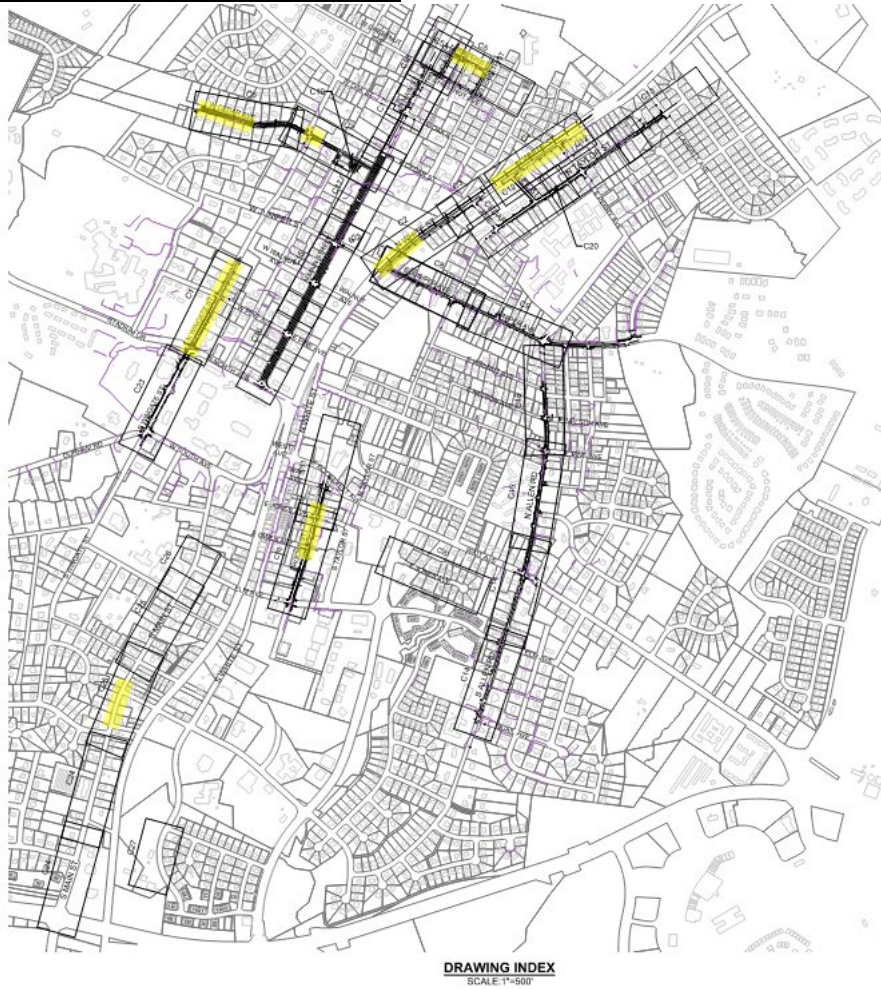


EXHIBIT 3- PUBLIC STORMWATER UPGRADES- COST ESTIMATE

Engineer's Opinion of Probable Construction Cost

Project: TO4 WF Water Line Replacement & Improvements
 Project No: 2015005100RA
 Location: Wake County

Prepared by: A. Pitts
 Date: June 30, 2021

Additional WF Stormwater & Street Replacement Construction					
Item No.	Item	Estimated Quantities	Unit	Unit Price	Total Price
1	Remove, Dispose, & Replace 12" CL III RCP 0-6' Depth	135	LF	\$ 150.00	\$ 20,250.00
2	Remove, Dispose, & Replace 15" CL III RCP 0-6' Depth	249	LF	\$ 200.00	\$ 49,800.00
3	Remove, Dispose, & Replace 18" CL III RCP 0-6' Depth	1,164	LF	\$ 250.00	\$ 291,000.00
4	Remove, Dispose, & Replace 18" CL III RCP 6-10' Depth	23	LF	\$ 275.00	\$ 6,325.00
5	Remove, Dispose, & Replace 24" CL III RCP 0-6' Depth	24	LF	\$ 300.00	\$ 7,200.00
6	Remove, Dispose, & Replace Catch Basin Box 0-6' Depth	16	EA	\$ 5,500.00	\$ 88,000.00
7	Remove, Dispose, & Replace Catch Basin Box 6-10' Depth	2	EA	\$ 8,000.00	\$ 16,000.00
8	Additional Excavation	1,476	CY	\$ 65.00	\$ 95,940.00
9	N. Allen Rd. Re-Pave (Quail Ave. To E. Juniper Ave.)	10,670	SY	\$ 55.00	\$ 586,850.00
Probable Construction Cost					\$ 1,161,365.00
Construction Contingency Due to Current Price Variability				10%	\$ 116,136.50
Total Probable Construction Cost					\$ 1,277,501.50

TE

IN WITNESS WHEREOF, the parties hereto have executed this Contract by digital signature, under seal, on the respective dates below, and this Contract shall be effective upon the date of the City's signature.

TOWN OF WAKE FOREST:

CITY:

CITY OF RALEIGH
a North Carolina municipal corporation

By:
Signature

By:
Signature

Kip Padgett
Name

Name

Town Manager
Title

City Manager
Title

City Manager's Office
Department

Date of Signature

Date of Signature

ATTEST:

ATTEST:

Signature

City Clerk (or designee)

Name

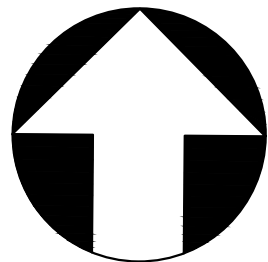
Title

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

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

Aileen Staples, Chief Financial Officer

Chief Financial Officer (or designee)

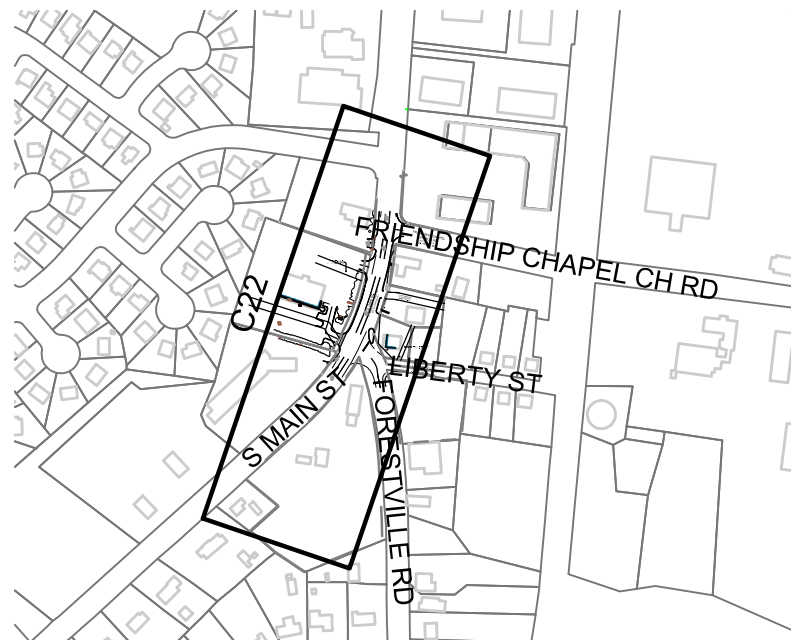


PROFESSIONAL SEAL

[illegible]

DRAWING INDEX

SCALE: 1"=500'



WAKE FOREST WATER LINE REPLACEMENT
WAKE FOREST, NORTH CAROLINA
CITY OF RALEIGH PUBLIC UTILITIES

DRAWING INDEX

PROJECT NAME:

DRAWING TITLE:

PROJ. MGR.:	MWF
DESIGN BY:	MWF/MOS
DRAWN BY:	MOS
PROJ. DATE:	2015
DRAWING NUMBER:	
G3 OF 50	
WKD PROJ. NO.:	
20150051.00.RA	

PRELIMINARY-60% SUBMITTAL FOR REVIEW ONLY

All construction to be in accordance with all City of Raleigh and/or NCDOT standards and specifications

ATTENTION CONTRACTORS

The Construction Contractor responsible for the extension of water, sewer, and/or reuse, as approved in these plans, is responsible for contacting the **Public Utilities Department at (919) 996-4540** at least **twenty four hours** prior to beginning any of their construction.

Failure to notify both **City Departments** in advance of beginning construction, will result in the issuance of **monetary fines**, and require reinstallation of any water or sewer facilities not inspected as a result of this notification failure.

Failure to call for Inspection, Install a Downstream Plug, have Permitted Plans on the Jobsite, or any other Violation of City of Raleigh Standards will result in a Fine and Possible Exclusion from future work in the City of Raleigh.

Public

Water Distribution / Extension System

The City of Raleigh consents to the connection and extension of the City's public water system as shown on this plan. The material and Construction methods used for this project shall conform to the standards and specifications of the City's Public Utilities Handbook.

