



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
March 04, 2025 at 6:00 PM**

1. Presentations

- 1.1. Presentation of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

2. Discussion of Monthly Financial Report

- 2.1. January Monthly Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[January 31, 2025 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[Draft BOC Agenda_March202518.pdf](#)

4. Other Business

- 4.1. Strategic Plan Quarterly Tracker_Q2 FYE 2025
[Strategic Plan Quarterly Tracker_Q2 FYE 2025.pdf](#)
- 4.2. Closed Session: NCGS 143-318.11(6) - To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-359-

Submitted by: Elisabeth Palermo

Submitting Department: Engineering

Meeting Date: March 4, 2025

SUBJECT

Presentation of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Recommendation:

This ordinance amendment would designate “No Parking Zone” on one side of Richland Hills Avenue in the Richland Hills Subdivision.

Item Summary:

ATTACHMENTS

-



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-383-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: March 4, 2025

SUBJECT

January Monthly Financial Summaries

Recommendation:

Item Summary:

ATTACHMENTS

- [Monthly Financial Report_summary.pdf](#)
- [January 31, 2025 Financial Summaries.pdf](#)

Agenda Item: Monthly Financial Report

Summary: Staff prepares monthly financial reports for each of the respective operating funds for which an annual budget is authorized by the Board of Commissioners. The reports are accompanied by highlights during respective month for each fund.

Attachments: Financial summaries

Town of Wake Forest

January 31, 2025

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2025. Majority of this revenue source comes in towards the end of December and before January 6.
- *Net increase YTD (increase in fund balance) is \$14.4 million*
 - Increased collections in current year ad valorem taxes - \$ 8.3 million for the month.
- Guidelines for spending is 58%. There are some departments that exceed that threshold due to blanket purchase orders issued in July and other expenditures paid early in the fiscal year (i.e. workers compensation, property and liability insurance in Risk Management).
- Encumbrances (purchase orders from FY 24, but items not received) have been carried forward and are reflected in the summaries. Respective budgets have also been amended.
- Purchase for resale – power for January is paid in February and not reflected in the attached.
 - **Staff is monitoring cash deficit issue and will adjust allocated personnel costs to increase Electric Fund's cash position the remainder of FY 25.**
 - **Large cash outlay in January (payment on generators) attributes to current cash deficit**
 - **Installment purchase agreement (loan proceeds) forthcoming**
 - **Rate adjustment will be included in FY 26 Proposed Budget**
- Effective with FY 2025 is the Stormwater Utility Fund
 - Fees are received with weekly tax collections
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.
 - All funds have been encumbered/obligated as of December 31, 2024 (first deadline).
 - Second deadline – all funds must be expended by December 31, 2026.

GENERAL FUND
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 48,625,135	\$ 47,336,615	-	\$ 1,288,520	97.35%	\$ 37,466,350
Other Taxes	62,500	35,609	-	26,891	56.98%	30,487
Unrestricted Intergovernmental	18,839,490	6,923,203	-	11,916,287	36.75%	6,156,172
Restricted Governmental	2,720,475	1,784,923	-	935,552	65.61%	1,512,900
Permits and Fees	2,761,985	1,369,155	-	1,392,830	49.57%	1,756,282
Other Revenue	2,276,900	1,083,942	-	1,192,958	47.61%	1,271,767
Sales and Services	5,538,100	2,242,014	-	3,296,086	40.48%	2,150,416
Investment Earnings	1,365,500	804,706	-	560,794	58.93%	986,737
Other Financing Sources	6,881,683	12,069	-	6,869,614	0.18%	3,222,433
General Fund Total	\$ 89,071,768	61,592,237	-	27,479,531	69.15%	\$ 54,553,545

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 450,200	\$ 246,340	\$ -	\$ 203,860	54.72%	\$ 191,249
412 Legal Services	309,225	170,518	-	138,707	-	263,494
420 Town Manager's Office	1,031,179	557,902	47,351	425,926	58.70%	537,805
421 Town Clerk	281,000	149,779	-	131,221	53.30%	139,913
422 Organizational Performance	580,445	319,817	6,300	254,328	56.18%	273,750
423 Budget Management	339,430	186,323	1,766	151,341	55.41%	82,091
425 Communications	1,311,315	666,789	43,718	600,808	54.18%	707,403
430 Human Resources	1,319,140	698,500	57,315	563,325	57.30%	669,490
431 Risk Management	515,430	455,718	-	59,712	88.42%	378,613
435 Downtown Development	545,610	264,567	2,429	278,614	48.94%	282,928
440 Financial Services	1,594,445	1,088,484	3,532	502,428	68.49%	939,909
445 Information Technology	2,660,440	1,652,461	11,971	996,009	62.56%	1,376,412
480 Inspections	2,425,530	1,168,918	48,945	1,207,667	50.21%	1,236,652
490 Planning	4,230,860	1,686,598	439,504	2,104,758	50.25%	1,700,665
500 Public Facilities	5,090,994	2,296,507	1,130,388	1,664,099	67.31%	1,806,213
510 Police	18,096,625	10,133,478	1,486,562	6,476,585	64.21%	9,708,443
520 Fire	13,572,320	8,044,582	532,496	4,995,242	63.20%	6,774,008
530 Public Works Administration	305,630	157,074	-	148,556	51.39%	174,378
535 Urban Forestry	632,960	251,871	8,904	372,185	41.20%	267,773
540 Engineering	1,842,758	990,441	81,438	770,879	58.17%	889,067
545 Stormwater Management	-	-	-	-	0.00%	236,656
550 Fleet Maintenance	701,625	347,807	6,319	347,499	50.47%	342,746
560 Streets	4,374,905	1,759,736	894,394	1,720,775	60.67%	1,764,816
580 Solid Waste	6,554,365	3,164,465	68,045	3,321,855	49.32%	2,513,962
620 Parks and Recreation	7,110,117	2,978,888	1,011,957	3,119,272	56.13%	5,815,991
999 Transfers	13,195,220	7,673,563	-	5,521,657	58.15%	4,825,277
General Fund Total	\$ 89,071,768	47,111,126	5,883,333	36,077,309	59.50%	\$ 43,899,704

