



Wake Forest Board of Commissioners Work Session
Meeting Agenda
February 06, 2024 at 6:00 PM

1. Presentations

- 1.1. Discussion of FY 2024-2029 Capital Improvements Plan
[Discussion of 2024-2029 CIP Update_summary.pdf](#)
- 1.2. Presentation of results of revaluation of assessed property for Wake Forest
[Presentation of revaluation of assessed property_summary.pdf](#)
- 1.3. NCDOT Project updates
[Attachment_A_02062024_Summary.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1. Review of Monthly Financial Summaries - December
[Monthly Financial Report_summary.pdf](#)
[December 31, 2023 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[DraftBOCAgenda_Feb202420.pdf](#)

4. Other Business

- 4.1. Strategic Plan Quarterly Tracker_Q2 FYE2024
[Strategic Plan Quarterly Tracker_Q2 FYE2024.pdf](#)
- 4.2. CIP Project Tracker
[CIP Project Tracker Q2_FY2023-2024.pdf](#)
- 4.3. Consideration of Contract for Flaherty Park Field #2 Upgrades
[Summary Sheet - Consideration of Contract for Flaherty Park Field #2.docx](#)
[Flaherty Park Baseball Field #2 - Recommendation Letter.pdf](#)
[Resolution for BOC - Contract for Upgrades at Flaherty Park Field #2.docx](#)

- 4.4. Presentation of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

[2024-25 Agenda Summary.pdf](#)

[2024-25 RAISE Grant Resolution.doc](#)

- 4.5. Closed Session: N.C.G.S. § 143.318.11(a)(5)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-353-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Discussion of FY 2024-2029 Capital Improvements Plan

Recommendation:

Item Summary:

ATTACHMENTS

- [Discussion of 2024-2029 CIP Update_summary.pdf](#)

Discussion of Updated Capital Improvements Plan for FY 2024 - 2029

There will be a power point presentation summarizing overview of CIP update. Staff will be on hand to discuss and answer questions on FY 2024 – 2025 funding level summary.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-354-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Presentation of results of revaluation of assessed property for Wake Forest

Recommendation:

Item Summary:

ATTACHMENTS

- [Presentation of revaluation of assessed property_summary.pdf](#)

Presentation of results of revaluation of assessed property for Wake Forest

Nicole Kreiser, Deputy Tax Administrator with Wake County will be on hand to present the results of the revaluation of assessed real property for Wake Forest. North Carolina General Statutes require a revaluation at least every eight (8) years. Wake County changed to a four (4) year cycle in 2016. The last revaluation was in January 2020.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-386-

Submitted by: Steven Meyer

Submitting Department: Engineering

Meeting Date: February 6, 2024

SUBJECT

NCDOT Project updates

Recommendation:

Item Summary:

ATTACHMENTS

- [Attachment_A_02062024_Summary.pdf](#)

Agenda Item: NCDOT Project Updates

Summary: There are several NCDOT project within the Town of Wake Forest managed by NCDOT. The following projects are ongoing and the Town is assisting with betterments towards the projects. These projects include the following: NCDOT B-5318, Traffic and Pedestrian signal projects, NCDOT P-5707, NCDOT U-5307, NCDOT U-6023, NCDOT P-5753 BA and P- 5753-BD.

Attachments: Attachment_A_02062024_Summary



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-29-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Review of Monthly Financial Summaries - December

Recommendation:

Item Summary:

ATTACHMENTS

- [Monthly Financial Report_summary.pdf](#)
- [December 31, 2023 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

December 31, 2023

GENERAL FUND HIGHLIGHTS:

- Total year-to-date revenues are at 57.16% of annual budgeted amounts.
- Ad valorem taxes represent over 50% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2024. Majority of this revenue source comes in towards the end of December and before January 6.
- Unrestricted intergovernmental revenues (sales and utility franchise tax) represent over 20% of general fund revenues. The first three distributions of these revenues received through December - **\$4.1 million (5.4% above previous fiscal year to date)**
- Other financing sources include installment purchase proceeds, interfund transfers and appropriated fund balance – reflective later in the fiscal year.
- Total year-to-date expenditures are at 55.22% of appropriations (includes encumbrances).
 - **Parks, Recreation and Cultural Resources (620) reflects purchase of property (Devon Square – 8 acres) – funds were transferred from Recreation Capital Reserve (impact fees) for this acquisition. Budget amendment forthcoming to recognize revenues and allocate to expenditure line item. This will bring department back within budget.**
- Net increase YTD (*increase in fund balance*) is **\$6.6 million**.
 - Increased collections in current year ad valorem taxes - \$4.9 million for the month.

DEBT SERVICE FUND HIGHLIGHTS:

- \$453,648 in debt service payments made in December.
- Remaining distribution of Powell Bill funds received in December - \$216,000 over expectations.
- Net increase YTD (*increase in fund balance*) is **\$2,419,256**.

WF BIP:

- Other financing sources represents transfer from General Fund.
- Expenditures are below expected guideline (50%).

DMSD HIGHLIGHTS:

- Majority of DMSD tax revenue will come in December and early January.
- Transfers to Debt Service fund and General Fund (façade improvements) made in December.

WFRC HIGHLIGHTS:

- Expenditures are at 47.46% which is below the guideline (50%).
- Other financing sources represents transfer from General Fund for personnel costs.

December 31, 2023 - Financial Summaries – page 2

ELECTRIC FUND HIGHLIGHTS:

- Total year-to-date revenues are at 55.13% of budgeted amounts.
- Total expenses are at 81.37% (includes encumbrances) – without inventory encumbrance – 53.1%.
 - Purchase for resale – power for December **(\$994,582)** is paid in January and not reflected in the attached.
 - **Purchase order for \$4,383,350 was issued in April 2022 per bids received for transformers (inventory) – based on updated information – at this time, we do not have a delivery date. Staff will determine in early 2024 if these are needed and may consider cancelling this order.**
 - Purchases for inventory are accounted for on a cash basis during the fiscal year then reconciled to the balance sheet at year end.
 - Purchase orders for transformers carried forward from FY 22 and FY 23.
 - Shipment of transformers arrived in October and November.
- Net gain YTD is **\$195,346**

Rate adjustments approved on March 21, 2023, with respective effective dates of April 1, 2023, and September 1, 2023.

AMERICAN RESCUE PLAN ACT (ARPA):

- Report is a “life to date” (LTD) meaning everything reported is cumulative from the beginning – July 2021.
- Due to reporting and accounting requirements, funds received to date are shown as “deferred revenue” and is recorded as revenue as we incur expenditures over the next few years. For monthly reporting purposes, it is shown that all funds have been received.