City of Raleigh
Public Utilities Department Permit #

Authorization to Construct _____

Date _____

DRAWING INDEX

SCALE: 1"=500'



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-48-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [June 2023 Monthly Report.pdf](#)

June 2023 | Department Monthly Report

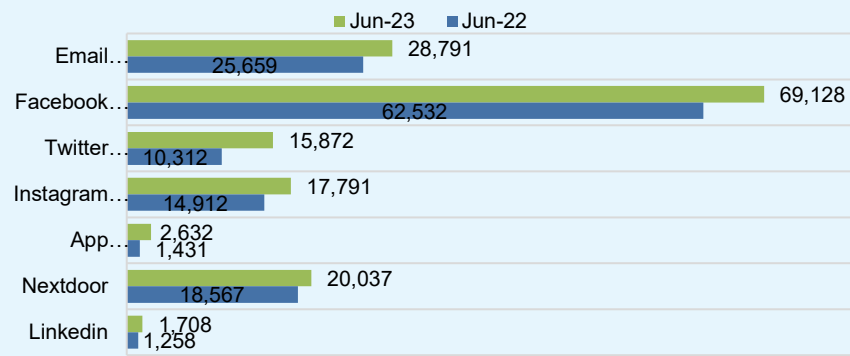


Communications

ANNOUNCEMENTS	
Media Releases	40
Email Announcements	17
Town-to-Resident Phone Calls/Texts	0

TOP 5 VIEWED PAGES ON WEBSITE		
RANK	PAGE	VIEWS
1	Home	13,215
2	Forms & Applications	8,577
3	Friday Night on White	7,309
4	WF Power	3,544
5	Holding Park Aquatic Center	11,719

SUBSCRIBERS



Downtown Development

OCCUPANCY		
	APR - JUNE 2023	APR - JUNE 2022
Occupancy Rate in Percentage	91%	90%

NEW BUSINESSES		
	JUNE 2023	FISCAL YEAR-TO-DATE
Number of New Businesses	1	14
Number of Businesses Closed	0	7

EVENTS		
FOURTH QUARTER EVENTS (APR - JUNE)	ATTENDANCE IN 2022	ATTENDANCE IN 2023
FNOW June	10000	12000

UPDATES PROVIDED QUARTERLY

James Warren retired from Wake Forest Downtown Board of Directors after ten years of service. Three new board members were elected and will start their terms in July: Liz Johnson, Mike Ponsolle, and Shirley Duehring. With Wake Forest Business and Industry Partnership, Atlas Stark Groundbreaking was held on June 23, 2023. Spirits of Wake Forest planning is in progress and Wake Forest Downtown, Inc. is excited to be partnering with Firebox Theatre Company for storytellers this year.

Economic Development

WFBIP MONTHLY NEWSLETTER

[VIEW](#)

The Wake Forest Business & Industry Partnership's Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

REQUESTS FOR INFORMATION (RFIs)

	JUNE 2023	JUNE 2022
Number of Responses to RFIs	0	0

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Greenberg Gibbons Properties

Black & White Coffee Roasters

TruStacks

RIoT

Prosper PT & Wellness

Coach Val Customized Fitness

Engineering

PROJECT

UPDATE

Stormwater Infrastructure

The Stormwater work group continues to meet. The third meeting takes place July 12th. We anticipate a presentation to BOC in late Summer or early Fall.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS

COMPLETION DATE

NC Sales and Use Tax Form E500 and payment	6/12/23
ORBIT/LGERS Report – NC State Treasurer	6/1/23
Utility Sales Tax Return – E500 E	6/12/23
BLS Department of Labor Report	6/12/23
Gross Receipts Tax report	6/12/23
Food & Beverage Tax Report	6/12/23

ACCOUNTING/FINANCE

AMOUNT

Total Accounts Payable Disbursement	\$2,322,677
Total ePayables & Payroll Disbursement	\$2,899,764
Total Number of Invoices Paid	331
Total Amount of Invoices Paid with credit card	\$701,411

FY 2023-2024 Budget

COMPLETION DATE

Discussion of FY 2023-24 Proposed Annual Budget	June 6, 2023
Budget Adopted	June 20, 2023

PURCHASING / WAREHOUSE

Purchase Orders Processed	21
New Vendors Set Up	10
Informal Quotes	9
Surplus Items	Sold 6 surplus items for a total of \$68,290
HUBSCO	0 reports submitted

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	12 hours per week
Updates	Mobile Food Truck meeting with Ripe Revival

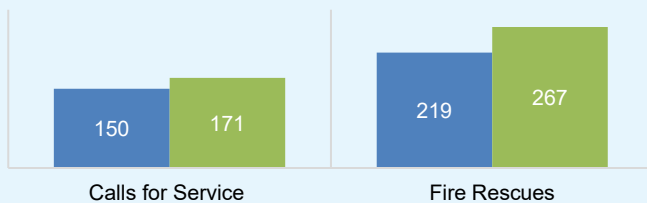
Fire

KEY STATS

	JUNE 2023	JUNE 2022
Calls for Service	398	469
Average Response Time	04m:26s	4:16

FIRE-KEY STATS

■ Jun-23 ■ Jun-22

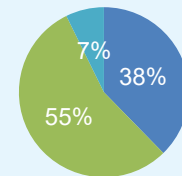


TYPES OF CALLS

	JUNE 2023	JUNE 2022
Fire	150	171
Medical	219	267
Motor Vehicle Accidents (MVA)	29	31

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Joseph Shearin	WF Power	Elec. Powerline Crew Supervisor	6.26.23

EMPLOYMENT

As of May 30, 2023	JUNE 2023	JUNE 2022
Positions Filled	397	375
Vacancies	16	24
Total Authorized Positions FY 2022-2023	413	399

Information Technology

SERVICE STATS

	JUNE 2023	JUNE 2022
Service Requests Completed	439	406
Network Uptime Percentage	99.9%	100%

Inspections & Public Facilities

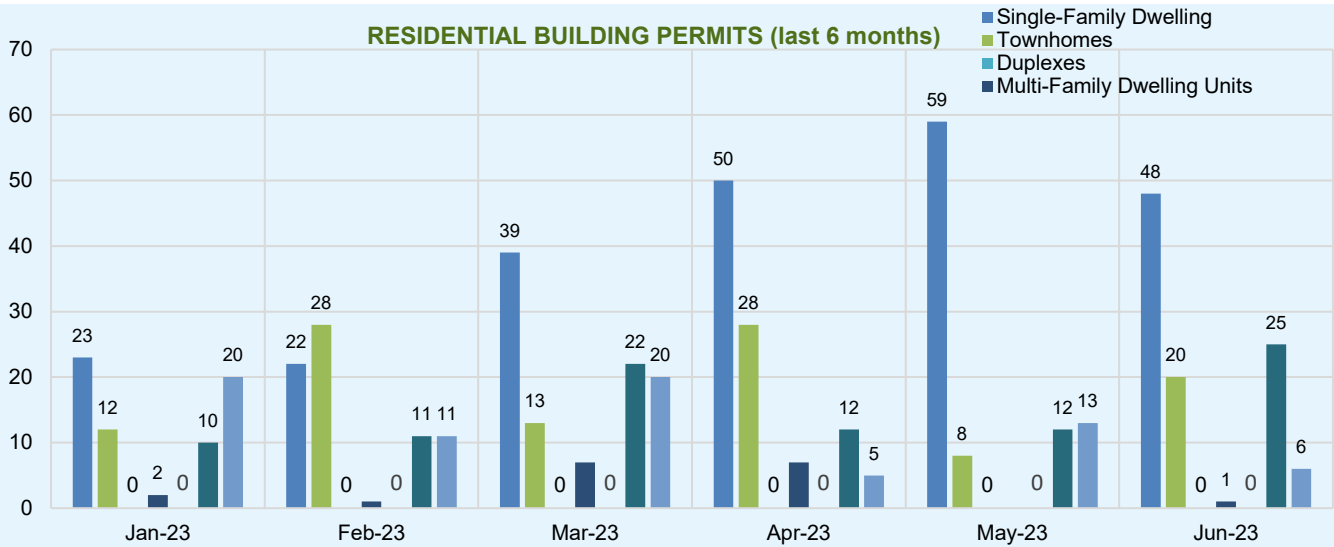
RESIDENTIAL PERMITS

	JUNE 2023	JUNE 2022
Single-Family Dwelling	48	37
Townhomes	20	38
Duplexes	00	00
Multi-Family Dwelling Units	01	09
Other	123	156
Total	192	289

NON-RESIDENTIAL PERMITS

	JUNE 2023	JUNE 2022
New Commercial	02	03
Fit-Ups	04	02
Other	37	55
Total	43	60

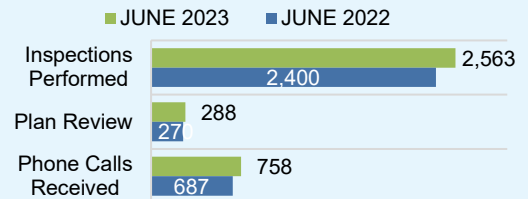
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	JUNE 2023	JUNE 2022
Preventative Maintenance Completed	494	462
Reactive Work Orders	112	123

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES	ADDRESS
WakeMed Medical Office	1030 Siena Dr
Autobell Car Wash	939 Gateway Commons Cir
FIT-UPS	
Wake Forest Police Department	745 Merritt Capital Dr 113
Wake Forest Food Hall	303 E Roosevelt Ave
Enterline Group	740 Merritt Capital Dr 107
NC Sports Group	740 Merritt Capital Dr 100
PRE-OCCUPANCIES	
European Bakery and Café	2010 S Main St 404
Qwik Pack and Ship	11216 Capital Blvd 115
BYoung Physical Therapy & The Running PTs	10501 Ligon Mill Rd 104
Unlimited Performance and Customs	1423 Wait Ave 330
Cedar Oaks Clinic	1744 Heritage Center Dr 103

Parks, Recreation & Cultural Resources

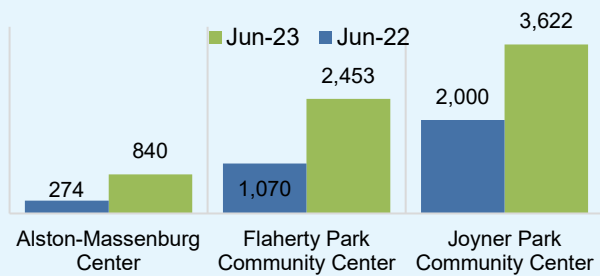
ATHLETICS

	JUNE 2023	JUNE 2022
Registrations Received – Youth	789	561
Registrations Received – Adult	0	0
Games Held	246	298
Revenue	\$57,145	\$39,980

PROGRAMS

	JUNE 2023	JUNE 2022
Registrations Received – Youth	270	278
Registrations Received – Adult	122	2090
Classes/Programs Held	42	41
Revenue	\$22,275.05	\$17,156.55

VISITORS TO COMMUNITY CENTERS



RECONNECT PROGRAM GUIDE [VIEW](#)

The program guide is updated twice per year in January and July.