General Fund - Net Gain (Loss)

\$ 14,481,110

\$ 10,653,841

Debt Service Fund
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,505,600	1,719,784	(214,184)	114.23%	1,514,872
Permits and Fees	596,085	409,913	186,172	68.77%	388,607
Investment Earnings	8,000	71,995	(63,995)	899.94%	14,832
Other Financing Sources	9,015,815	5,221,309	3,794,506	57.91%	3,573,035
General Fund Total	\$ 11,125,500	7,423,000	3,702,500	66.72%	\$ 5,491,346

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 1,173,105	\$ 7,612	\$ 1,165,493	\$ -	\$ 6,076
445 Information Technology	621,895	514,601	107,294	82.75%	393,604
480 Building Inspections	20,580	10,285	10,295	49.97%	50,920
490 Planning	26,120	13,057	13,063	49.99%	6,296
500 Public Facilities	304,515	294,514	10,001	96.72%	411,899
510 Police	640,215	442,871	197,344	69.18%	412,329
520 Fire	2,306,235	145,169	2,161,066	6.29%	145,169
535 Urban Forestry Division	4,280	4,273	7	99.84%	4,273
540 Engineering	16,360	8,178	8,182	49.99%	3,523
550 Fleet Maintenance	12,155	10,348	1,807	85.13%	10,348
560 Streets	1,743,055	551,685	1,191,370	31.65%	264,683
570 Powell Bill	2,059,045	1,028,221	1,030,824	49.94%	585,034
580 Solid Waste	338,650	182,493	156,157	53.89%	117,783
620 Parks and Recreation	1,859,290	571,417	1,287,873	30.73%	391,116
General Fund Total	\$ 11,125,500	3,784,725	7,340,775	34.02%	\$ 2,803,053

Debt Service Fund - Net Gain (Loss)

\$ 3,638,276

\$ 2,688,293

DMSD Special Revenue Fund
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 203,850	\$ 193,399	-	\$ 10,451	94.87%	\$ 150,590
Investment Earnings	21,500	12,012	-	9,488	55.87%	11,669
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 225,350	205,411	-	19,939	91.15%	\$ 162,260

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 225,350	\$ 12,069	-	\$ 213,281	5.36%	\$ 83,300
DMSD Special Revenue Fund Total	\$ 225,350	12,069	-	213,281	5.36%	\$ 83,300

Downtown District - Net Gain (Loss)

193,342

78,959

Wake Forest Renaissance Centre
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 233,100	\$ 93,738	\$ -	\$ 139,362	40.21%	\$ 95,929
Other Revenue	185,605	123,097	-	62,508	66.32%	94,684
Other Financing Sources	984,045	465,238	-	518,808	47.28%	422,208
WFRC Fund Total	\$ 1,402,750	682,073	-	720,677	48.62%	\$ 612,821

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,402,750	\$ 789,964	\$ 41,149	\$ 571,636	59.25%	\$ 622,126
WFRC Fund Total	\$ 1,402,750	789,964	41,149	571,636	59.25%	\$ 622,126

WFRC Fund - Net Gain (Loss) **\$ (107,892)** **\$ (9,305)**

Wake Forest Business and Industry Partnership Fund (BIP)
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Revenue	15,000	7,433	-	7,567	49.56%	9,021
Other Financing Sources	573,500	290,500	-	283,000	50.65%	277,200
WFRC Fund Total	\$ 588,500	297,933	-	290,567	50.63%	\$ 286,221

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 588,500	\$ 267,657	\$ -	\$ 320,843	45.48%	\$ 204,315
WFRC Fund Total	\$ 588,500	267,657	-	320,843	45.48%	\$ 204,315

WFBIP Fund - Net Gain (Loss) **\$ 30,277** **\$ 81,905**

WAKE FOREST POWER (ELECTRIC FUND)
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 23,918,460	\$ 15,364,434	-	\$ 8,554,026	64.24%	\$ 14,591,721
Sales Tax - Utility	1,622,720	1,068,072	-	554,648	65.82%	1,015,327
Other Revenue	380,000	508,768	-	(128,768)	133.89%	230,869
Investment Earnings	54,320	18,960	-	35,360	34.90%	34,450
Other Financing Sources	100,000	-	-	100,000	0.00%	3,112
Electric Fund Total	\$ 26,075,500	16,960,234	-	9,115,266	65.04%	\$ 15,875,479