GENERAL FUND
December 31, 2023

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 38,078,440	\$ 29,984,823	-	\$ 8,093,617	78.74%	\$ 28,331,586
Other Taxes	55,000	26,083	-	28,917	47.42%	23,027
Unrestricted Intergovernmental	18,435,300	4,915,275	-	13,520,025	26.66%	4,760,510
Restricted Governmental	2,297,540	1,333,108	-	964,432	58.02%	913,299
Permits and Fees	2,514,750	1,403,612	-	1,111,138	55.82%	1,277,944
Other Revenue	1,903,470	853,703	-	1,049,767	44.85%	657,539
Sales and Services	5,096,750	1,784,278	-	3,312,472	35.01%	1,507,006
Investment Earnings	650,000	767,384	-	(117,384)	118.06%	309,985
Other Financing Sources	8,437,160	3,212,447	-	5,224,713	38.07%	47,747
General Fund Total	\$ 77,468,410	44,280,714	-	33,187,696	57.16%	\$ 37,828,643

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 470,885	\$ 154,845	\$ -	\$ 316,040	32.88%	\$ 142,805
412 Legal Services	397,600	198,322	-	199,278	49.88%	201,016
420 Town Manager's Office	896,750	470,222	31,075	395,453	55.90%	416,558
421 Town Clerk	250,500	121,793	-	128,707	48.62%	-
422 Organizational Performance	474,180	228,583	-	245,597	48.21%	-
423 Budget Management	232,785	71,443	-	161,342	30.69%	-
425 Communications	1,292,800	620,083	84,507	588,210	54.50%	540,182
430 Human Resources	1,182,910	559,434	45,606	577,870	51.15%	584,161
431 Risk Management	483,730	359,971	400	123,359	74.50%	-
435 Downtown Development	526,785	257,499	-	269,286	48.88%	198,126
440 Financial Services	1,283,435	688,203	1,484	593,749	53.74%	853,774
445 Information Technology	2,281,575	1,270,671	56,238	954,665	58.16%	780,354
480 Inspections	2,411,175	1,069,339	49,646	1,292,190	46.41%	960,688
490 Planning	4,319,425	1,399,584	871,202	2,048,640	52.57%	1,110,267
500 Public Facilities	3,471,860	1,521,597	743,611	1,206,652	65.24%	1,479,782
510 Police	16,369,175	8,356,687	389,113	7,623,375	53.43%	7,033,430
520 Fire	12,703,150	5,676,019	304,987	6,722,144	47.08%	5,254,990
530 Public Works Administration	313,115	153,582	-	159,533	49.05%	126,725
535 Urban Forestry	530,750	232,269	33,345	265,136	50.05%	197,226
540 Engineering	1,780,185	755,317	291,707	733,161	58.82%	715,137
545 Stormwater Management	796,560	207,936	112	588,512	26.12%	-
550 Fleet Maintenance	653,895	295,100	7,282	351,513	46.24%	241,078
560 Streets	3,902,780	1,542,395	744,307	1,616,077	58.59%	1,216,516
580 Solid Waste	5,986,800	2,026,686	217,501	3,742,613	37.49%	1,714,609
620 Parks and Recreation	6,253,965	5,457,924	1,207,617	(411,576)	106.58%	2,025,700
999 Transfers	8,201,640	4,000,824	-	4,200,816	48.78%	3,575,404
General Fund Total	\$ 77,468,410	37,696,329	5,079,739	34,692,342	55.22%	\$ 29,368,526

General Fund - Net Gain (Loss)

\$ 6,584,385

\$ 8,460,117

Debt Service Fund
December 31, 2023

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,290,595	1,506,529	(215,934)	0.00%	1,286,484
Permits and Fees	707,610	331,650	375,960	0.00%	292,901
Investment Earnings	30,520	11,257	19,263	0.00%	10,159
Other Financing Sources	6,078,775	3,071,888	3,006,887	50.53%	2,623,665
General Fund Total	\$ 8,107,500	4,921,323	3,186,177	60.70%	\$ 4,213,209

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 762,870	\$ 6,076	\$ 756,794	\$ -	-
445 Information Technology	397,135	199,532	197,603	50.24%	203,407
480 Building Inspections	54,455	50,920	3,535	93.51%	52,128
490 Planning	12,595	6,296	6,299	49.98%	-
500 Public Facilities	617,190	374,421	242,769	60.67%	431,224
510 Police	673,215	342,891	330,324	50.93%	364,448
520 Fire	290,355	145,169	145,186	50.00%	134,543
535 Urban Forestry Division	8,555	4,273	4,282	49.95%	4,272
540 Engineering	6,985	3,523	3,462	50.44%	3,523
550 Fleet Maintenance	20,715	10,348	10,367	0.00%	4,273
560 Streets	1,620,525	264,683	1,355,842	16.33%	409,752
570 Powell Bill	1,522,590	585,034	937,556	38.42%	436,034
580 Solid Waste	235,605	117,783	117,822	49.99%	53,952
620 Parks and Recreation	1,884,710	391,116	1,493,594	20.75%	417,412
General Fund Total	\$ 8,107,500	2,502,067	5,605,433	30.86%	\$ 2,514,968

Debt Service Fund - Net Gain (Loss)

\$ 2,419,256

\$ 1,698,241

Wake Forest Business and Industry Partnership Fund (BIP)
December 31, 2023

Monthly Target Percentage

50.00%

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	2,500	7,457	-	(4,957)	298.30%	-
Other Financing Sources	550,700	237,600	-	313,100	43.15%	182,633
WFRC Fund Total	\$ 553,200	245,057	-	308,143	44.30%	\$ 182,633

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 553,200	\$ 172,380	\$ -	\$ 380,820	31.16%	\$ 69,007
WFRC Fund Total	\$ 553,200	172,380	-	380,820	31.16%	\$ 69,007

WFBIP Fund - Net Gain (Loss) **\$ 72,678** **\$ 113,626**

DMSD Special Revenue Fund
December 31, 2023

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 155,570	\$ 80,592	-	\$ 74,978	51.80%	\$ 74,770
Investment Earnings	9,430	9,958	-	(528)	105.60%	3,742
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 165,000	90,549	-	74,451	54.88%	\$ 78,512

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 165,000	\$ 83,300	-	\$ 81,700	50.48%	\$ 65,000
DMSD Special Revenue Fund Total	\$ 165,000	83,300	-	81,700	50.48%	\$ 65,000

Downtown District - Net Gain (Loss)

7,249

13,512

Wake Forest Renaissance Centre
December 31, 2023

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 249,710	\$ 75,373	\$ -	\$ 174,337	30.18%	\$ 66,281
Other Revenue	140,700	87,389	-	53,311	62.11%	77,515
Other Financing Sources	757,785	361,893	-	395,892	47.76%	285,822
WFRC Fund Total	\$ 1,148,195	524,654	-	623,541	45.69%	\$ 429,618

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,148,195	\$ 539,489	\$ 5,500	\$ 603,206	47.46%	\$ 436,067
WFRC Fund Total	\$ 1,148,195	\$ 539,489	\$ 5,500	\$ 603,206	47.46%	\$ 436,067

WFRC Fund - Net Gain (Loss)

\$ (14,835)

\$ (6,450)

WAKE FOREST POWER (ELECTRIC FUND)
December 31, 2023

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 22,616,900	\$ 12,468,519	-	\$ 10,148,381	55.13%	\$ 10,735,462
Sales Tax - Utility	1,567,350	867,446	-	699,904	55.34%	743,670
Other Revenue	412,500	218,414	-	194,086	52.95%	139,853
Investment Earnings	31,250	32,927	-	(1,677)	105.37%	22,313
Other Financing Sources	582,000	-	-	582,000	0.00%	-
Electric Fund Total	\$ 25,210,000	13,587,306	-	11,622,694	53.90%	\$ 11,641,299

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 575,820	\$ 295,079	\$ 116	\$ 280,625	51.27%	\$ -
850 Electric - Operations	\$ 24,015,635	12,731,385	7,121,057	4,163,193	82.66%	10,431,063
860 Electric - Tree Trimming	618,545	365,497	-	253,048	59.09%	188,672
Electric Fund Total	\$ 25,210,000	13,391,960	7,121,173	4,696,866	81.37%	\$ 10,619,734