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	3
PM Inspections and services	73
Evening and Weekend Park Services	4

FACILITY RENTALS

	JUNE 2023	JUNE 2022
Athletic Fields	9	31
Joyner Park Outdoor / Open Space	7	7
General Outdoor / Open Space	2	2
Picnic Shelters	8	2
Wake Forest Community House	8	4
Joyner Park Community Center	7	5
Flaherty Park Community Center	1	1
Alston-Massenburg Community Center	4	3

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JUNE 2023	JUNE 2022
Aquatic Center	5526	7138
Taylor Street Sprayground	3319	3017

Planning

DEVELOPMENT SERVICES MONTHLY REPORT ZON [VIEW](#)

VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari, or Edge when viewing the dashboard.

CERTIFICATES OF APPROPRIATENESS

	JUNE 2023	JUNE 2022
COAs Received	2	1
COAs Approved	2	0

Police

KEY STATS

	JUNE 2023	JUNE 2022
Calls for Service	4072	4645
Vehicle Crashes	164	166

Public Works

Streets:

- Sweeper, Forklift, Flagger Training
- Concrete- Sidewalk repairs- 373' Curb-36'
- Asphalt- Tons Replaced 106- Patches 17
- Stormwater- Sweeper 356 Miles, Holding Park outfall, Video pipe for resurfacing project.
- Graded 881 ft of the shoulder on N. White St.

Solid Waste: Tavius Jones was promoted to Equipment Operator, new rear loader truck has arrived and will go into service in July, consistent yard waste cleanup, including many new areas, with very few misses.

Fleet: N/A

Urban Forestry: Helped summer camp kids, pruned 646 trees, helped with data in the cemetery

Admin: started new data entry for the cemetery; large cart delivery month

RECYCLING

	JUNE 2023	JUNE 2022
Volunteer Collected Litter	75	50
Volunteer Collected Recycling	0	0
Volunteer Hours	10	6
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	2	1
Number of Litter Kits Issued/Returned	2	3

SOLID WASTE

	JUNE 2023	JUNE 2022
New Construction Homes Added	84	49
New Cart Sets	84	49

CEMETERY

	JUNE 2023	JUNE 2022
Number of Plots Sold	0	3
Number of Niches Sold	0	0
Total Plots Available	0	61

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	JUNE 2023	JUNE 2022
Monthly In-Person Attendance	1330	1431
Virtual Views	1104	247
Ticketed Events Held	0	3
Free Events Held	2	2

RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

Highlights for June 2023 for the Renaissance Centre

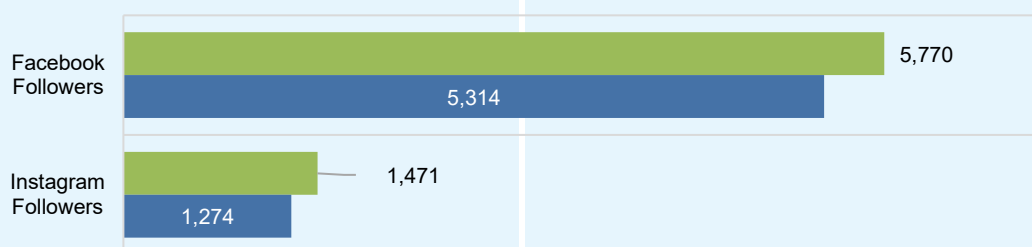
Five new businesses and individuals have joined the Partners Circle. Welcome new Sapphire Level Partners: Birkner Insurance, Ting, and Walters Insurance Agency, and new Ruby Level Partners: Joe & June Bowman and Perkins Counseling & Psychological Service. In addition, several partners moved up to a higher level. The newest Magenta Level Partner is Warren, Shackleford, and Thomas Attorneys, and Wild Birds Unlimited has moved up to the Sapphire Level. 100% of the 2022/23 season Partners have committed to remain as sponsors.

The 2023-24 Main Stage Performance Series tickets went on sale this month. By the end of the month, 1473 tickets were sold with over \$55,000 in ticket revenues. Three of the shows have sold out. The Friends of the Centre membership campaign has 176 members with almost \$17,000 in donations.

The United Arts Council of Raleigh and Wake County awarded the Renaissance Centre a \$5,000 grant.

SOCIAL ENGAGEMENT

■ Jun-23 ■ Jun-22



Wake Forest Power

CUSTOMER SUMMARY

	JUNE 2023	JUNE 2022
Electric Meters/Customers	7,125	6,721
Pre-Pay Power Customers	487	454
H.O.P.E. Participants	45	45
N.C. GreenPower Participants	16	17

POWER OUTAGES

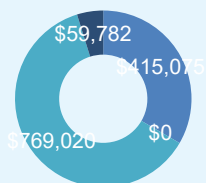
	JUNE 2023	JUNE 2022
Total Number of Customers Affected by Outages this Month	1173	163
Average Number of Customers Affected per Outage	130.33	18.11

PAYMENTS RECEIVED

	JUNE 2023	JUNE 2022
eSuite Credit Card Payments	\$415,075	\$353,201
eSuite Credit Card Payments (Pre-Pay)	0	2,711
Paymentus CC Payments	\$769,020	562,498
Paymentus CC Payments (Pre-Pay)	\$59,782	53,425

PAYMENTS RECEIVED

JUNE 2023

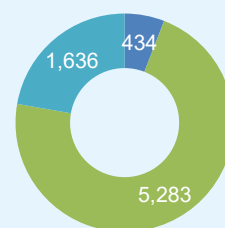


- eSuite Credit Card Payment
- eSuite Credit Card Payment (PrePay)
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

NUMBER OF TRANSACTIONS

	JUNE 2023	JUNE 2022
eSuite Credit Card Payments	434	790
Paymentus CC Payments	5,283	3,792
Paymentus CC Payments (Pre-Pay)	1,636	1,374

PAYMENTS RECEIVED JUNE 2023



- eSuite Credit Card Payment
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 06/14 /2023

Number of members in attendance 7 out of 11

Chairperson Andrea Radford presented Dean Verhoeven a Local Landmark Plaque for his property, the Tommy & Sue Byrne House. Staff presented a training on the Demolition of Historic Structures Ordinance. The group made plans to participate in the Juneteenth Celebration at the DuBois Campus.

Human Relations Council

MEETINGS

Most recent meeting held 06/22/2023

Number of members in attendance 7 out of 10

Preparing for Good Neighbor Day in September 2023.

Public Art Commission

MEETINGS

Most recent meeting held 06/22/2023

Number of members in attendance 8 out of 8

The Commission met at the Alston Massenburg Center. The Commission continued planning the October Celebration of the Arts. The Commission reviewed the community survey results for art at Alston Massenburg Center.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 06/26 /2023

Number of members in attendance 7 out of 10

The PRCR Advisory Board met on June 26, 2023, at 6:30 pm at Town Hall in training rooms A & B. There were 7 out of 10 in attendance.

Work Groups Update:

National Trails Day – 5k/3k Recap: There were 250 runners, over budget \$12.39; some feedback, runners liked the location, contributing to the greenway, well organized, add mile marks and EMS; marked locations on Friday for signs prior to race with numbers. The Timing company was great. Need more volunteers next year. Set time to allow runners to start the race.

Art in the Park (8/26) No feedback, Ruben connected Travis with Police, waiting to hear back from Fire.

Unplugged (9/3): Luke met with Suja and worked on prizes for the event.

Technology Advisory Board

MEETINGS

Most recent meeting held 06/ 26/2023

Number of members in attendance 8 out of 12

The Technology Advisory Board convened to deliberate the latest advancements in Smart City initiatives, provide updates on NCDOT traffic signal enhancements, and determine the venues for upcoming meetings scheduled for this month.

Urban Forestry Board

MEETINGS

Most recent meeting held 06/ 27/2023

Number of members in attendance 7 out of 11

The Board members gave process updates to their ongoing projects and were joined by the Neuse River Hawks.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-49-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

CIP Project Tracker

Recommendation:

Item Summary:

ATTACHMENTS

- [CIP Project Tracker Q4_FY2022-2023.pdf](#)

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	COMPLETED YES / NO	PROJECT UPDATE: Q4: April-June 2023
General Government						
Ailey Young House Rehabilitation	Construction	\$303,500	Preservation of the building Will provide an African American historical resource	Planning Michelle Michael	No	Funded phase has been completed. Will seek additional funds for future phases in upcoming years.
Town Hall Wayfinding Designs/Signage - Phase I		\$500,000	Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations	Communications Bill Crabtree	No	Internal steering committee members submitted their comments concerning the proposed sign location plan and message schedule. MERJE is making updates to both on the basis of those comments. Updated versions will be available by early July.
Information Technology						
Information Technology - No active projects this Quarter						
Public Facilities						
Town Hall - Carpet Replacement/Renovations/Office Upfits		\$277,300	Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22	Public Facilities – Mickey Rochelle	No	Complete with minor punchlist items underway.
Town Hall - Lighting & Leak Repair		\$321,000	Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)	Public Facilities – Mickey Rochelle	No	Lighting parts were backordered. Work will begin on second floor in July.
Fire Training Deck Rebuild		\$48,000	Remove and rebuild deck on training conex units	Public Facilities – Mickey Rochelle	No	Out for bid.
Greenway, Transportation & Pedestrian Access						

Traffic Pedestrian Signals	In Progress	\$135,000	Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame	Public Works – Engineering Joe Guckavan	No	The signal at Song Sparrow and Forestville Roads is complete and fully operational. Complete.
Dunn Creek Greenway, Phase 3	Right-of-way	\$40,000	Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park	Planning - Courtney Tanner	No	Continuing to work with one property owner to obtain greenway easement. This is a bond project.
Smith Creek Greenway, Phase 2	Design, Right-of-Way	\$406,700	1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge	Planning - Courtney Tanner	Yes	No new updates.
Dunn Creek Greenway, Phase 4	Design	\$157,600	0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.	Planning - Courtney Tanner	No	No new updates.
Smith Creek Greenway, Phase 3	Design, Right-of-Way	\$24,000	0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.	Planning - Courtney Tanner	No	No new updates.
Ligon Mill Road Operational Improvements	Construction	\$3,781,500	Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median divided roadway with bike lanes, extra large sidewalks, curb and gutter and intersection improvements at S. Main Street.	Engineering- Joe Guckavan	No	We are still working with NCDOT to receive final reimbursement. All documentation has been submitted and we anticipate approval soon.
Bus Shelter Installation	Construction	\$105,000	Installation of three bus shelters and amenities at stops along the Wake Forest Loop.	Planning - Courtney Tanner	No	No update. Bond project.