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 898,365	\$ 500,170	\$ -	\$ 398,195	55.68%	\$ 349,111
850 Electric - Operations	\$ 24,774,985	16,585,972	2,459,604	5,729,409	76.87%	14,591,867
860 Electric - Tree Trimming	402,150	194,376	209	207,565	48.39%	365,497
Electric Fund Total	\$ 26,075,500	17,280,518	2,459,814	6,335,169	75.70%	\$ 15,306,474

Electric Fund - Net Gain (Loss)

(320,284)

569,005

STORMWATER UTILITY FUND
January 31, 2025

Monthly Target Percentage

58.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 2,325,000	\$ 3,777,032	-	\$ (1,452,032)	162.45%	\$ -
Other Revenue	-	-	-	-	0.00%	-
Investment Earnings	-	8,327	-	(8,327)	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 2,325,000	3,785,360	-	(1,460,360)	162.81%	\$ -

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 2,325,000	\$ 227,383	\$ 2,048	\$ 2,095,569	9.87%	\$ -
Stormwater Utility Fund	\$ 2,325,000	227,383	2,048	2,095,569	9.87%	\$ -

Stormwater Utility Fund - Net Gain/(Loss) **3,557,977** **-**

AMERICAN RESCUE PLAN ACT (ARPA)
January 31, 2025 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

							N/A
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
REVENUES							
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-	
Investment Earnings	1,025,430	1,025,918	-	(488)	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,566,430	15,567,764	-	(1,334)	100.01%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 1,030,000	\$ 775,836	\$ 22,993	\$ 231,171	77.56%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	6,770,000	2,373,857	5,411,096	(1,014,953)	114.99%	-	
638 Other Improvements	4,545,590	3,701,707	546,613	297,270	93.46%	-	
General Fund Total	\$ 15,566,430	8,418,231	7,634,701	(486,503)	103.13%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 7,149,532					\$ -

NOTE: Budget amendment forthcoming to reclass allocations between respective departments/divisions, functions and line items.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-387-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: March 4, 2025

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [Draft BOC Agenda_March202518.pdf](#)



Wake Forest Board of Commissioners

Draft Meeting Agenda

March 18, 2025 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 ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no less than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All [Board of Commissioners](#) (BOC) meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also streamed 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 BOC 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 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 BOC regarding the item under consideration. Anyone wishing to address the BOC concerning a public hearing item should complete and submit the BOC Public Comment Form on the [Town website](#). 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. A designated speaker for a group will be allowed 10 minutes to speak. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the BOC concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the BOC 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

3.Presentations

3.A. Proclamation

[Prolamation Recognizing National Vietnam War Veterans Day 2025.pdf](#)

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. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance

[Attachment_A_summary_03.2025_Accept_Streets.docx](#)

[Attachment_B_Resolution__Accept_Streets.docx](#)

- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749-68-1910, being approximately 0.175 acres.

[031825 Agenda Summary.docx](#)

[Attachment A Legal Description AN-25-01.pdf](#)

[Attachment B Annexation Map AN-25-01.pdf](#)

[Attachment C Contiguous Annexation Petition AN-25-01.pdf](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.

- 5.D. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, located at 10030 Capital Boulevard being Wake County PINs 1738-49-9517, 1738-59-3572, and 1738-59-2719 being approximately 3.875 acres.

[031825 Agenda Summary.docx](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

[Attachment A Legal Description AN-25-02.pdf](#)

[Attachment B Annexation Map AN-25-02.pdf](#)

[Attachment C Annexation Petition AN-25-02.pdf](#)

6.Legislative Items

- 6.A. Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

7.Planning Items

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

13.Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-443-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: March 4, 2025

SUBJECT

Strategic Plan Quarterly Tracker_Q2 FYE 2025

Recommendation:

Quarterly progress update - Strategic Plan

Item Summary:

ATTACHMENTS

- [Strategic Plan Quarterly Tracker_Q2 FYE 2025.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 2024 - SEP 2024	Q2 UPDATES	OCT 2024 - DEC 2024	Q3 UPDATES	JAN 2025 - MAR 2025	Q4 UPDATES	APR 2025 - JUN 2025
1. Human Resources	Work cooperatively with the Organizational Performance team to further build out the Employee Recognition Program.	Organizational Performance held the 4th quarter Austin T. Smith Core Values Recognition program in August and recognized 54 employees from 13 departments.		Organizational Performance held the 1st quarter Austin T. Smith Core Values Award program in November which recognized 33 employees from 13 departments. Twenty employees from various departments were recognized for being helpful to departments other than their own during our Gift Card Giveaway in November. Emma Linn was awarded the "Employee of the Year" award in December. Four employees were spotlighted in the December edition of the employee newsletter.					
2. 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.		No update.					
3. 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.	The two interns in Planning completed their summer internship and presented their findings. Engineering is providing an internship for a WFHS student for the fall semester. Inspections apprentice (Seth) completed his Electrical Level I class and can now sit for the state exam. RC staff participated in NERBA's (Northeast Regional Business Alliance) planning session for their "Career to Business Education" expo. The expo will take place in March 2025 and Centre staff will make a presentation on careers in the arts. Area high school students will participate in the expo.		Inspections interviewed a student from Wakefield HS for an Internship position that will start in January 2025. Engineering has been hosting a Wake Forest HS student during the fall semester. She is scheduled to complete her time with the department in December.					
4. All	Continue to work with employees to grow and learn from one another (interdivision/interdepartmental experience and education).	Interdepartmental conversations continue from Public Works in regard to recycling, waste, sustainable programs, etc. Our inaugural "Empowering Leaders" Leadership Academy kicked off in September with 15 participants from various Town departments.		Public Works offered educational resources to staff members regarding recycling and waste education. Staff members visited the Town's Material Recovery Facility and the Wake County Landfill. Leadership Academy participants had hands on experience and presentations with Planning, Engineering, Communications, Economic Development, Police, Fire and IT.					
5. All	Teambuilding and retention strategies.	Our new Leadership Academy is designed to build and retain future TOWF leaders.		The annual employee Christmas Lunch was well attended and offered an opportunity for employees to socialize with other departments. Our fall employee appreciation lunch was held in October with 294 lunches served. Our Austin T. Smith Core Values Recognition Program continues each quarter.					
6. 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.	Ongoing - Onboarding program is complete.							
7. 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.	Complete. Possible consideration for another similar event, subject to employee survey results in 2024.							
8. Engineering	Restructure positions to encourage team approach and develop career growth ladders for each area of expertise.	Complete							
Priority: Evaluate cost effective solutions for Town Services									

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Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025
1. Finance (Administration)	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.	Staff continue to work with consultant to finalize parks and recreation impact fees. Results will be presented by consultant next quarter.	Recreation Facility Impact Fees: The Board of Commissioners approved an update to the Recreation Facilities Fees during November 2024. Recreation Impact Fees effective July 1, 2025 (80% paid over five years), are payable at the time of building permit issuance. Multi-Modal Transportation Impact Fees: The Board of Commissioners adopted a Multi-Modal Transportation Impact Fee (MMTIF) during December 2024. A 6% MMTIF will be applied to residential and commercial projects beginning July 1, 2026. Annual index applied starting in 2027 with a five-year rolling average. The impact fees collected will be used to address transportation infrastructure needs of the community created by growth.		
2. Engineering	Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements.	The Stormwater Utility Fee is now in effect, and we are in the first year of revenue collection. We will be identifying and prioritizing projects across the four watersheds to ensure an equitable distribution of resources.	In addition to the Stormwater Utility Fee, the Engineering Department is exploring grant opportunities to supplement project funding.		
3. Finance (Budget)	Continue to analyze cost of providing solid waste/recycling/electricity and update fee accordingly.	Rates approved in FY 2024-2025 Budget effective July 1. Ongoing monitoring and analysis. Rate adjustment recommendations will be part of budget process.	No update.		
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.	Seeking grant opportunities for food waste collection and are in the process of purchasing food waste collection units. A food waste educational campaign has been planned and it is currently in development prior to launch of food waste containers. Seminars have been attended in regards to sustainable planning and information has been shared with the Planning department.	A grant project is currently being fulfilled. The Town received a grant from the NCDEQ for recycling education and advertising for education. The grant included truck wraps and magnet mailers to all solid waste service participants within the Town.		
5. Wake Forest Power	Working with ElectriCities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.	Completed transformer purchase.	Ongoing.		
6. Human Resources	Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program.	Ongoing	Ongoing.		
7. Inspections	Maintain next day inspection policy.	Continue to perform next day inspections 99% of the time.	Continue to perform next day inspections 99% of the time.		
Priority: Maintain public safety response time as road conditions change					
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025
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.	Communications and officers are kept up to date with real time road conditions to include road closures to aid in quick response times. Minimum staffing is maintained.	Communications and officers are kept up to date with real time road conditions to include road closures to aid in quick response times. Minimum staffing is maintained.		
2. Engineering	Develop pavement management program to maximize life of roadways and improve derogated roads.	Complete			
GOAL 2: Creating Accessible Housing Opportunities					
Priority: Develop an Affordable Housing Plan					
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025