Electric Fund - Net Gain (Loss) \$ - **195,346** **1,021,564**

AMERICAN RESCUE PLAN ACT (ARPA)
12/31/2023 (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	-	610,639	-	(610,639)	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 14,541,000	15,152,485	-	(611,485)	104.21%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 1,030,000	\$ 166,929	\$ 277,254	\$ 585,817	43.12%	\$ -	
525 Public Safety (ARPA)	2,800,000	1,284,047	1,654,000	(138,047)	104.93%	-	
540 Engineering	6,325,000	758,813	367,552	5,198,635	17.81%	-	
638 Other Improvements	4,386,000	1,911,154	1,046,865	1,427,982	67.44%	-	
General Fund Total	\$ 14,541,000	4,120,942	3,345,671	7,074,387	51.35%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 11,031,543					
						\$ -	



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-30-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCAgenda_Feb202420.pdf](#)



Wake Forest Board of Commissioners

Draft Meeting Agenda

February 20, 2024 at 6:00 PM

All items listed are for discussion and possible action.

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

3.Presentations

- 3.A. Resolution Recognizing Lieutenant Cindy Johnson-Perry on her retirement

4.Public hearings / Public Comment

- 4.A. Public Hearing on a petition requesting contiguous annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.
- 4.B. 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 of Budget Ordinance Amendment # 2 - FY 2023 - 2024
- 5.B. Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Cindy Johnson-Perry
- 5.C. Approval of Appointment to Citizen Advisory Board

6.Legislative Items

7.Planning Items

- 7.A. Consideration of a petition requesting contiguous annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.

8.Administration and Financial Items

- 8.A. Consideration of approval of 2024-2029 Capital Improvements Plan (CIP) Update
- 8.B. Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report

13.Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-21-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Strategic Plan Quarterly Tracker_Q2 FYE2024

Recommendation:

Item Summary:

ATTACHMENTS

- [Strategic Plan Quarterly Tracker_Q2 FYE2024.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 2023 - SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024
1. Human Resources	Work cooperatively with the Organizational Performance team to further build out the Employee Recognition Program.	Ongoing - Remains in development. Working cooperatively with Organizational Performance team.	41 employees recognized for their 1st quarter commitment to the core value of "Caring". The "Powering Performance" employee newsletter highlighted work and accomplishments of two departments and seven employees.		
2. Human Resources	Will continue to review benefit offerings to remain strategic and at the forefront of creative initiatives that are attractive to employees.	Ongoing - Next discussion on this subject scheduled for December. Next annual employee survey scheduled for January 2024.	Annual employee survey scheduled for January 2024. Ongoing		
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.	Police Department - Tyler Main served with the department as an intern prior to beginning BLET as a police recruit. Inspections - Intern Seth Via has been hired to fill the Inspections Apprenticeship position. The Renaissance Centre hosted Wake County Public Schools sophomores and juniors for a Careers in Arts talk. Centre staff and professional artists shared their day-to-day responsibilities and talked about opportunities in the visual and performing arts as a career. Organizational Performance met with students from North Wake College and Career Academy to discuss local government employment and career opportunities.	Inspections apprentice (Seth) attended and passed his Mechanical level I class.		
4. All	Continue to work with employees to grow and learn from one another (interdivision/interdepartmental experience and education).	Two Planning Department staff are taking classes at UNC's School of Government to sit for the CZO exam this fall. Inspections - A member of the Public Works division shadowed inspectors at various times during the month of August. We have two directors attending University of North Carolina's School of Government Municipal and County Administration Course.	Public Works Solid Waste staff visited with the Inspections staff to learn more about Inspections.		
5. All	Teambuilding and retention strategies	Public Works- Cross training employees in efforts to build skillsets. Organizational Performance focused on recognizing outstanding employees through the quarterly Austin T. Smith Core Values Award Program, Gift Card Recognition Program, and Quarterly Powering Performance Newsletters. Received 46 Core Values nominations in August and recognized 22 employees via our Gift Card Recognition Program.	Public Works had a department lunch where we were able to discuss work items and spend time with one another. Many Public Works employees have completed desired training and have also been able to receive their CDL license through the department's training. The employee newsletter is focusing on different departments in each edition to build teamwork and a global view.		
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.	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

Department	Initiatives	Q1 UPDATES JUL 2023 - SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024
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Town of Wake Forest Strategic Plan
Quarterly Updates

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.	Fire impact fee update complete and presented to Board of Commissioners at September 5 work session. Presented to Planning Board on September 12. Public hearing and approval of updated fees scheduled for October 17. Effective date will be January 2024. Parks and Recreation impact fee in the process of being updated.	Updated fire impact fees approved and are effective January 1, 2024. Parks and Recreation impact fee study is being finalized with update/report to staff and Board next quarter. The Board approved moving forward with developing a Transportation impact fee program.		
2. Engineering	Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements.	A Stormwater Utility Working Group was established to provide feedback and perspective from a wide cross section of representatives. The group has met five times, with one remaining meeting, and a presentation to the Board of Commissioners with final recommendations scheduled for November.	The stormwater utility was approved at the November regular meeting. A second reading was held and approved at the regular meeting in December. Staff will coordinate with both Franklin and Wake Counties to establish fee on tax bills after July 1, 2024. Stormwater Utility Fund will be established with FY 2024-2025 Proposed Annual Budget.		
3. Finance (Budget)	Continue to analyze cost of providing solid waste/recycling/electricity and update fee accordingly.	Electric rate increase approved in March 2023, implemented September 1.	City of Raleigh is increasing billing fee for solid waste for FY 24-25 - staff reviewing impact and will consider increase for FY 25 proposed budget. In addition, a minimal electric rate increase (energy charge) may be included to cover increased costs.		
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.	Hosting Town staff tours of South Wake Municipal Landfill and Waste Management's Material Recovery Facility (recycling center). Town booth at Senior Expo focused on litter prevention.	Public Works is developing plans to divert more waste types from landfills. Additionally, the department has been working on increased education to ensure proper use of programs in addition to teaching self sufficient programs or "at home" waste minimization practices. We have plans to apply for upcoming grant opportunities.		
5. Wake Forest Power	Working with ElectriCities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.	Ongoing	This is ongoing and has worked on order transformers and underground primary wire.		
6. Human Resources	Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program.	Ongoing - currently in re-development.	Ongoing - currently in re-development.		
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.		
Priority: Maintain public safety response time as road conditions change					
Department	Initiatives	Q1 UPDATESJUL 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
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.	Police Department has ensured that minimum staffing is maintained while training several new officers. Officers and Communications Center communicate road conditions to ensure fastest response times and communicate road issues to inform citizens.	Police Department has ensured that minimum staffing is maintained while training several new officers. Officers and Communications Center communicate road conditions to ensure fastest response times and communicate road issues to inform citizens.		
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 UPDATESJUL 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
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 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
1. Planning	Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program.	Ongoing - conversations at staff level.	Ongoing. Wake County Housing Authority will conduct a physical needs assessment to determine future steps.		
Priority: Preserve naturally occurring affordable housing					
Department	Initiatives	Q1 UPDATESJUL 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024