Ligon Mill Road Underpass	Design	\$325,000	Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.	Engineering - Joe Guckavan	No	Construction is underway. As construction activities progress, several traffic impacts are anticipated. Single lane closures 9am-4pm. Closing of Song Sparrow at Ligon Mill in December. Detour of Ligon Mill Rd to Main St to Capital, to Burlington Mills for approximately 3 weeks.
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Parks, Recreation and Cultural Resources

Parks, Recreation and Cultural Resources- No active projects this Fiscal Year

Asset Maintenance

Flaherty Park Dam Maintenance and Repair	Design	\$1,010,200	Remove pond dam and repair stream	Engineering Monica Sarna	No	Freese & Nichols is under contract and will complete design and permitting, and construction documents.
Wake Forest Reservoir Improvements	Design	\$4,478,500	Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock. New Bridges.	Engineering Monica Sarna	No	Design is underway. We anticipate 30% plans shortly for review and comment.
Sidewalk Replacement	In Progress	\$100,000	Replace deteriorated, broken and/or uneven sidewalks	Public Works - Streets Tim Bailey	No	Replaced 1100 LF of sidewalk in various location
Street Maintenance and Resurfacing	In Progress	\$100,000	Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrow segments in Downtown.)	Engineering Joe Guckavan	No	Core sampling of proposed streets for repair is complete and we are on track to have a contract in place late Fall '23. This will be the first of three contracts for \$6,000,000.
Stormwater Infrastructure Maintenance and Funding	In Progress	\$325,000	Stormwater Infrastructure Assessment for the continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.	Engineering Monica Sarna	No	A Stormwater Utility Working Group has been established. The first meeting was early May, and we met in early June. We anticipate 6 meetings total (finishing in October). Once complete a final report and recommendation will be provided and presented to the BOC.

Wake Forest Power

Line Construction/ System Improvements	In Progress	\$850,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	No	Grove 98 primary completed. Moving on to Grove SE.
LED Conversion	In Progress	\$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	No	None this year - not included in the budget.

Electric Building Improvements - 5301 Unicon Dr.		\$149,500	Electric Department Building including building remodel and construction retrofitting	Public Facilities- Mickey Rochelle	No	Complete.
Downtown Underground Conversion - Wait Ave		\$250,000	Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals.	Wake Forest Power Chris Terrell	No	All the pipe is in the ground; will be starting this month to convert overhead to underground.
Public Works						
Transportation New Sidewalk Projects	In Progress	\$100,000	Streets to install missing sidewalk as identified by Town staff or through the CTP.	Public Works- Streets Tim Bailey	No	No update.
Transportation Roadway Lighting		\$50,000	Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards	Public Works- Streets Tim Bailey	No	No update.
Major Capital Projects						
Major Capital Projects - No active projects this Quarter						
Completed Projects						
W. Oak Avenue Pedestrian Underpass	Complete	\$168,000	*Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street	Administration Candace Davis	Yes	
Rogers Road Widening & Pedestrian Underpass	Complete	\$1,755,500	*Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd	Administration Candace Davis	Yes	
Athletic Fields Lighting System Replacement/ Installation*	Complete	\$1,279,000	*Replacement plan for lighting at athletic fields	Parks, Recreation & Cultural Resources Ed Austin	Yes	
Public Safety OSSI System Refresh	Complete	\$40,000	*Upgrade existing OSSI hardware and operating systems	IT Tom LaBarge	Yes	
Renaissance Centre Renovations Phase 1	Complete	\$1,237,000	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	
Hedrick Property Purchase	Complete	\$595,515	N/A	Public Works	Yes	
Spraygrounds/ Water Features*	Complete	\$411,268	*New sprayground water features at Smith Creek, Flaherty Park, and Future Center	Parks, Recreation & Cultural Resources Ruben Wall	Yes	
Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*	Complete	\$138,000	*Building sand-based grass infield *Grading of entire field *Installation of hybrid sod on Field 2	Parks, Recreation & Cultural Resources Ruben Wall	Yes	

Renaissance Centre Renovations Phase 2	Complete	\$995,800	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	
Communication Center Hardware Upgrade/ Vista 911	Complete	\$180,000	*Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics	IT Jeff Leonard	Yes	
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation	Complete	\$137,500	*Security alarms and cameras *Install card access at remaining buildings	Public Facilities Mickey Rochelle	Yes	
Equipment/Materials Storage Building	Complete	TBD	Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop	Parks, Recreation & Cultural Resources Ruben Wall	Yes	
Smith Creek Stream Bank Repair	Complete	\$200,000	* Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew. *Working with FEMA on 404/406 funding	Public Works - Engineering Carrie Mitchell	Yes	
Athletic Court Reconstruction*	Complete	\$62,500	*Reconstruction of Tyler Run and Ailey Young basketball courts	Parks, Recreation & Cultural Resources Ruben Wall/Josh Glover	Yes	
Holding Park Pool and Playground Renovation	Complete	\$2,929,000	*Renovation of Holding Park pool *Improved /more accessible playground with improved drainage system	Parks, Recreation & Cultural Resources Ruben Wall	Yes	
Dunn Creek Greenway - Downtown Connector	Complete	\$1,491,500	*Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.	Administration Candace Davis	Yes	
Smith and Sanford Creek Greenway	Complete	\$6,054,935	*Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.	Administration Candace Davis	Yes	
Road Connections	Complete	\$8,286,000	*Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.	Community Development	Yes	

Road Connections	Complete	\$8,286,000	Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road	Public Works – Engineering - Jonathan Jacobs	Yes	
North Main Stormwater Repair and Roadway Rehabilitation	Complete	TBD	Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.	Public Works – Engineering - Jonathan Jacobs	Yes	
Richland Creek Stream Restoration, phase 2 (The Cottage)	Complete	\$100,000	Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	Yes	
Joyner Park Phase 2	Complete	\$11,880,930	Master Plan for Joyner Park Community Center and other improvements to the park	Parks, Recreation & Cultural Resources Ruben Wall	Yes	
Comprehensive Transportation Plan	Complete	\$199,363	*Multimodal Transportation Plan	Planning	Yes	
Downtown Improvements Phase 3	Complete	\$5,600,000	Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.	Administration Candace Davis	Yes	
Richland Creek Stream Repair 2017	Complete	\$116,950	Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	Yes	
Senior Center Expansion	Complete	\$4,861,300	Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement	Public Facilities Mickey Rochelle	Yes	
Board Chambers A/V Camera System	Complete	TBD	Update existing audio visual, camera and sound system in the Board Chambers for televising meetings	Administration Aileen Staples	Yes	

Dog Park Upgrades	Complete	\$155,000	New configuration, shade structures, fencing, water fountains, and ADA access	Parks, Recreation, & Cultural Resources Josh Glover	Yes	
Installation of Irrigation and Sod Flaherty Park Field #3	Complete	\$60,000	Grading and sod installation in the outfield portion.	Parks, Recreation, & Cultural Resources Josh Glover	Yes	
North White Street Landfill - Cap Construction	Complete	\$565,000	In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).	Public Works- Magda Holloway/Jeanette Johnson	Yes	
Priority Pedestrian Corridors: Wait & West Oak Avenue	Complete	\$3,800,000	Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.	Public Works – Engineering Jonathan Jacobs	Yes	
Stadium Drive Complete Street	Complete	\$10,643,800	Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.	Public Works – Engineering Jonathan Jacobs	Yes	
Forestville Road Pedestrian Underpass	Complete	\$349,000	*Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement	Administration Candace Davis	Yes	
Fiber Infrastructure Project	Complete	\$2,496,158	Interconnect Town sites with a fiber network infrastructure	IT Adam Oates	Yes	
Endeavor Charter School	Complete	\$750,000	Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)	Engineering - Joe Guckavan	n/a	
Northeast Community Plan	Complete	\$93,715	Update to the 2007 Northeast Neighborhood Plan	Planning Michelle Michael	Yes	

Ailey Young Dam Removal & Stream Repair	Complete	\$817,105	Remove pond dam Repair stream	Engineering Joe Guckavan	No	
Greenway and Park Signage, Phase 1	Complete	\$1,082,500	*Wayfinding, phase 1- Sign implementation across greenways and parks	Public Works	Yes	
Community Plan	Complete	\$206,760	Update to the 2009 Community Plan	Planning Jennifer Currin	yes	
Public Works Operations Center (Renovation/Upgrade)	Complete	\$16,110,000	Expansion of the Operations Center	Public Facilities Mickey Rochelle	No	
Rogers Branch Installment	Complete	\$759,900	Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road	Engineering - Joe Guckavan	n/a	



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-50-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

Strategic Plan

Recommendation:

Item Summary:

ATTACHMENTS

- [Strategic Plan Working Document_Q4 April-June2023.pdf](#)

Town of Wake Forest Strategic Plan
Quarterly Updates

Instructions
Initiatives may be added or modified each quarter. Priorities are adopted by the Board of Commissioners and will not be modified.