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1. Planning	Develop a Housing Affordability Plan.	Complete			
Priority: Develop a plan to actively advocate for redevelopment of quality public housing					
Department	Initiatives	Q1 UPDATESJUL 2024 - SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
1. Planning	Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program.	Wake County Housing Authority's Physical Needs Assessment (PNA) for all the properties is underway.	Wake County Housing Authority's Physical Needs Assessment (PNA) for all the properties is underway.		
Priority: Preserve naturally occurring affordable housing					
Department	Initiatives	Q1 UPDATESJUL 2024 - SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
1. Inspections	Minimum Housing Program.	Larry has been busy planning for the North Carolina Association of Housing Code Officials (NCAHCO) annual conference to be held in Kitty Hawk, NC September 29th - October 2nd.	The Housing Code Conference in September had 72 attendees.		
2. Planning	Implement the Town's Housing Rehab Program.	Contract for FY25 has been executed for housing rehab program.	Contract for FY25 housing rehab program has been executed and is underway		
3. Planning	Develop SOPs for nuisance violations.	Complete			
GOAL 3: Fostering a Safe, Diverse, and Welcoming Community					
Priority: Create new and improved gateways and wayfinding					
Department	Initiatives	Q1 UPDATESJUL 2024 - SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
1. Engineering	Construct greenways as part of bond referendum.	Dunn Creek Greenways Phase 3 & 4 was recently approved for construction at the September BOC meeting.	Dunn Creek Greenways Phase 3 & 4 is under contract with Phase 3 expected to break ground in December. Phase 4 should follow shortly thereafter.		
2. Public Works	Lead an initiative working with departments, advisory boards, consultants and stakeholders to identify areas where additional wayfinding and gateway signage may be beneficial.	Initiative was transferred to Streets who coordinated with Purchasing and consultant to solicit bids for Phase I of wayfinding signage. Funds are in FY 24-25 to complete first phase.	Wayfinding phase 1 contract is in the process of being signed by the town and contractor.		
3. Police	Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.	Greenways continued to be patrolled and the water giveaway program was in full swing this summer. Officers frequently rode the ATVs along the greenways creating positive interactions and giving out water.	Officers continue to patrol the parks and greenways to help ensure visitors feel a sense of safety and officers are also able to have positive contacts with visitors.		
Priority: Implement Action Items from the Northeast Area Plan					
Department	Initiatives	Q1 UPDATESJUL 2024 - SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
1. All	Identify action items to evaluate during the UDO update process.	All departments were provided a copy of the draft UDO, and given the opportunity to provide recommended changes.	Public Works provided feedback and information in regards to an updated UDO as part of the UDO update process. Planning has postponed UDO adoption due to recent NC Gen Assembly legislation and its impact of regulations therein.		
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.	Zoning map updates being explored as part of UDO update process.		
3. Planning	Research potential in-fill development sites that could support future affordable housing development. (Short)	Potential land assembly area identified and deed research conducted due to title issue.	Land assemblage has been identified and researched. A title issue was uncovered for one of the parcels, which staff is currently working through.		



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4. All	Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium)	Phase 1 of wayfinding signage is out for bids.	Phase 1 wayfinding contract is in the signing process.		
5. Planning	Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)	Contract to prepare Ailey Young House Heritage Park Site was executed this quarter.	Ailey Young House Gateway Park project is ongoing.		
6. Planning	Explore the establishment of a historic district and/or cultural landscape to preserve the character of the community. (Short to Medium)	As part of the UDO update, a new zoning district for the Northeast Community is proposed. State Historic Preservation Office (SHPO) is currently analyzing the neighborhood's potential for a national register historic district.	NCSHPO has reviewed a draft historic district application and has requested follow-up information. Staff is currently working on a revised application.		
7. Multiple	Consider opportunities to reduce speeding along neighborhood roadways. (Short)	Engineering is investigating the purchase of traffic management software that delivers speeds and roadway characteristics for our entire roadway network. This will allow us to quickly respond to public speeding complaints, prioritize street safety, and measure the effectiveness of traffic calming measures. The Police Department patrols neighborhood streets to reduce speeding and focuses in areas where citizens call in concerns.	The Police Department patrols neighborhood streets to reduce speeding and focuses in areas where citizens call in concerns. The Engineering Department has acquired a traffic management service (Urban SDK) that delivers speeds and roadway characteristics for our entire roadway network each month containing a years worth of historical data. This will allow us to quickly respond to public speeding complaints, prioritize street safety, and measure the effectiveness of traffic calming measures.		
8. Multiple	Work with local organizations to identify and implement youth programming. (Short)	No update.	No update.		
9. Multiple	Attend meetings and assist with events in the Northeast Community.	Planning handed out bike helmets in the Northeast Community. Public Works (PW) organized a community clean up of litter by partnering with a community organization to benefit the Northeast Community.	Renaissance Centre: The Northeast Community came together to participate in the Celebration of the Arts hosted at Alston-Massenburg Center. The celebration was sponsored by the Public Art Commission and featured storyteller, Donna Washington. The new mural by Junior Gomez was unveiled on October 5 as a part of the celebration. This is the seventy-fifth piece of public art introduced to Wake Forest under the direction of the Public Arts Commission. Planning: Planning staff held a Go Wake Forest microtransit and S-Line Mobility Hub presentation for the Northeast Community. Staff also conducted a cemetery maintenance workshop, which included a Northeast Community cemetery. Organizational Performance staff attended monthly Northeast Community Coalition meetings.		
10. Multiple	Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing residents flexibility in maintaining their chosen place of residence. (Ongoing)	We are continuing to offer home counseling services to Northeast Community residents, in addition to the Grant Rehabilitation Program. Coordinating meeting with Landlord Engagement Unit/Lease to Home Program of Wake County.	No update.		
11. All	Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)	PW attended a class on integrated native species that also help maintain stormwater run off issues for a natural landscape.	Ongoing.		
12. Public Works	Continue to implement tree planting programs. (Ongoing)	Preparing for planting season; roughly 150 trees to be planted.	Street tree replacement plantings are under way.		
13. Public Works	Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)	Johnson Consulting representatives visited with Town staff, elected officials, and other stakeholders during the kick-off meetings for the Arts Center Feasibility Study. Audience surveys are emailed to attendees following each of the Main Stage Performances.	Continuing to encourage specimen tree protection during plan review and Technical Review Committee.		