Town of Wake Forest Strategic Plan
Quarterly Updates

1. Inspections	Minimum Housing Program.	Inspections continues to enforce the Minimum Housing Code Ordinance. Larry Rochelle, current president of the NC Association of Housing Code Officials (NCAHO), attended a board meeting in Durham.	Planning opened a minimum housing case for the former Wellington Park site. NCAHCO held the annual conference at Kitty Hawk October 1-4.Larry was reelected President for a 3rd term.		
2. Planning	Implement the Town's Housing Rehab. Program.	Contract for FY24 has been executed for housing rehab program for \$50,000.	Program is ongoing.		
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 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
1. Engineering	Construct greenways as part of bond referendum.	Dunn Creek Greenway Phases 3 and 4 are on track to begin construction Spring '24.	Dunn Creek Greenway Phases 3 and 4 are on track to begin construction Spring '24.		
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.	Ongoing. Costs to be updated accordingly in CIP update.	MERJE conducted onsite field surveys of sign locations with Town staff, then completed sign location planning and provided programming documents, including location details, message schedule, and location plan. MERJE also submitted gateway signage options for BOC consideration.		
3. Police	Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.	Police Department Community Resource Officers continue to patrol greenways and parks.	Police Department Community Resource Officers continue to patrol greenways and parks.		
Priority: Implement action items from the Northeast Area Plan					
Department	Initiatives	Q1 UPDATESJUL 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
1. All	Identify action items to evaluate during the UDO update process.	Identification of action items ongoing.	Identification of action items ongoing.		
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)	Parcels will be rezoned as part of the UDO and zoning map update. As part of this update process, this initiative will be evaluated.	Parcels will be rezoned as part of the UDO and zoning map update. This initiative will be evaluated as part of the UDO update.		
3. Planning	Research potential in-fill development sites that could support future affordable housing development. (Short)	This project is currently ongoing.	This project is currently ongoing. The Land Disposition Policy was approved by the Board of Commissioners this quarter and will help implement this initiative.		
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, and a new zoning district, not an overlay, is currently proposed.	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.		
6. All	Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium)	Police Department recommended that Parks, Recreation and Cultural Resources install a sign at Smith Creek Soccer Center stating that the park was open from dawn to dusk.	New interpretive panels were installed at Taylor Street Park. Planning led this effort with assistance from Public Works and Parks, Recreation & Cultural Resources.		
7. Planning	Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)	The Town has acquired the property at 0 N. White Street directly south of the Ailey Young House parcel. Long Range Planning is developing a Request for Proposals (RFP) for Master Site Plan for release in Quarter 2. Multiple Town Departments (Public Works- Streets, Urban Forestry, Facilities, Engineering, Planning, Power) worked together to complete a soil erosion mitigation project at the Ailey Young House. The Town of Wake Forest received an Anthemion Award from Capital Area Preservation for the Ailey Young House Rehabilitation Project.	Planning executed Phase I of an Archaeological Survey of 0 and 300 N. White Street.		
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.		



Town of Wake Forest Strategic Plan
Quarterly Updates

9. Multiple	Consider opportunities to reduce speeding along neighborhood roadways. (Short)	Police Department continues to conduct speeding campaigns throughout the town to ensure safe driving; Police Department partnered with outside agencies in enforcement campaigns.	Police Department continues to conduct speeding campaigns throughout the town to ensure safe driving; Police Department partnered with outside agencies in enforcement campaigns.		
10. Multiple	Work with local organizations to identify and implement youth programming. (Short)	Ongoing	Public Works partners with homeschool groups, school groups, and scouts for litter cleanups, education, and community improvement.		
11. Multiple	Attend meetings and assist with events in the Northeast Community.	Planning met in August with Christian Banks Community Engagement Coordinator @ NCWorks Career Center. The meeting was focused on developing a program that can teach individuals how to identify soft skills, build resumes and improve their interviewing skills. The aim is to help them secure better-paying jobs. (Northeast Community is the community of interest). Planning attended three meetings this quarter. Police Department attended Northeast Community Coalition (NECC) meetings.	Saturday, October 21st, Renaissance Centre Specialist, Debra Horton was invited to attend a community connection program for friends and family at Olive Branch Baptist Church. She spoke on behalf of the Public Art Commission (PAC) and shared upcoming art projects that will be placed at the Alston-Massenburg Center (AMC). Sunday, October 22nd, Commissioner Keith Shackleford partnered with the PAC to host a “Cookies and Conversation” art envisioning session for the Northeast neighborhood. Thirteen community advocates participated in the conversation. The Northern Community Food Security Team (NCFST) partners with Hope House (bi-monthly) and the Wake Forest Community Table (weekly) to deliver food for distribution in the Northeast Community.		
12. Multiple	Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing residents flexibility in maintaining their chosen place of residence. (Ongoing)	September’s NECC meeting included a presentation by DHIC, Inc. (formerly Downtown Housing Improvement Corporation) on their services. The aim is to ensure that residents are well-informed about their housing situation when approached by developers, investors, and builders.	This program is ongoing. The program is being expanded from the northeast community to townwide due to lack of participation. Posters to install in Town buildings are also being developed due to lack of participation.		
13. All	Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)	Ongoing	Public Works litter program continues to assess litter collection areas for possible green spaces that can be accessible to the community.		
14. Public Works	Continue to implement tree planting programs. (Ongoing)	Street tree replacement will begin in October.	Street tree replanting is underway.		
15. Public Works	Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)	Continuing to advocate for saving specimen trees during the plan review process.	Continuing to advocate for saving specimen trees during plan review.		
16. Planning	Identify additional historic sites in the Northeast Community. (Ongoing)	Researching additional historic sites for incorporation into a walking tour brochure for the Northeast Community.	Researching additional historic sites for incorporation into a walking tour brochure for the Northeast Community.		
17. 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)	Drafting a walking tour brochure for the Northeast Community, expected completion Q3.	Drafting a walking tour brochure for the Northeast Community, expected completion Q3.		
18. Planning	Continue to install historic markers or other interpretive material at historic sites. (Ongoing)	First three historic markers are in production with expected delivery in Quarter 2. Second round of historic markers are being finalized to order. Next round of historic marker applications due September 30.	Marker installation began this quarter.		
19. Multiple	Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)	Ongoing	Public Works has increased trash cans at stops on the Wake Forest Loop. Changes are being evaluated as part of the UDO update		
20. Multiple	Perform a thorough analysis of utility infrastructure systems within the study area- including broadband network coverage. (Ongoing)	Police Department reported multiple street lights out to Electric Dept.	No updates.		
21. Multiple	Promote maintenance of roadways.(Ongoing)	Engineering and Public Works - Street resurfacing project out for bids.	Bid awarded. Work anticipated to begin Spring 2024.		
22. Renaissance Centre	Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing)	The Public Art Commission has developed an Art Plan that will help guide the community with public art projects for the next several years, including art placement in the Northeast Community.	The Public Art Commission has developed an Art Plan that will help guide the community with public art projects for the next several years, including art placement in the Northeast Community.		
23. Planning	Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)	Resolution to support development of the S-Line rail corridor and to provide \$3.3 million in local funding to match a federal grant opportunity for mobility hub design and project development activities adopted in September. Funds are to be obligated by 2026.	Grant associated with letter of support last quarter was awarded this quarter.		
24. Planning	Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)	Conversations are ongoing with Wake County. There are no current collaboration opportunities.	Conversations are ongoing with Wake County. There are no current collaboration opportunities.		