Legend

Continuous Initiatives

Complete Initiatives

2022-2027 Strategic Plan

Adopted on **March 15, 2022**
Effective **Date July 1, 2022**

Link to website: <https://www.wakeforestnc.gov/strategic-plan>

GOAL 1: Sustaining Excellent Town Services



Priority: Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Human Resources	Work cooperatively with the Strategic Performance team to further build out the Employee Recognition Program.	No Update	Meeting set for January 9, 2023 for further discussion.	Discussions ongoing.	Core Values Quarterly Award Recognition Program ongoing throughout the year. Bi-monthly employee recognition on a departmental level. Powering Performance Newsletter recognizes outstanding efforts of employees. Bi-annual Employee Food Truck appreciation event takes place each spring and fall.
2. Human Resources	Will continue to work to address initial exposure to the organization by developing onboarding programs that are technologically advanced and attractive to new employees.	Anticipated go-live date January 2023	Ongoing - Re-vamped New Employee Orientation set to go live 1.09.23 to include new Welcome Portal and Paperless processing systems.	Re-vamped orientation completed. Ongoing improvements to continue. Follow-up survey in development.	Ongoing. FY24 approved budget contained reduced dependent medical insurance premiums.
3. Human Resources	Will continue to review benefit offerings to remain strategic and at the forefront of creative initiatives that are attractive to employees.	No Update	Meeting set for December 19, 2022 with Benefits Broker.	Completed - Open Enrollment with new plan design set for May 2023.	Ongoing. FY24 approved budget contained reduced dependent medical insurance premiums.
4. Human Resources	Work with the internal Wellness Committee to introduce the workforce to a day of Wellness featuring Fiscal Wellness and well-being to also include Art, Meditation, Yoga, etc. - this event is being planned for Spring 2023 in line with Open Enrollment initiatives.	No Update	Meetings and planning ongoing.	Held a Day of Wellness for all staff on March 17, 2023.	Ongoing.
5. All	Internship & Apprentice programs to introduce students to opportunities in local government and help them gain experience for future employment. To include High School Students age 18 or older.	Inspections will be attending the career fair at Heritage HS in October. WF Power (WFP) will attend Nash Community College (NCC).	The Inspections Department started an intern in October. WFP participated in the Highschool truck fair and NCC career day. Administration will be onboarding a new Interna as of 1.09.23.	Inspections had another intern start in February, for a total of two interns. HR is working to build out internship opportunities with new recruitment platform. A job ad for the Historic Preservation, Parks, Recreation and Cultural Resources and Public Works have intern ads posted.	Inspections is advertising for an apprenticeship position in June that will start in July. This is a two year position. Planning has a Historic Preservation internship that started in June. A student from Appalachian State University started his internship with the Police Department on 5/30. He will be hired as a Police Recruit in July and sent to Basic Law Enforcement Training. Public Works (PW)- Hired intern for the summer months to assist in PW duties. It is a good educational opportunity for students to participate in local government work. The following departments also have summer interns: Planning, Communications, Administration and Finance
6. All	Continue to work with employees to grow and learn from one another (interdivision/interdepartmental experience and education).	Citizens Academy is being filmed and footage will be used during new employee orientation to share interdepartmental awareness.	WFP has begun inter-crew training sessions once a month. Inspections trained Planning on level 1 building inspections.	Cross training with Tree and Operations division in WFP. PW and HR have trained and obtained CDL driver's license for two employees this qtr.	Public Works- one staff member obtained A CDL class A drivers license. Two Urban Forestry team members passed the pesticide applicator exam. PRCR Dept. - One staff member passed the NRPA Certified Playground Safety Inspector exam. Two staff members completed the Baseball Field Management from the Department of Horticulture and Crop Science at The Ohio State University. Two staff members met the requirements to advance to the next level of the Park Maintenance Career Ladder.
7. All	Teambuilding, and retention strategies	The Planning Department held a team building event to celebrate all their hard work on the Community Plan.	The Town continues ongoing team building exercises. A committee meets monthly to explore opportunities for retention and motivation of employees. A bi-monthly gift card recognition program is on-going as well as the quarterly core values program. Planning, Engineering and Inspections had their annual chili cook-off.	Public Works held an appreciation breakfast to encourage fellowship among the team. The second quarter Core Values Award Recognition program was held on February 9th. A bi-monthly gift card recognition program is on-going. A Powering Performance Newsletter was released In February and focused on employee and team recognition.	Public Works held the APWA employee appreciation lunch for staff and held teambuilding activity. Presented the 2023 PW employee of the year award. PRCR held it's Annual Staff Retreat. Each department conducts periodic meetings, retreat and teambuilding activities to promote a positive working culture.
8. Engineering	Restructure positions to encourage team approach and develop career growth ladders for each area of expertise.	Restructure memo approved. Position changes anticipated in January.	On track to complete restructuring and assign permanent positions according to the approved memo.	Career growth ladders have been created and implemented for various departments.	Two staff members have been promoted through the career growth ladder.

Town of Wake Forest Strategic Plan
Quarterly Updates

Priority: Evaluate cost effective solutions for Town Services					
Department	Initiatives	Q1 UPDATES 2022 JUL 2022- SEP	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Finance	Update impact fees - fire and parks and recreation. Last updates were in 2016 - these fees help pay for cost of capital improvements resulting from growth.	Impact fee updates are scheduled for later in the fiscal year.	Working on soliciting proposals from qualified consultants to update respective impact fees.	Respective firms have been selected for each of these updates.	Fire impact fee update is underway and contract has been signed for the recreation impact fee consultant. Completion and presentation of updates expected within first half of FY 2024.
2. Engineering	Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements.	Update to be presented at Board retreat in January.	Updates will be presented at the Board retreat in January 2023.	Plans are to include a Stormwater Management department effective July 1, 2023 to isolate costs specific to stormwater and prepare for developing utility.	The Stormwater Utility Work Group has been established and has met in May and June. A presentation with recommendations will be provided to the BOC later this year.
3. Finance	Continue to analyze cost of providing solid waste/recycling/electricity and update fee accordingly.	After year-end financial results are presented for electric, rate adjustment scenarios will be considered.	Will be meeting internally to review electric year end results. Possible rate adjustment to be considered in April 2023.	Electric rates adjusted March 21, 2023 to be effective with bills on/after April 1 and September 1 respectively. Solid waste service currently being analyzed and adjustments to fee will be considered as part of FY 23-24 Proposed Budget.	Next rate adjustment for electric will be effective September 1, 2023. Solid waste fee increased to \$22.00 per month effective July 1 with FY 23-24 Budget approval.
4. Public Works	Seek opportunities for sustainable developments that support economic interests for the Town and still continue to support community members. For example, grants for recycling cart upgrades and recycling education.	Currently in the process of using the waste reduction and recycle grant from DEQ. Citizen Academy session offers recycle education.	Received funding for carts from DEQ grant. New Clean Cubes have been installed downtown(16). Completed pilot program to reduce contamination and increase recycling.	Currently mailing recycling education materials.	Mailed recycling education materials, attended town events to discuss recycling, trash, and other public works information. Worked to develop new contract with contractor which provides information on reimbursement for TOWF damaged/missing equipment.
5. Wake Forest Power	Working with ElectriCities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.		Purchased 50 kva transformers through ElectriCities solicitation. Working with utility directors committee to establish a centralized warehouse.	Joint purchase of basic wire.	Ongoing communications between staff, vendors and ElectriCities to procure items needed.
6.Human Resources	Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program.	No Update	No ideas submitted this quarter. Exploring ways to further promote program.	No ideas submitted this quarter.	Ongoing.
7. Inspections	Maintain next day inspection policy.	Inspections continues to perform next day inspections 99% of the time.	Inspections continues to perform next day inspections 99% of the time.	Inspections continues to perform next day inspections 99% of the time.	Inspections continues to perform next day inspections 99% of the time.
Priority: Maintain public safety response time as road conditions change					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Police/Fire	Share real-time road conditions between officers in the field and the Communications Center; maintain minimum staffing to ensure adequate response times.	PD continuously monitor road conditions and traffic in high travel areas, such as schools, and adjust patrols as needed.	Officers in the field continuously monitor road conditions and share real-time traffic information with other officers and the communications center as a way to aid in ensuring adequate response times. The Police Department also continues to maintain adequate minimum staffing levels to ensure adequate response times.	Officers in the field continuously monitor road conditions and share real-time traffic information with other officers and the communications center as a way to aid in ensuring adequate response times. The Police Department also continues to maintain adequate minimum staffing levels to ensure adequate response times.	Officers in the field continuously monitor road conditions and share real-time traffic information with other officers and the communications center as a way to aid in ensuring adequate response times. The Police Department also continues to maintain adequate minimum staffing levels to ensure adequate response times.
2. Engineering	Develop pavement management program to maximize life of roadways and improve derogated roads.	Under contract with MottMac--Anticipate first draft in November '22	First draft presentation presented. Working with the consultant to finalize the pavement management program.	The Pavement Management Program (PMP) is complete and was presented to the BOC. We are working to prepare Construction Documents for bidding. Anticipate first contract to begin late 2023.	Engineering work is well underway. We anticipate a construction contract late Fall '23 for the first of three \$6,000,000 contracts.