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14. Planning	Identify additional historic sites in the Northeast Community. (Ongoing)	A summer intern researched the history of the Northeast Community from Reconstruction to Civil Rights (1865-1971), resulting in a study list application submittal to the State Historic Preservation office for a potential historic district.	Planning: Town staff is working with NCSHPO on Northeast Community historic district status.		
15. 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)	The HPC has identified opportunities to participate in other town events and will participate in Good Neighbor Day to provide information about historic sites in the Northeast Community and the historic marker program.	Staff conducted a cemetery maintenance workshop in the Northeast Community. As part of Ailey Young House Gateway Park project, workshop participants/residents were asked to share their personal stories experienced in the Northeast Community.		
16. Planning	Continue to install historic markers or other interpretive material at historic sites. (Ongoing)	The second order of historic markers (Olive Branch Baptist Church, Friendship Chapel Baptist Church, and the Northeast Community) have been placed and should be received in January 2025. Interpretative panels for the Community House & Pool, Holding Park, and Forrest Field have been received and should be installed soon.	Historic markers (Olive Branch Baptist Church, Friendship Chapel Baptist Church, and the Northeast Community) have been ordered and should be received in March or April 2025.		
17. Multiple	Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)	No update.	No update.		
18. Multiple	Perform a thorough analysis of utility infrastructure systems within the study area- including broadband network coverage. (Ongoing)	Started on a 10 year load forecast study.	No update.		
19. Multiple	Promote maintenance of roadways. (Ongoing)	Engineering and Public Works - Street resurfacing project contract documents being prepared for advertisement.	Engineering and Public Works - Street resurfacing project is under contract for 2025. Engineering is also under contract to perform an updated pavement condition survey and analysis. The Town's rent-a-litter kit program has been productive this quarter with many kits going out to the public to maintain the cleanliness of the roadways.		
20. Renaissance Centre	Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing)	The Public Art Commission commissioned Junior Gomez to paint a mural at the Alston-Massenburg Center. The mural engaged community members throughout the process as they were invited to offer input and feedback and were able to paint portions of the mural with Gomez's direction.	The new mural by Junior Gomez was unveiled on October 5 as a part of the Celebration of the Arts. This is the seventy-fifth piece of public art introduced to Wake Forest under the direction of the Public Arts Commission.		
21. Planning	Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)	Staff continue to coordinate with NCDOT on the S-Line rail corridor design and Mobility Hub (Amtrak station) design. In coordination with Town staff, NCDOT held a 4-day design workshop aimed at designing the Mobility Hub.	NCDOT and staff are continuing to work toward a 30% design for the Mobility Hub, as well as securing federal grant funding for its construction.		
22. Planning	Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)	No update.	In coordination with Central Pines Regional Council, Wake County is applying for State housing rehab funds, which staff expects a portion of can be used for Wake Forest.		
23. 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)	Public Works works with organizations that are planning to help the community in numerous ways by supplying dumpsters, litter kit rentals, education for meetings, and more.	Public Works is currently seeking partnership opportunities to provide community resources like the shred event, community compost resources, grant opportunities for waste reduction, community education and awareness, and more. Planning: Planning staff worked with the Wake Forest Women's Club in December to fully hand off the Holiday Home Tour Event to them.		
24. 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)	As part of the UDO update, this was evaluated and will not occur. Recommend striking.	Complete		
25. Planning	Prepare and adopt discretionary guidelines to guide the design of residential and non-residential properties. (Short)	As part of the UDO update, there are proposed changes to non-residential. Multifamily standards were updated. This task is complete.	Complete		