Town of Wake Forest Strategic Plan
Quarterly Updates

25. 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)	Ongoing	Public Works worked with local church groups to provide recycling education and resources to the church. Public Works has volunteered at schools for education. Public Works has worked with environmental groups to provide proper recycling and waste education.		
Priority: Offer events that bring the community together and celebrate our diverse cultures					
Department	Initiatives	Q1 UPDATES JUL 2023 - SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024
1. Renaissance Centre	Will present a variety of performances and programming that will attract and celebrate our diverse community.	The Renaissance Centre is celebrating 10 years of bringing our community together to celebrate the arts. The performing arts series began in July and had 3 SOLD-OUT shows in the 1st quarter. The Mystery Dinner Theater audience was comprised of ages 12 to 80 years-old and multiple ethnicities.	The Renaissance Centre partnered with the Senior Information Networking Group (SING), Friends of the Northern Wake Senior Center, and Brookdale Senior Living to present the “Senior Scam Jam” on Tuesday, Oct. 3. Presenters included NC Secretary Elaine Marshall, Mercedes Restucha-Klem, representing NC Attorney General Josh Stein, and Stephanie Bias from the NC Department of Insurance. The Centre was the host site for the Community Celebration of the Arts, a partnership with the Public Art Commission. This free family-friendly event featured music, performances, and a variety of arts activities for people of all ages. The Tenth Anniversary Gala was a huge success. On Saturday, November 18th we celebrated all the possibilities we've "realized" with a SOLD-OUT audience. The Gala featured saxophonist Marcus Anderson, a Grammy and Stellar Award nominated artist. As a part of the evening's festivities, the Public Art Commission unveiled a sculpture commemorating the historic milestone. “Bravo” will remain on permanent display in the Centre lobby. Funding for the sculpture was provided by Ting Internet. All four performances of the Celtic Angels Christmas were SOLD-OUT. The risers were in place to ensure that all seating had excellent sight lines.		
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.	Our Specialized Programs & Inclusion Specialist has added two new initiatives: "Talk with Me Tuesdays" and "SPIRIT Wake Forest". "Talk with Me Tuesdays" provides opportunities to share information on needs and resources within our community. "SPIRIT Wake Forest" stands for Specialized Programs and Inclusion Resources for Individuals Throughout Wake Forest. This program is our way of identifying initiatives, activities, and events for people of all physical, emotional and cognitive abilities.	Hosted National Night Out at Joyner Park Community Center (parking lot) on October 2. Hosted the Annual Boo Bash community Halloween event at Joyner Park on October 26 with over 6,100 citizens attending. The department hosted a series of open house and focus group sessions in November and December to get community input on updating the departments five-year Master Plan (Focus Groups: Active Adults/Seniors, Teens, Specialized Rec and Inclusion, Families and Youth and Adults. In December the department also hosted Breakfast with Santa, Milk and Cookies with Santa, Calls from Santa and the Snowball Dance.		
3. Multiple	Host/partner on events and community outreach initiatives to connect with citizens and bring the community together.	Public Works will host a "Sustainability 101" group event in September. Organizational Performance hosted a successful 2023 Citizen's Academy with 23 participants, providing information on a wide range of town departments and initiatives.	Public Works hosted a successful Recycle Right educational class in November with participants gaining a stronger knowledge of recycling. Organizational Performance continues to meet monthly with citizen volunteer group to develop Mental Wellness programming.		
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.	Public Works provided staff and resources for Friday Night on White and Good Neighbor Day.	Assisted police with delivery of turkeys to Tri Area Pantry. Shred Event hosted in November. Extra carts provided to assist driver of Shred Truck. Many litter kits went out this quarter.		

Town of Wake Forest Strategic Plan
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5. Downtown Development	Will offer quality of life events that bring our community together.	Friday Night on White held July, August, and September. Effectively implemented weather delay plans to avoid event cancellations. Event continues to draw a large and diverse crowd from our community and beyond.	Wake Forest Downtown offered Spirits of Wake Forest Walking Tours Thursdays, Fridays and Saturdays in October to help showcase our haunted history. This was a sold out ticketed event. Wake Forest Cares Holiday Kickoff was held November 18. This is the third year offering this free and family friendly event and we continue to see it grow in momentum. It provides local community businesses and groups the opportunity to showcase their talents on our performance stage and this year we had the Carolina Hurricanes present as a sponsor and vendor with the Storm Tour and Slapshot Booth. Northeast Community Coalition and Wake Forest Woman's Club attended this event and helped provide the children's crafts. Lighting of Wake Forest on December 1 is another community event that continues to grow and brings everyone together to celebrate the magic of the holiday season. Wake Forest Downtown partnered with the Public Art Commission to hold a call to artists to produce public art banners featuring local works of art. Four artists had their work chosen and these banners will be displayed downtown beginning in January 2024.		
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GOAL 4: Investing in Transportation and Infrastructure Priority: Develop a town-wide sustainability plan inclusive of power, water, stormwater, open space and other infrastructure <table><tr><th>Department</th><th>Initiatives</th><th>Q1 UPDATES</th><th>Q2 UPDATES</th><th>Q3 UPDATES</th><th>Q4 UPDATES</th></tr><tr><td>1. Planning</td><td>Write Plan.</td><td>A budget request will occur in FY25.</td><td>A budget request will occur in FY25.</td><td></td><td></td></tr></table> Priority: Educate the community about transportation issues, challenges and opportunities <table><tr><th>Department</th><th>Initiatives</th><th>Q1 UPDATES</th><th>Q2 UPDATES</th><th>Q3 UPDATES</th><th>Q4 UPDATES</th></tr><tr><td>1. Police</td><td>Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.</td><td>No classes held during the quarter.</td><td>Assisted with SafetyCity at the North Carolina State Fair.</td><td></td><td></td></tr><tr><td>2. Engineering</td><td>Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.</td><td>A web page has been developed to show all Active, Proposed, and Completed transportation projects. The page is found through the Engineering page of the Town's website. https://www.wakeforestnc.gov/transportation/transportation-projects</td><td>Webpage continues to be updated.</td><td></td><td></td></tr><tr><td>3. Engineering</td><td>Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.</td><td>Reviewed policy and working on policies to streamline internal communications.</td><td>Working on policies to streamline internal communications.</td><td></td><td></td></tr><tr><td>4.Planning</td><td>Collaborate with Communications to develop a video about transportation, process, how improvements are made.</td><td>Complete</td><td></td><td></td><td></td></tr></table> Priority: Evaluate options for transit <table><tr><th>Department</th><th>Initiatives</th><th>Q1 UPDATES</th><th>Q2 UPDATES</th><th>Q3 UPDATES</th><th>Q4 UPDATES</th></tr><tr><td>1. Planning</td><td>Continue S-line evaluation efforts.</td><td>Resolution to support development of the S-Line rail corridor and to provide \$3.3 million in local funding to match a federal grant opportunity for mobility hub design and project development activities adopted in September. Funds are to be obligated by 2026.</td><td>Grant associated with letter of support last quarter was awarded this quarter.</td><td></td><td></td></tr><tr><td>2. Planning</td><td>Develop Transit Study (to include micro transit option).</td><td>Draft Public Transit Plan presented to the Planning Board in August and Board of Commissioners in September.</td><td>Plan adopted. This initiative is complete.</td><td></td><td></td></tr></table>						Department	Initiatives	Q1 UPDATES	Q2 UPDATES	Q3 UPDATES	Q4 UPDATES	1. Planning	Write Plan.	A budget request will occur in FY25.	A budget request will occur in FY25.			Department	Initiatives	Q1 UPDATES	Q2 UPDATES	Q3 UPDATES	Q4 UPDATES	1. Police	Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.	No classes held during the quarter.	Assisted with SafetyCity at the North Carolina State Fair.			2. Engineering	Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.	A web page has been developed to show all Active, Proposed, and Completed transportation projects. The page is found through the Engineering page of the Town's website. https://www.wakeforestnc.gov/transportation/transportation-projects	Webpage continues to be updated.			3. Engineering	Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.	Reviewed policy and working on policies to streamline internal communications.	Working on policies to streamline internal communications.			4.Planning	Collaborate with Communications to develop a video about transportation, process, how improvements are made.	Complete				Department	Initiatives	Q1 UPDATES	Q2 UPDATES	Q3 UPDATES	Q4 UPDATES	1. Planning	Continue S-line evaluation efforts.	Resolution to support development of the S-Line rail corridor and to provide \$3.3 million in local funding to match a federal grant opportunity for mobility hub design and project development activities adopted in September. Funds are to be obligated by 2026.	Grant associated with letter of support last quarter was awarded this quarter.			2. Planning	Develop Transit Study (to include micro transit option).	Draft Public Transit Plan presented to the Planning Board in August and Board of Commissioners in September.	Plan adopted. This initiative is complete.		
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Town of Wake Forest Strategic Plan
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Priority: Explore revenue options to support infrastructure needs					
Department	Initiatives	Q1 UPDATES JUL 2023 - SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024
1. Engineering	Evaluate development agreement standards as part of the UDO update.	The UDO update is underway and will include evaluation of standards for infrastructure needs.	Completed review of transportation and infrastructure first draft.		
2. Planning	Evaluate and expand current Municipal Service District (MSD).	Study is currently underway.	No updates - pending outcome of study.		
3. Finance (Administration)	2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects.	Design on projects continue and plans are to issue \$22 million (of \$75 million total referendum) in 2024. CIP is underway and cost estimates will be updated accordingly.	Cost estimates updated in CIP Update. Upcoming meetings with financial advisors to start planning issuance of \$22 million for Fall 2024.		
4. Engineering	Partner with NCDOT to perform traffic congestion and relief analysis.	Town and NCDOT staff have discussed safety concerns at Capital Blvd and Purnell Rd. NCDOT is currently designing a Reduced Conflict Intersection (RCI) and has indicated they will seek funding sources for improvements. The Town has contracted with an On-Call Engineering Consultant to perform traffic studies at Capital Blvd and Burlington Mills Rd as well as, S Main St. Town Administrators met with NCDOT and they support the direction. Updates will be provided to BOC in October.	Updates presented to BOC and NCDOT. Items entered into CIP for BOC to consider assisting NCDOT. No further action along Capital by Town staff at this time. Engineering continues to track and monitor traffic concerns.		