GOAL 2: Creating Accessible Housing Opportunities



Priority: Develop an Affordable Housing Plan					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Planning	Develop a Housing Affordability Plan.	The Housing Affordability Plan was adopted on 9/20/22.			
Priority: Develop a plan to actively advocate for redevelopment of quality public housing					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Planning	Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program.	The Town worked with the Housing Authority to develop language on the Housing Affordability Plan. At this time the Housing Authority is evaluating RAD.	No update.	No update.	Wake County Housing Authority received bids to do their Physical Needs Assessment (PNA) for all the properties and are hoping to award in this quarter.
Priority: Preserve naturally occurring affordable housing					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023

Town of Wake Forest Strategic Plan
Quarterly Updates

1. Planning	Develop SOPs for nuisance violations.	Zoning Enforcement Officer taking a class and cross-training with inspections on the Building Code. Developing nuisance education program for the Northeast Community.	Contract signed for junk abatement, and junk has been removed from several locations.	RFQ reissued for grass abatement.	Contract signed for grass abatement, and grass has been cut at several locations.
2. Inspections	Minimum Housing Program.	Inspections continues to enforce the Minimum Housing Ordinance.	Inspections continues to enforce the Minimum Housing Ordinance. Working with a property owner to reinforce a failing retaining wall that is affecting the structural stability of a residence.	Inspections continues to enforce the Minimum Housing Ordinance. Larry Rochelle has been appointed to serve another term as president of the NC Association of Housing Code Officials.	Inspections continues to enforce the Minimum Housing Ordinance. Larry Rochelle, current president of the NC Association of Housing Code Officials (NCAHO), hosted -a two-day NCAHO workshop at the Renaissance Center in May.
3. Planning	Implement the Town's Housing Rehab. Program.	Contract for FY23 has been executed for housing rehab program.	Work program underway.	Work program underway.	Rebuilding Together the Triangle is on track to complete seven homes this fiscal year.

GOAL 3: Fostering a Safe, Diverse and Welcoming Community



Priority: Create new and improved gateways and wayfinding

Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Engineering	Construct greenways as part of bond referendum.	No updates	Anticipate design/construction phases to begin in '23. Refer to the Town's Capital Improvement Plan (CIP) for additional detail.	Anticipate design/construction phases to begin in '23. Refer to the Town's Capital Improvement Plan (CIP) for additional detail.	Anticipate design/construction phases to begin in '23. Refer to the Town's Capital Improvement Plan (CIP) for additional detail.
2. Communications	Lead an initiative working with departments, advisory boards, consultants and stakeholders to identify areas where additional wayfinding and gateway signage may be beneficial.	The Town hired MERJE (West Chester, PA). to develop its wayfinding plan. MERJE conducted a site visit and met with steering committee and stakeholders Aug. 23-24. On Aug. 30, the Town hosted a virtual visioning workshop that gave residents, business owners, and stakeholders the opportunity to share their thoughts and opinions on the design of the wayfinding system. We also created a page on Engage Wake Forest to provide information about this initiative and solicit citizen input.	On October 25, MERJE provided an update to the steering committee and stakeholders team. During the meeting, MERJE presented three wayfinding design options and provided a survey for committee members and stakeholder team members to offer their feedback. Nearly everyone who received the survey, completed and submitted it. MERJE will use the responses to develop a fourth design option which will be presented to the community and the BOC.	During the January 20th BOC Retreat MERJE presented the final design for the wayfinding signage based on comments received from committee members and stakeholders. MERJE also submitted a Sign Location Plan and Message Schedule. Selected members of the internal steering committee are reviewing the proposal and will submit comments no later than April 21st.	Internal steering committee members submitted their comments concerning the proposed sign location plan and message schedule. MERJE is making updates to both on the basis of those comments. Updated versions will be available by early July.
3. Police	Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.	PD patrols greenways for safety measures and hands out water to the public as well as fostering positive P2C (police to citizen) interactions.	The Police Department continues to patrol the greenways and parks. While patrolling these areas police officers frequently have positive interactions with community members. PD spends approximately 1000 hours per year patrolling our greenway system.	The Police Department continues to patrol the greenways and parks. While patrolling these areas police officers frequently have positive interactions with community members.	The Police Department continues to patrol the greenways and parks. While patrolling these areas police officers frequently have positive interactions with community members.

Priority: Implement Action Items from the Northeast Area Plan

Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. All	Identify action items to evaluate during the UDO Update process	Existing UDO Analysis and Preliminary Recommendations Memo Wake Forest, NC UDO & MSSD Update recommends a new Northeast Community Residential District to allow only single-family detached uses, accessory dwelling units, and duplexes in keeping with the Northeast Community Plan. Planning is also working with Public Works and the NECC on nuisance abatement education program, which will officially launch next quarter. The NECC and Wake forest won an equity award for their ongoing partnership.	Identification of action items ongoing.	Identification of action items ongoing.	Identification of action items ongoing. First draft of proposed districts presented to the public in May included a new Northeast Community zoning district.
2. Planning	Focus additional residential and non-residential growth as per Future Land Use Map recommendations and explore rezoning targeted parcels to accommodate and encourage non-residential uses. (Short to Medium)		Zoning map updates being explored as part of UDO update process.	Board of Commissioners approved UDO contract amendment to include zoning map updates as part of UDO update process.	Parcels will be rezoned as part of the UDO and zoning map update. As part of this update process, this initiative will be evaluated.
3. Planning	Research potential in-fill development sites that could support future affordable housing development. (Short)		RFQ issued for land disposition/acquisition policy.	Contract executed with consultant, BAE Urban Economics, to create affordable housing land disposition policy. Project kick-off will begin in Quarter 4.	This project is currently ongoing.
4. Planning	Establish an overlay zoning district to align new construction with existing orientation, massing, height, etc. and determine building frontages applicable to each land use category. (Short)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update, and a new zoning district, not an overlay, is currently proposed.
5. Planning	Prepare and adopt discretionary guidelines to guide the design of residential and non-residential properties. (Short)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.
6. All	Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium)		Various departments attended meeting of implementation on wayfinding.		Internal steering committee members submitted their comments concerning the proposed sign location plan and message schedule. MERJE is making updates to both on the basis of those comments. Updated versions will be available by early July.

Town of Wake Forest Strategic Plan
Quarterly Updates

7. Planning	Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)		Ailey Young House on Historic Home Tour and CIP updated for land planning.	Ongoing evaluation of preservation methods.	The Town made offers to purchase two parcels adjacent to the Ailey Young house in order to have needed land for greenspace, parking, and ADA access.
8. Planning	Explore the establishment of a historic district and/or cultural landscape to preserve the character of the community. (Short to Medium)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.
9. Multiple	Consider opportunities to reduce speeding along neighborhood roadways. (Short)			The Police Department conducts patrols and enforcement activities in neighborhoods with the goal of receiving voluntary compliance of laws. The Police Department also maintains a list of areas where citizens have made complaints about speeding and conducts enforcement in those areas.	The police department continues to patrol neighborhoods. The police department hopes being visible and conducting proactive enforcement will reduce the amount of people speeding. The police department also conducts enforcement activities in areas in which citizens have made complaints of speeding.
10. Multiple	Work with local organizations to identify and implement youth programming. (Short)		PRCR •Partnered with Faith Tabernacle Church to provide a location for the youth mime dance program at the Alston Massenburg Center. This program is free to participants. •Partnered with My Birthday Too organization to provide a location at the Alston Massenburg Center to host birthday events for children with limited resources and experiencing difficult times.	The Renaissance Centre presented Rosa Parks and Friends at the Alston-Massenburg Center. The center was at full capacity. In addition, Living Rhythms African Drumming, a free event at the Alston-Massenburg Center was a success.	Electric - Participated in Rolesville Elem. " Touch a Truck " event. PRCR - Host monthly My Birth Day Too Celebrations at the Alston Massenburg Center. PRCR Advisory Board hosted 5k/3k race that included a large number of youth participants this year. Police Department hosted "Touch A Truck" to benefit Special Olympics.
12. Multiple	Attend meetings and assist with events in the Northeast Community		PD and PRCR attended the Northeast Community Coalition (NECC) meetings.	PD and Planning attended Northeast Community Coalition (NECC) meetings. PRCR staff met with NECC to discuss Juneteenth and how the department could assist with the upcoming event.	Several departments assisted with Juneteenth Celebration. Various departmental staff attended monthly NECC meetings.
13. Multiple	Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing residents flexibility in maintaining their chosen place of residence. (Ongoing)			Draft contract with DHIC to provide services to those living in the Northeast Community. Contract anticipated to be executed next quarter.	A contract was executed with DHIC in May to provide housing counseling services.
14. All	Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)	PD attended meeting with planning and the NECC to bring awareness to littering	PD and PRCR attended the NECC meetings. Ailey Young master plan included in CIP.	Ailey Young House Historic Site Master Plan funding request included in FY24 budget. Looking to acquire additional sites.	The Town made offers to purchase two parcels adjacent to the Ailey Young house in order to have needed land for greenspace, parking, and ADA access.
15. Public Works	Continue to implement tree planting programs. (Ongoing)		2022 Street Tree replacement underway	Planted 232 replacement trees during planting season	Will install more during planting season.
16. Public Works	Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)	Tree planting will resume in October- Urban Forestry	Continuing to advocate for saving specimen trees during the plan review process.	Continuing to advocate for saving specimen trees during the plan review process.	Presented the 2023 tree of the year award.
17. Planning	Identify additional historic sites in the Northeast Community. (Ongoing)		No update.	No update.	Ongoing.
18. Planning	Identify opportunities to provide educational programming to tell the stories of local historic sites and their role in the Northeast Community and Town of Wake Forest. (Ongoing)		Ongoing partnership with the Wake Forest Historical Museum on events.	Planning staff led Black History Month history tours of the Northeast Community in February.	Ongoing partnership with the Wake Forest Historical Museum on events.
19. Planning	Continue to install historic markers or other interpretive material at historic sites. (Ongoing)		Project ongoing.	Project ongoing.	Project ongoing.
20. Multiple	Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)		No update.	No update.	Ongoing.
21. Multiple	Perform a thorough analysis of utility infrastructure systems within the study area- including broadband network coverage. (Ongoing)				Ongoing.
22. Multiple	Promote maintenance of roadways.(Ongoing)	Developing a Pavement Management program. Street maintenance- ENG. and PW are working together with an outside contractor to have a street resurfacing plan together for spring/early summer 2023.	Pavement management Program anticipated to identify roadway improvement projects for Spring '23	Public Works has a CIP item for multiple roadways in this area.	Engineering and Public Works working on roadway assessments for the planned resurfacing projects.
23. Ren. Centre	Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing)		Public Art Commission will be working on the town gateway signage project.	The Public Art Commission has appointed a Art Plan Task Group to develop an art plan for the Town. The task group is comprised of Public Art Commission members and Town staff.	The community art plan is in the final stages of development by the Public Art Commission (PAC). Additionally, PAC continues to work with developers to add public art to their projects.
24. Planning	Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)		Ongoing	Ongoing.	Ongoing.
25. Planning	Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)		No update.	No update.	Meeting being coordinated with Wake County.