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Priority: Offer events that bring the community together and celebrate our diverse cultures					
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025
1. Renaissance Centre	Will present a variety of performances and programming that will attract and celebrate our diverse community.	The Renaissance Centre offered six Main Stage Performances for the citizens during the first quarter of this year. The variety of shows range from the family-friendly Big Bubble Bonanza to the intriguing Murder Mystery Dinner Theater. The shows appeal to a wide variety of audience members. In addition, the annex art gallery hosted a photo exhibit by award winning photographer, Tom McCabe, entitled “Japan in Black and White.” The display highlighted the Japanese culture featuring historical sites and people.	The Main Stage Performances continue for the season bringing seven concerts and/or shows to Downtown Wake Forest. The Celebration of the Arts brought the Northeast Community together to immerse the attendees in the arts with make and take art, storyteller Donna Washington, free food, and the unveiling of the new mural installed on the steps of the Alston-Massenburg Center.		
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 the July 3rd Fireworks event. PRCR opened Flaherty Park Field #2 to offer baseball games for FUNGO summer league and department leagues. Family Movie Nights were scheduled at Joyner Park Saturday, July 20 & August 3. Held Fall Baseball, Softball & T-Ball registrations. Scheduled Concerts in the Park at Joyner Park for September 1 & 8. Hosted first ever DIVE-IN Movie at the Holding Park Aquatic Center Saturday, August 24th. Scheduled 2024 Wake Forest Fall “Dinktoberfest” Pickleball Tournament - rescheduled for November at Pickles & Play.	PRCR hosted Boo Bash on Saturday, Oct. 19. There were over 9,000 attendees for this event. PRCR hosted the Warm Your Hearts with Coats Drive during the month of Oct. There were over 180 coats collected and provided to the public. PRCR hosted its first Diwali Festival on Saturday, Nov. 2. Diwali is India's biggest and most cherished festival of the year. Known as the “Festival of Lights,” Diwali symbolizes the victory of light over darkness and good over evil, showcasing the indomitable human spirit. PRCR partnered with Play4Life Comics to host a Comic Book & Toy Expo Saturday, Nov. 2, at Flaherty Park Community Center. Historical panels were installed at Holding Park for the Community House, Forrest Field and the Aquatic Center. PRCR participated in the Wake Forest Cares Holiday Kick-off on Saturday, Nov. 16. Donations will go towards our Scholarship Program to assist citizens who cannot afford programs and specialized programs.		
3. Multiple	Host/partner on events and community outreach initiatives to connect with citizens and bring the community together.	PW partners with Engineering in order to provide education on both topics as well as create advocacy around pollution and litter.	The Police Department held the Turkey Drive and Shop with a Cop. PRCR Hosted three Community Input Meetings for the future Taylor Street Park Playground. The Public Works department worked with sponsors to provide shredding opportunities to the community. Planning: Staff conducted a launch event for the new Go Wake Forest microtransit pilot program.		
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.	Staffed several major events, placed message boards and street signage, and provided barriers to secure entrances to the events.	Public Works worked with our solid waste contractor to establish sponsorship for FNOW for the 2025 calendar year. This opportunity has made solid waste collection at down town events much simpler and more organized. It may become a more standardized way of collections for events.		
5. Downtown Development	Will offer quality of life events that bring our community together.	Friday Night on White in July had to be canceled due to weather, but was successfully held in August and September. Crowds were lower than normal due to inclement weather the day of the events.	Holiday events were a success with Wake Forest Cares Holiday Kickoff held Saturday, Nov. 16 and Lighting of Wake Forest (presented by Wake Forest Downtown) on Friday, Dec. 6. Both events were free, well attended, and offered the community an opportunity to come out to celebrate the holiday season and support our downtown businesses.		

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 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025	
1. Planning	Write Plan.	This project is funded this fiscal year. RFP will be issued next calendar year after the Programs and Planning Manager position is filled.	This project is funded this fiscal year. RFP will be issued next calendar year after the Programs and Planning Manager position is filled.			
Priority: Educate the community about transportation issues, challenges and opportunities						
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025	
1. Police	Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.	A Bike Safe Riders class was held on August 31st. Officer White has taken over as the coordinator and will work on scheduling further classes.	WFPD assisted NCSHP with a Bike Safe course on Nov. 15. WFPD also assisted with Safety City at the North Carolina State Fair.			
2. Engineering	Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.	S. Franklin Street project is under construction. Updates on the project and traffic patterns are coordinated with Communications.	S. Franklin Street project is under construction. Updates on the project and traffic patterns are coordinated with Communications. Dunn Creek Greenway Phase 3 is beginning construction this month. Updates on the project are coordinated with Communications.			
3. Engineering	Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.	Staff is evaluating the current Traffic Calming Policy with respect to the complaints we receive, and looking to update as necessary. Also proposing a Traffic Calming CIP item to begin making tangible solutions that resonate with residents.	Staff is evaluating the current Traffic Calming Policy with respect to the complaints we receive, and looking to update as necessary. Also proposing a Traffic Calming CIP item to begin making tangible solutions that resonate with residents.			
4.Planning	Collaborate with Communications to develop a video about transportation, process, how improvements are made.	Complete				
Priority: Evaluate options for transit						
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025	
1. Planning	Continue S-line evaluation efforts.	Staff continues to coordinate with NCDOT on the S-Line rail corridor design and Mobility Hub (Amtrak station) design. In coordination with Town staff, NCDOT held a 4-day design workshop aimed at designing the Mobility Hub.	Staff continues to work with NCDOT on 30% design plans for the S-Line Mobility Hub and also to secure federal funding for its construction.			
2. Planning	Develop Transit Study (to include micro transit option).	Plan adopted. This initiative is complete.				
Priority: Explore revenue options to support infrastructure needs						
Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025	
1. Engineering	Evaluate development agreement standards as part of the UDO update.	No update.	No update.			
2. Planning	Evaluate and expand current Municipal Service District (MSD).	Study is underway.	Study is underway. Will be discussed in more detail at the Board of Commissioner retreat.			
3. Finance (Administration)	2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects.	Meetings with three rating agencies - Standard & Poor's; Moody's; and Fitch held on August 22 and 23. All three assigned triple A rating to upcoming \$23.5 million GO Bonds sale scheduled for October 1. Local Government Commission (LGC) formally approved issuance of \$1,460,000 Parks and Recreation Bonds (two-thirds) on September 10. Final actions and authorizations complete in September for first issuance (\$22 million) from referendum.	Bond sale held on October 1 - Truist Securities, Inc. was awarded the bid at a true interest cost (TIC) over life of bonds of 3.1832% - 16 financial institutions submitted bids. Closing and bond proceeds received on October 23 and 24 respectively.			