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 2023 - SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024
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.	Annual property owners lunch is scheduled for January 25, 2024. Department continues to utilize Downtown Development Updates and Downtown Dispatch to keep downtown property owners informed of what is happening downtown.	Planning underway for Property Owners Lunch on January 25, 2024. Wake Forest Power speak and provide updates on downtown power and what is in the works, as well as the Luceys on the expansion of their business and creative use of space. Joni Falvey from Broadsides & Brews is also scheduled to speak about her new business. Continue to utilize Downtown Development Updates to share pertinent information.		
2. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities.	Food and beverage meeting will be held in third quarter. Department continues to utilize Downtown Development Updates and Downtown Dispatch to keep downtown business owners informed of what is happening downtown. Owners are also engaged with scheduled visits and event survey follow ups.	Coordinating a meeting for Wake Forest Power to talk to downtown businesses about power concerns in the downtown area to help both sides better understand what issues there are. Also exploring some feasible options to help prevent and avoid damage when outages occur. Food & Beverage meeting scheduled for March 26, 2024. Continue to utilize Downtown Dispatch to share pertinent information.		
3. Downtown Development	Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.	Vacancy rate has decreased to 7%. Majority of available space is pending and/or has development plans in the works. Business and property owners are getting creative on use of their spaces. For example, the expansion at Page 158 Books is being used by Lemon Tree Cafe during the day, but The Listening Room at night. The Knotty Sheep is also going to utilize some of this space to teach classes and sell products. Department met with 4 individuals interested in opening a business downtown this quarter.	Vacancy rate remains at 7% and there continues to be interest in downtown from developers and potential business owners. Director met with 1 individual and 1 developer this past quarter about opportunities in downtown.		
Priority: Encourage and protect small and entrepreneurial businesses					
Department	Initiatives	Q1 UPDATES JUL 2023- SEP 2023	Q2 UPDATES OCT 2023 - DEC 2023	Q3 UPDATES JAN 2024 - MAR 2024	Q4 UPDATES APR 2024 - JUN 2024

Town of Wake Forest Strategic Plan
Quarterly Updates

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.	Annual retail business owners meeting will be held in third quarter. Department continues to utilize Downtown Development Updates and Downtown Dispatch to keep downtown business owners informed of what is happening downtown. Owners are also engaged with in person visits or meetings, as well as event survey follow ups.	Coordinating a meeting for Wake Forest Power to talk to downtown businesses about power concerns in the downtown area to help both sides better understand what issues are. Also exploring some feasible options to help prevent and avoid damage when outages occur. Retail merchant meeting scheduled for March 19, 2024. Continue to utilize Downtown Dispatch to share pertinent information.		
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.	Merchant social was held at The Loading Dock on July 20, 2023 with over 50 people in attendance and over 30 different businesses represented.	Merchant social was held on November 14, 2023 at The Makery with approximately 30 people in attendance and 12 businesses across various sectors were represented.		
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 Biennial Report on the 2021-2022 WFBIP Plan of Work	WFBIP Update to the Board of Commissioners July 2023	WFBIP Update to the Board of Commissioners October 2023		
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.	Ongoing	We successfully (with the help of Communications) gained another Shred Event Sponsor. We have also had inquiries about support for the litter kit program through the purchase of materials for the kits to be constructed and provided to the community.		
Priority: Evaluate options for a performing arts center					
Department	Initiatives	Q1 UPDATESJUL 2023 - SEP 2023	Q2 UPDATESOCT 2023 - DEC 2023	Q3 UPDATESJAN 2024 - MAR 2024	Q4 UPDATESAPR 2024 - JUN 2024
1. Renaissance Centre	The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys. Surveys are sent after every show. Staff evaluates citizen input.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys.		