Town of Wake Forest Strategic Plan
Quarterly Updates

26. Multiple	Work with local community organizations to understand needs and requirements for existing community celebrations, identify additional opportunities for new celebrations, identify funding sources and collaborative partners to launch new community events. (Ongoing)		PRCR • Partnered with Faith Tabernacle Church to provide a location for the youth mime dance program at the Alston Massenburg Center. This program is free to participants. • Partnered with My Birthday Too organization to provide a location at the Alston Massenburg Center to host birthday events for children with limited resources and experiencing difficult times.	PRCR partnered with Faith Tabernacle Church to host a Black History Program and dinner at the Alston Massenburg Center.	PW- Worked with Republic Services to secure dumpsters for the Juneteenth Event.
Priority: Offer events that bring the community together and celebrate our diverse cultures					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Ren. Centre	Will present a variety of performances and programming that will attract and celebrate our diverse community.	The Renaissance Centre presented "A Fall Evening Motown Cabaret" to a SOLD-OUT audience and was the host venue for the annual DuBois Alumni Association banquet.	The Renaissance Centre hosted 9 different events this quarter, 6 were SOLD-OUT performances. The shows were The Murder Mystery Dinner Theater, Santa's Secret Workshop, Chairmen of the Board, 3 performances of Plaid Tidings and 3 performances of One Christmas Night in Memphis. In addition, the 2-day Home and Garden Show was offered to our citizens at no charge.	The Renaissance Centre presented Comedian Jen Kober, Jazz artist Shana Tucker, and the Wake Forest Film Festival. Each of these audiences were unique and brought a diverse audience.	The Renaissance Centre (RC) presented national touring artist AJ Croce's "Croce Plays Croce." The sold-out show received high praise for the level of talent available right here in our community. "Happy Dan" delighted a capacity crowd of children of all ages at the May show. In addition, the RC partnered with the Northeast Community Coalition on the Juneteenth Celebration with motivational speaker, Eugene Brown.
2. Parks, Rec. & Cult. Resources	Will host a variety of programs and special events throughout the year to bring the community together to celebrate diverse cultures.		PRCR hosted several annual special events: Oct 20 – Halloween Boo Bash; Nov 12 - Gobblequest; Dec 1 – Calls from Santa; Dec 4 - Brunch with Santa; Dec. 16th - Snow Ball Dance for persons with special needs	PRCR hosted the My Birthday Too Program at the AMC for citizens who cannot afford to have birthday parties. This program is offered each month. PRCR is offering a We Cook Wednesdays & Spirit League for citizens with special needs.	PRCR - Hosted Six Sunday's in Springs Concert Series, Two Movie Nights in the Park at Joyner Park and National Day of Trails. Taylor Street Park Sprayground and Holding Park Aquatic Center opened for the Summer season. All summer camps started as well during the month of June.
3. Multiple	Host partner on events and community outreach initiatives to connect with citizens and bring the community together.	FD hosted a hot dog event at Good Neighbor Day. HR, in partnership with the HRC, hosted Good Neighbor Day, with multiple departments supporting the event.	PD participated in Meals on Wheels. PD conducted Turkey drive. PD conducted Shop with a Cop.	The PD has conducted lockdown drills, taught D.A.R.E classes, and attended career days at local schools. The PD also participated in Meals on Wheels. PRCR hosted a community input meeting for the future Skate Park/Pump Track.	The Police Department has assisted with Meals on Wheels and the Special Olympics Torch Run. The Police Department hosted a Touch a Truck event in June to raise money for Special Olympics. PRCR hosted Juneteenth and 5k/3k Community Race Wake Forest Fire and Police Departments partnered to host a Public Safety Camp, June 26th -28th.
4. Public Works	Help provide resources for events that are planned in the area such as dumpsters for events, clearstream units for waste and litter prevention at events, etc. Additionally, Public Works also provides event staffing, assistance with road closures, litter prevention programs, street signage, and more.	PW staffed both FNOW for August and September. Completed 98 bypass cleanup. Supplied volunteers with litter cleanup supplies and suggested locations in need.	Staffed several town events this qtr. 98 bypass cleanup (most town departments helped staff) Shred event held in November. Participated in "Touch a Truck" event at Heritage Middle School. Franklin Academy Elementary recycle education for students.	No events this quarter	Participated in the 98 Highway cleanup to clean up the highway; held the spring 2023 Shred event for the community; attended a "touch a truck event": attended many Town events to share information. Staff and equipment to support events: MITS, FNOW.
5. Downtown Development	Will offer quality of life events that bring our community together.	Friday Night on White was held in August and September with over 10,000 in attendance at each event.	WF Cares Holiday Kickoff included various performances from local schools and youth organizations (dance, cheer, gym, etc.). Representatives from the Northeast Community Coalition and WF Woman's Club attended the event and provided a children's craft activity for attendees.	No events this quarter, but planning in process for Friday Night on White 4.14.23 and Forest Fest 4.15.23.	Friday Night on White held April, May, and June with largest crowds seen to date. Forest Fest was held April 15 in conjunction with Shred It Event, Arbor Day Seedling Giveaway, Farmer's Market, and Spring Artisan Market. This event also invites some local non profit organizations such as WF Historical Museum, Northeast Community Coalition, Garden Club, Woman's Club, etc. in an attempt to educate and provide exposure.

GOAL 4: Investing in Transportation and Infrastructure



Priority: Develop a town-wide sustainability plan inclusive of power, water, stormwater, open space and other infrastructure					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Planning	Write Plan	A budget request will occur in FY25.	No update.	No update.	No update.
Priority: Educate the community about transportation issues, challenges and opportunities					

Town of Wake Forest Strategic Plan
Quarterly Updates

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023	Q4 UPDATESAPR 2023 - JUN 2023
1. Police	Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.	PD involved with traffic campaigns with Governor's Highway Safety Program (GHSP) to increase the safety of the motoring public.	PD participated in Thanksgiving traffic safety campaign.	No Bike Safe courses have been held due to the weather, however a schedule is being put together for the rest of the year.	The Police Department held a Bike Safe course on 5/19 and has another planned for 6/16.
2. Engineering	Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.	No update	Updating Engineering web pages and develop project status information.	Projects web page has been created. In addition, we are working to create project pages for all projects. Link to Projects web	We continue to improve information available on the web page including new projects, information and educational material for Stormwater Management and Environmental.
3. Engineering	Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.	Anticipate beginning in January '23	Anticipate beginning in January '23	Staff is discussing issues to consider regarding policies. We will prepare draft documents and review with other departments as a next step.	Staff has performed research to help improve current policies regarding traffic calming and continue to work on proposed updates.
4.Planning	Collaborate with Communications to develop a video about transportation, process, how improvements are made.	Planning and Communications are working on video related to how transportation improvements are identified and funded. Will be released in Q2.	Video is live. Task complete.		
Priority: Evaluate options for transit					
Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023	Q4 UPDATESAPR 2023 - JUN 2023
1. Planning	Develop Transit Study (to include micro transit option)	The BoC authorized the Town Manager to execute the Public Transit Plan contract, which evaluates all types of transit, including micro, on 9/20/22.	Survey is live; pop-up event held at tree lighting.	Open house held in February. Bus rider survey distributed in March. Survey sidewalk vinyls installed in March.	The consultant presented draft alternatives to transit and funding agencies in May and will present transit alternatives, some of which include microtransit, to the public in Q1 of FY24.
2. Planning	Continue S-line evaluation efforts.	The Planning Department continues to work with S-line partners of the project.	Ongoing	Ongoing.	Town staff has closely coordinated with NCDOT Rail Division and partner municipalities to analyze potential commuter rail station locations and associated land use patterns along the S-Line corridor. A formal S-Line Transit Oriented Development (TOD) Study will be unveiled before June 30, 2023. This study will recommend higher-level land use policies to ensure proposed station locations remain viable. Town staff will incorporate this information into future UDO updates.
Priority: Explore revenue options to support infrastructure needs					
Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023	Q4 UPDATESAPR 2023 - JUN 2023
1. Engineering	Evaluate development agreement standards as part of the UDO update.		Working with Planning to review and update UDO.	No significant updates.	Ongoing.
2. Planning	Evaluate and expand current Municipal Service District (MSD).	Evaluation of current MSD will not begin until later this fiscal year.	Evaluation of current MSD will not begin until later this fiscal year.	RFQs received for Downtown Small Area Plan, Parking Study and MSD Evaluation. Contract for consultant will be brought to Board of Commissioners for approval in Q4.	The contract for the Downtown Small Area Plan, Parking Study and MSD Evaluation was approved by the Board of Commissioners in May. Kickoff will begin in Q1 of FY24.
3. Finance	2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects.	Application for bond referendum formally approved by LGC. Education campaign underway for November 8. CIP update will include revised cost estimates for projects.	Voters approved all four (4) questions for bond referendum on November 8. Board of Elections canvassed results and the Board of Commissioners officially certified the results at the December 6 meeting. CIP Update is being finalized for January 2023 presentation. First round of bonds tentatively scheduled to be issued in 2024.	CIP Update approved in February 2023. Design and specs are underway for projects. Staff to meet internally to review timeline and take next steps for debt issuance. Tentatively scheduled for mid to late 2024.	Staff talked with financial advisors in May to discuss plans and potential timeline for issuing bonds in 2024. Issuance schedule has been modified accordingly to reflect projects that will be completely designed and construction bids in hand. At this time, it is anticipated we will proceed with issuing \$22 million by Fall 2024.
4. Engineering	Partner with NCDOT to perform traffic congestion and relief analysis	Working with NCDOT to provide TIA results from recent development in the area.	No update.	NCDOT performed a TIA through the MSTa Division to help school drop off and pickup minimize impact to local traffic. Some changes were recommended for the Schools to perform. No significant public improvements were identified. We anticipate performing additional studies to identify public projects to help reduce congestion.	We have contracted with Exult Traffic Engineer's to perform TIA's for the intersections S Main St and Capital Blvd as well as Burlington Mills Rd and Capital Blvd. We anticipate a report in July.