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4. Engineering	Partner with NCDOT to perform traffic congestion and relief analysis.	Engineering is investigating the purchase of traffic management software that delivers speeds and roadway characteristics for our entire roadway network. This will allow us to quickly respond to public speeding complaints, prioritize street safety, and measure the effectiveness of traffic calming measures. If purchased we will utilize and share relevant data with NCDOT.	Engineering has purchased a traffic management service that delivers speeds and roadway characteristics for our entire roadway network. This will allow us to quickly respond to public speeding complaints, prioritize street safety, and measure the effectiveness of traffic calming measures. We will utilize and share relevant data with NCDOT.		
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 UPDATESJUL 2024 - SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
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.	This will be scheduled for January 2025. Downtown Development Updates (emailed newsletter) continue to be utilized to communicate with property owners on an ongoing basis.	Property Owners Lunch is scheduled for Thursday, February 27, 2025.		
2. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities.	This will be scheduled for February/March 2025. Downtown Development Updates and Downtown Dispatch (emailed newsletters) continue to be utilized to communicate with merchants on an ongoing basis, as well as the Downtown Business Alliance closed Facebook group.	Social district engagement to determine who was in favor and who would allow alcoholic beverages in their business for the purpose of sharing feedback with the Board of Commissioners.		
3. Downtown Development	Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.	Downtown Director maintains ongoing list of available commercial space in downtown and shares as applicable with those interested in opening a business in downtown. Our vacancy rate is less than 10%, but as new development occurs and/or space becomes available this is shared accordingly.	Downtown Director continues to utilize a property vacancy spreadsheet to help connect interested business owners with property owners. Vacancy rate remains less than 10%.		
Priority: Encourage and protect small and entrepreneurial businesses					
Department	Initiatives	Q1 UPDATESJUL 2024- SEP 2024	Q2 UPDATESOCT 2024 - DEC 2024	Q3 UPDATESJAN 2025 - MAR 2025	Q4 UPDATESAPR 2025 - JUN 2025
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.	Merchant Meeting is scheduled for October 2024 in response to retail merchants requesting two meetings a year at different times. Downtown Development Updates and Downtown Dispatch (emailed newsletters) continue to be utilized to communicate with merchants on an ongoing basis, as well as the Downtown Business Alliance closed Facebook group.	Merchant meeting was held on Oct. 21 with nine different businesses in attendance. Key updates were provided, and business owners were encouraged to collaborate and provide feedback. Good discussion ensued with business owners offering insight on various topics including social district. Survey was also sent out to see if retail businesses were in favor of a social district and would allow alcoholic beverages in their businesses if a social district was passed and implemented.		
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 was held this quarter.	No merchant social was held this quarter, but one will be held in quarter 3.		



Town of Wake Forest Strategic Plan
Quarterly Updates

	3. Wake Forest Business and Industry 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	WFBIP updates are provided quarterly on a calendar year basis. The link below provides the latest update. Q2 FYE2024 WFBIP Plan of Work Update	WFBIP has been actively engaging with key stakeholders to provide updates on ongoing projects and share insights into the organization’s mission and collaborative efforts. •November 12: WFBIP presented an update to the Wake Forest Chamber Government Affairs Committee (GAC) at the Loading Dock. During this presentation, we shared detailed updates on current and active projects, highlighting how these initiatives align with the town's economic development goals. •November 20: WFBIP delivered a presentation to the Town of Wake Forest Leadership Academy, presenting an in-depth overview of our organization. The session focused on how WFBIP collaborates with organizations, developers, and businesses to foster growth in Wake Forest. We also provided updates on active projects and facilitated a guided economic development case study to illustrate our strategic approach to addressing real-world challenges and opportunities. •December 5: WFBIP presented to the Leadership Wake Forest with the Wake Forest Chamber of Commerce. This session included an overview of WFBIP’s role in driving economic development, the importance of strategic partnerships, and updates on current initiatives. Through these presentations, WFBIP continues to demonstrate its commitment to transparency, collaboration, and advancing economic vitality in Wake Forest.		
	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.	The Solid Waste department worked with local organizations (such as Master Gardeners) to teach classes to the community about sustainability. The Solid Waste department is also seeking partnerships for large litter clean ups in the NE corridor.	Community businesses continue to partake in the litter collection program by renting litter kits and cleaning areas of the community. We were able to secure support from a textile recycler for the upcoming shred events and hope to be able to reliably have them at shred events for the foreseeable future.		
Priority: Evaluate options for a performing arts center						
	Department	Initiatives	Q1 UPDATES JUL 2024 - SEP 2024	Q2 UPDATES OCT 2024 - DEC 2024	Q3 UPDATES JAN 2025 - MAR 2025	Q4 UPDATES APR 2025 - JUN 2025
	1. Renaissance Centre	The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community.	Johnson Consulting representatives visited with Town staff, elected officials, and other stakeholders during the kick-off meetings for the Arts Center Feasibility Study. Audience surveys are emailed to attendees following each of the Main Stage Performances.	Town staff continue feasibility study meetings with Johnson Consulting.		



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-382-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: March 4, 2025

SUBJECT

Closed Session: NCGS 143-318.11(6) - To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Recommendation:

Item Summary:

ATTACHMENTS

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