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-22-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

CIP Project Tracker

Recommendation:

Item Summary:

ATTACHMENTS

- [CIP Project Tracker Q2_FY2023-2024.pdf](#)

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	COMPLETED YES / NO	EXPECTED COMPLETION	PROJECT UPDATE: Q2: October - December 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	FYE 2023	The property adjacent to the Ailey Young House at 0 and 300 N. White Street has been acquired by the Town for use as a heritage park in support of the Ailey Young House. An RFP for master site plan has been drafted. A contract for a Phase I Archaeological Investigation has been finalized to conduct preliminary archaeology on the two lots in support of the master site plan. The Phase I Archaeological Investigation will be completed early in quarter 3.
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	6/30/2024	MERJE conducted onsite field surveys of sign locations with Town staff, then completed sign location planning and provided programming documents, including location details, message schedule, and location plan. MERJE also submitted gateway signage options for BOC consideration.
Information Technology							
Phone System Refresh	In Progress	\$200,000	Upgrade existing VoIP hardware and related networking gear.	Information Technology - Adam Oates	No	FYE 2023	Equipment is already on-site. We are currently in the process of porting over our DID and ensuring phone distribution. We anticipate completion by the end of March.
Work Order and Asset Management Software	In Progress	\$220,000	Software Upgrades	Information Technology - Adam Oates	No	6/30/2024	We are presently in the first phase, incorporating Urban Forestry, Parks Maintenance, and Streets.
Public Facilities							
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	6/30/2023	Complete except for IT, customer service, and Inspections. Leak repair is completed.

Fire Training Deck Rebuild		\$48,000	Remove and rebuild deck on training conex units	Public Facilities – Mickey Rochelle	No	6/30/2023	Work is complete less punch list.
Storage Shelter Warehouse		\$125,000	Construct shelter to store electrical wire out of the elements.	Public Facilities – Mickey Rochelle	No	6/30/2024	Site and building plans have been completed. Site has been submitted in IDT
Town Hall Upfits - (FY 23-24)		\$150,000		Public Facilities – Mickey Rochelle	No	6/30/2023	Work is complete.
Police							
License Plate Reader System		\$157,500	Installation of fixed automatic license plate reader systems throughout the town.	Police - Jeff Leonard	Yes	Ongoing	All 25 License plate reader systems have been installed and are up and running. Year 1 of 2 year lease has been paid.
Fire							
Fire Logistics Facility		\$4,500,000	Warehouse space needed to store reserve equipment and supplies.	Fire - Ron Early	No	Ongoing	Permits being sent to NCDOT and NCDEQ to finalize plans.
Greenway, Transportation & Pedestrian Access							
Traffic Pedestrian Signals	In Progress	\$385,000	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	Engineering - Chris Glass	No	6/30/2024	Wait Avenue and Middlegame is under construction and anticipated to be completed end of February. Forestville Road and Song Sparrow Road is complete. Heritage Lake and Friendship Chapel on deck. Forestville and Coach Lantern signal in design.
Dunn Creek Greenway, Phase 3	Design, Right-of-way, Construction	\$4,380,000	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	Ongoing	Project anticipated to be bid in spring 2024. Project management will transfer from Planning to Engineering.
Smith Creek Greenway, Phase 2	Design, Right-of-way, Construction	\$4,765,000	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	12/31/2022	Construction is anticipated to occur in 2026-2027.
Dunn Creek Greenway, Phase 4	Design, Right-of-way, Construction	\$1,260,000	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	Yes	10/31/2022	Project anticipated to be bid in spring 2024. Project management will transfer from Planning to Engineering.

Smith Creek Greenway, Phase 3	Design, Right-of-way, Construction	\$2,545,000	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	12/31/2021	Construction is anticipated to occur in 2026-2027.
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- Chris Glass	No	12/31/2024	Waiting on final closeout documents. Construction is complete.
Bus Shelter Installation	Construction	\$300,000	Installation of three bus shelters and amenities at stops along the Wake Forest Loop.	Planning - Emma Linn	No	Ongoing	Future bond project to coincide with changes to bus routes proposed in the Wake Forest Public Transit Plan.
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 - Steven Meyer	No	6/15/2025	No update. Construction ongoing.
Forbes Property Improvements		\$74,700		Engineering - Chris Glass	No	Ongoing	Final payout expected in January 2024.
Parks, Recreation and Cultural Resources							
Flaherty Field #2	Project in progress: Out for bid by mid-November.	\$850,000	Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.	PRCR - Ruben Wall	No	TBD	No bids were received by the Dec. 14 deadline. Project being readvertised for bids starting January 3 - January 18.
Asset Maintenance							
Flaherty Park Dam Maintenance and Repair	Design	\$1,010,200	Remove pond dam and repair stream.	Engineering - Steven Meyer	No	TBD	Request for proposals related to construction created. Expected release date January 8, 2024. Construction completion anticipated late 2024
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 - Allison Snyder	No	6/30/2023	Notice to proceed on final design given December 2023. Needed documents sent to NEPA.
Sidewalk Replacement	In Progress	\$50,000	Replace deteriorated, broken and/or uneven sidewalks.	Public Works - Streets Tim Bailey	No	6/30/2022	970 LF of sidewalk replaced in various locations.

Street Maintenance and Resurfacing	In Progress	\$135,000	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 - Min Htun	No	Ongoing	Contract finalized in October. Materials testing contract finalized December 2023. Kickoff meeting held December 21, 2024.
Stormwater Infrastructure Maintenance and Funding	In Progress	\$375,000	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 - Nick Nolte	No	Ongoing	Board adopted stormwater utility in December 2023.
Neighborhood Drainage Improvements - Home Gardens	Not Started	\$50,000	This project should address the existing drainage issue between Wake Drive and Forest Drive by rerouting storm drainage to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.	Engineering - Nick Nolte	No	Ongoing	No update.
Neighborhood Drainage Improvements - Cardinal Hills	Not Started	\$50,000	This project should investigate the capacity of the existing stormwater system to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.	Engineering - Nick Nolte	No	6/15/2025	No update
Wake Forest Power							
Line Construction/ System Improvements	In Progress	\$1,000,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	No	Annual	Completed Wait ave, Grove 98 NW. Working on Grove 98 SE
LED Conversion	In Progress	\$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	No	Annual	No update
Public Works							

Transportation New Sidewalk Projects	In Progress	\$50,000	Streets to install missing sidewalk as identified by Town staff or through the CTP.	Public Works- Streets Tim Bailey	No	Ongoing	No update.
Transportation Roadway Lighting		\$100,000	Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards	Public Works- Streets Tim Bailey	No	Ongoing	No update.
Major Capital Projects							
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	6/30/2016	
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	11/8/2016	
Athletic Fields Lighting System Replacement/ Installation*	Complete	\$1,279,000	*Replacement plan for lighting at athletic fields	Parks, Recreation & Cultural Resources Ed Austin	Yes	1/31/2017	
Public Safety OSSI System Refresh	Complete	\$40,000	*Upgrade existing OSSI hardware and operating systems	IT Tom LaBarge	Yes	2/15/2017	
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	3/10/2017	
Hedrick Property Purchase	Complete	\$595,515	N/A	Public Works	Yes	9/5/2017	
Spray grounds/ Water Features*	Complete	\$411,268	*New spray ground water features at Smith Creek, Flaherty Park, and Future Center	Parks, Recreation & Cultural Resources Ruben Wall	Yes	9/8/2017	
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	11/30/2017	
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	4/21/2018	
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	6/30/2018	
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	6/30/2018	

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	6/30/2018	
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 - Carrie Mitchell	Yes	7/18/2018	
Athletic Court Reconstruction*	Complete	\$62,500	*Reconstruction of Tyler Run and Ailey Young basketball courts	Parks, Recreation & Cultural Resources Ruben Wall/Josh Glover	Yes	9/4/2018	
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	9/15/2018	
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	10/31/2018	
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	10/31/2018	
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	11/17/2018	
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	1/31/2019	
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	4/30/2019	
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	7/31/2019	
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	8/31/2019	