GOAL 5: Advancing Community and Economic Prosperity

Priority: Develop a business attraction and retention plan that includes job creation strategies and incentives					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host annual property owners luncheon to share successes and opportunities for downtown.	Property Owner's Luncheon will be held 3rd quarter.	Property Owner's Luncheon is tentatively scheduled for 2/16/23 at Renaissance Centre.	Property Owners Lunch was held 2.16.23 and approximately 100 people were in attendance. New businesses that have opened since July 2021 were highlighted, as well as future retail and residential development projects.	Downtown Development continues to utilize Downtown updates to share pertinent information with property owners.
2. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities.	Plan is to hold Property Owner's Luncheon 3rd quarter and Restaurant Meeting 4th quarter.	Restaurant meeting will be held later 3rd quarter or early 4th quarter.	Food and Beverage meeting is scheduled for 4.19.23.	Food and Beverage Meeting was well attended with 13 businesses in attendance. Updates were provided on S-Line, 353 S. White Street redevelopment project, as well as other additional commercial and residential development. Overall business is good for everyone and concerns focused on parking and increased police presence during events due to unsupervised teens.
3. Downtown Development	Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.	Downtown Development Manager maintains and utilizes available properties list on an ongoing basis. Information was shared with five interested parties.	List continues to be maintained and Downtown Development Manager met with five interested parties over the last quarter.	List of available properties and interested businesses continues to be maintained and Downtown Development Manager met with 4 interested parties this quarter.	Downtown Development Manager met with 6 interested parties this quarter. Interest in downtown properties is ongoing, but unfortunately not enough property to meet the demand. Nine of the 14 current vacant properties have been leased and/or are undergoing renovation to prepare for active use with at least 4 of those scheduled to open by fall of 2023.
Priority: Encourage and protect small and entrepreneurial businesses					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host an annual meeting with retail business owners to discuss successes and opportunities.	No meeting held 1st quarter, but ongoing communication maintained with business owners. Private merchant social media account and newsletter group used to facilitate merchant communication and collaboration.	No meeting 2nd quarter, but department helped facilitate Goodies for Goblins, fall window decorating promotion and holiday window decorating promotion, Plaid Friday, Small Business Saturday and Holiday Open House. Private merchant Facebook group, Downtown Development Updates, and Downtown Dispatch continue to be utilized for communication with merchants.	Annual retail merchant meeting was held 1.25.23 and 11 merchants were in attendance. Merchant successes were shared and updates were provided on the 353 South White Street Redevelopment, S-Line, Historic Plaques, and Future Food Hall.	Downtown Development continues to utilize Downtown Development Updates and Downtown Dispatch to share pertinent information with business owners.
2. Downtown Development	Downtown Development will coordinate biannual merchant socials for the purpose of merchant engagement and relationship building to support a strong sense of community.	No merchant social held 1st quarter, but planning for one in second quarter.	Merchant social held 11.1.22 at Strike & Barrel with approximately 30 different businesses in attendance. New businesses were recognized and welcomed at this event.	Merchant social being planned for 4th quarter at The Loading Dock.	Merchant social scheduled for July 20, 2023. Downtown Business Alliance Facebook page utilized to encourage collaboration and networking. New merchant started Ladies Night in the Forest, held fourth Thursday starting in May.
3. Wake Forest Bus. & Ind. Partnership	Economic Development, in partnership with the Wake Forest Business and Industry Partnership, maintains a biennial Plan of Work that aligns with Goal 5 of the Strategic Plan. Per WFBIP memo to BOC dated July 28, 2022. WFBIP2023-2024 Plan of Work Biennial Report on the 2021-2022 WFBIP Plan of Work	No updates. Next WFBIP meeting and report will be on October 20th.	Adoption of the 2023-2024 Biennial WFBIP Plan of Work will occur in January. The new 23-24 Plan of Work will summarize the progress made under the 21-22 Plan of Work as well as forecast the work ahead through 23-24.	Next WFBIP meeting and report will be in April 2023.	Next WFBIP Board of Directors meeting is scheduled for July 2023. Q3- 2023 WFBIP Update to the WFBOC
4. Public Works	Will seek partnership opportunities to work with businesses to benefit all community members (for example, business run community cleanups, promoting businesses that support the community programs run by the Public Works Department, etc. Will also work to supply resources, when possible, to help businesses achieve community support goals		Continue to supply trash service for businesses in the MSD. Sidewalk collection that benefits local businesses. Installed clean cubes downtown.	Continue to supply trash service for businesses in the MSD. Provide sidewalk collection that benefits local businesses. Installed clean cubes downtown.	Public Works received support from B&W Hardware for litter pickup and Civic Federal Credit Union for the Spring Shred Event.

Town of Wake Forest Strategic Plan
Quarterly Updates

Priority: Evaluate options for a performing arts center					
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023	Q4 UPDATES APR 2023 - JUN 2023
1. Ren. Centre	The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community.	Surveys ongoing.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys.	Audience surveys continue with high praise for the Renaissance Centre's customer service and satisfaction of the variety of programming.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-51-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

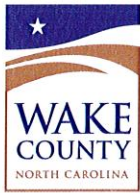
Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-JULY-2023-TXREP.pdf](#)



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

TEL 919 856 6180
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SHINICA THOMAS, CHAIR
SUSAN EVANS, VICE-CHAIR
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DON MIAL
CHERYL STALLINGS
JAMES WEST

July 11, 2023

Mr. Kip Padgett
Town Manager;
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on July 10, 2023, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard", written over the printed name.

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners



WAKE COUNTY TAX ADMINISTRATION

Rebate details
5/1/2023 - 5/31/2023

WAKE FOREST

DATE 06/01/2023
TIME 05:16:31 PM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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WAKE FOREST (Not In District)

INDIVIDUAL PROPERTY ACCOUNTS

845721	115.69	0.00	30.00	0.00	0.00	145.69	05/02/2023	0006979269	2023	2022	000000	SMITH, NOELLE KATHERINE
845965	9.90	0.00	0.00	0.99	0.00	10.89	05/04/2023	0006958757	2022	2022	000000	TAYLOR, BOYD
846200	29.06	0.00	0.00	2.91	0.00	31.97	05/08/2023	0006964357	2022	2022	000000	BATTEN, BETHANY LUTHY
846481	62.39	0.00	30.00	0.00	0.00	92.39	05/10/2023	0006980156	2023	2022	000000	LADD, AARON THOMAS
848360	94.66	0.00	60.00	9.47	0.00	164.13	05/31/2023	0006736104	2022	2022	000000	KELLEM LEASING INC
846608	173.27	0.00	25.00	0.00	0.00	198.27	05/11/2023	0006946180	2022	2021	000000	PASZTOR, MICHAEL C
846485	55.27	0.00	30.00	0.00	0.00	85.27	05/10/2023	0006992594	2023	2022	000000	MARTIN, CALEB JORDAN
848359	43.16	0.00	25.00	0.00	0.00	68.16	05/31/2023	0006952392	2022	2021	000000	MCLAWHORN, JOSHUA DIONTRE

Subtotal for

INDIVIDUAL PROPERTY ACCOUNTS	583.40	0.00	200.00	13.37	0.00	796.77	8 Properties Rebated
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INDIVIDUAL REAL ESTATE ACCOUNTS

846874	1,807.74	0.00	0.00	0.00	0.00	1,807.74	05/15/2023	0000017810	2023	2022	000000	NEWHOUSE, ELIZABETH J
846873	2,258.53	0.00	0.00	0.00	0.00	2,258.53	05/15/2023	0000017810	2022	2022	000000	NEWHOUSE, ELIZABETH J

Subtotal for

INDIVIDUAL REAL ESTATE ACCOUNTS	4,066.27	0.00	0.00	0.00	0.00	4,066.27	2 Properties Rebated
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TOTAL WAKE FOREST (Not In District)	4,649.67	0.00	200.00	13.37	0.00	4,863.04	10 Properties Rebated for the District/City
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
5/1/2023 - 5/31/2023

WAKE FOREST

DATE 06/01/2023
TIME 05:16:31 PM
PAGE 2

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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TOTAL FOR

CITY

WAKE

FOREST

10 Properties Rebated for the City

4,863.04

0.00

13.37

200.00

0.00

4,649.67



WAKE COUNTY TAX ADMINISTRATION

Rebate details
5/1/2023 - 5/31/2023

WAKE FOREST

DATE 06/01/2023
TIME 05:16:31 PM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Grand Total:	15,123.17	0.00	1,460.00	574.05	0.00	17,157.22		107	Properties Rebated for All Cities			



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-52-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: July 18, 2023

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

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