Comprehensive Transportation Plan	Complete	\$199,363	*Multimodal Transportation Plan	Planning	Yes	11/30/2019	
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	12/6/2019	
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	1/31/2020	
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	2/3/2020	
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	3/1/2020	
Dog Park Upgrades	Complete	\$155,000	New configuration, shade structures, fencing, water fountains, and ADA access	Parks, Recreation, & Cultural Resources Josh Glover	Yes	3/20/2020	
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	7/30/2020	
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	7/30/2020	
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	12/31/2020	

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	12/31/2020	
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	6/30/2021	
Fiber Infrastructure Project	Complete	\$2,496,158	Interconnect Town sites with a fiber network infrastructure	IT Adam Oates	Yes	9/1/2021	
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	11/30/2021	
Northeast Community Plan	Complete	\$93,715	Update to the 2007 Northeast Neighborhood Plan	Planning Michelle Michael	Yes	12/7/2021	
Ailey Young Dam Removal & Stream Repair	Complete	\$817,105	Remove pond dam Repair stream	Engineering Joe Guckavan	No	12/31/2021	
Greenway and Park Signage, Phase 1	Complete	\$1,082,500	*Wayfinding, phase 1- Sign implementation across greenways and parks	Public Works	Yes	9/30/2022	
Community Plan	Complete	\$206,760	Update to the 2009 Community Plan	Planning Jennifer Currin	yes	Spring 2022	
Public Works Operations Center (Renovation/Upgrade)	Complete	\$16,110,000	Expansion of the Operations Center	Public Facilities Mickey Rochelle	No	TBD	
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	TBD	
Downtown Underground Conversion - Wait Ave	Complete	\$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	ongoing	
Electric Building Improvements - 5301 Unicon Dr.	Complete	\$149,500	Electric Department Building including building remodel and construction retrofitting	Public Facilities- Mickey Rochelle	No		
Town Hall - Carpet Replacement/Renovations/Office Upfits	Complete	\$277,300	Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22	Public Facilities – Mickey Rochelle	Yes	6/30/2022	



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-24-

Submitted by: Terry Savary

Submitting Department: Parks & Recreation

Meeting Date: February 6, 2024

SUBJECT

Consideration of Contract for Flaherty Park Field #2 Upgrades

Recommendation:

Authorize manager to sign contract for park upgrades.

Item Summary:

ATTACHMENTS

- [Summary Sheet - Consideration of Contract for Flaherty Park Field #2.docx](#)
- [Flaherty Park Baseball Field #2 - Recommendation Letter.pdf](#)
- [Resolution for BOC - Contract for Upgrades at Flaherty Park Field #2.docx](#)

Consideration of Contract for Flaherty Park Field #2 Upgrades

Summary

Agenda Item: Consideration of Contract for Flaherty Park Field #2 Upgrades

Summary: The Board approved the renovation of Flaherty Park Field #2 in 2023. The project was advertised for bids in November and later extended until mid-December. The project was readvertised in January 2024. The Town received two bids; one was disqualified due to incomplete paperwork. Berry Building was the lowest, responsible bidder in the amount of \$944,000.

Attachment:

- Resolution 2024-XX
- Bid Recommendation Letter

January 19, 2024

Randy Driver
Purchasing Manager
Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587

**Re: Flaherty Park Baseball Field #2
Renovation and Upgrades
Town of Wake Forest
Our File #4011M001**

Dear Mr. Driver:

The bids received on Thursday, January 18, 2024, with reference to the above-captioned project, have been tabulated and reviewed by our staff. The lowest, responsible bidder appears to be Berry Building Group, Inc. located at 211-A Commerce Street, Greenville, NC 27858 in the amount of **\$944,000.00** representing the base bid.

Therefore, the contract should be awarded to the apparent, lowest, responsible bidder, who appears to be **Berry Building Group, Inc.** in the amount of **\$944,000.00**. The award should be contingent upon the review and approval of bid documents by your solicitor and available funding.

If you have any questions or require additional information, please feel free to call me on my cell phone at (919) 545-1894.

Sincerely,

RVE, INC.



Patrick Haramija, PE
Regional Manager

RESOLUTION 2024-x

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST A CONSTRUCTION CONTRACT WITH BERRY BUILDING GROUP, INC. FOR FLAHERTY PARK FIELD #2 IMPROVEMENTS, PROJECT IN THE AMOUNT OF \$944,000.

WHEREAS, in 2023, the Board approved the renovation of Flaherty Park Field #2

WHEREAS, the project was advertised for bids and the Town received two bids;

WHEREAS, Berry Building Group, Inc. was the lowest, responsible bidder in the amount of \$944,000.

NOW, THEREFORE BE IT RESOLVED that the Town Manager is hereby authorizes to execute on behalf of the Town of Wake Forest a construction contract with Berry Building Group, Inc. for the upgrade and renovation of Flaherty Park Field #2 in the amount of \$944,000 and any change orders within the budgeted amount for the said project is hereby formally approved and that the Town Manager and Chief Financial Officer of this Municipality are hereby empowered to sign and execute the agreement with Berry Building Group, Inc.

Duly Adopted this 6th day of February 2024.

ATTEST:

Theresa Savary
Town Clerk

Vivian A. Jones
Mayor



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-25-
Submitted by: Brad West
Submitting Department: Planning
Meeting Date: February 6, 2024

SUBJECT

Presentation of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Recommendation:

Approve

Item Summary:

ATTACHMENTS

- [2024-25 Agenda Summary.pdf](#)
- [2024-25 RAISE Grant Resolution.doc](#)

Agenda Item: Presentation of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Summary: NCDOT is preparing a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application for the North Carolina S-Line Mobility Hub Program to assist communities along the S-Line with the next major milestone for mobility hubs and prepare for passenger rail.

Each community is at a different phase in this process and this Program proposes to get all communities to at least shovel-ready status (through final design). This application will be for planning, design and capital construction funds. For Wake Forest, the tasks included in the proposed Program include Final Design, ROW Acquisition, and Construction of a Mobility Hub (aka a Train Station).

Based on the requirements of the grant program, Wake Forest is required to provide a 20% funding match. Specifically, the Town of Wake Forest would contribute \$3,300,000 to receive \$13,200,000 in federal funding towards planning, design, and infrastructure construction costs related to station area improvements within Wake Forest, totaling \$16,500,000. These funds would be separate from track realignment and grade separation infrastructure elsewhere along the S-line corridor.

Funds would need to be fully obligated by September 20th, 2028, with increments for planning and design work obligated prior to September 20th, 2028, as to be determined.

Please note: In the event that the Town is awarded both this grant and the previously Board-endorsed Reconnecting Community and Neighborhoods (RCN) grant, NCDOT would attempt to pivot the RCN funds towards a different S-line infrastructure project that aligns with the RCN Program goals and would directly benefit the Town. Pending federal approval of this pivot, this could include infrastructure projects like a grade separation, pedestrian bridge, or road realignment.

Attachments: None

RESOLUTION 2024-XX

RESOLUTION TO SUPPORT DEVELOPMENT OF THE S-LINE RAIL CORRIDOR AND TO PROVIDE LOCAL FUNDING TO MATCH A FEDERAL GRANT OPPORTUNITY FOR MOBILITY HUB DESIGN AND PROJECT DEVELOPMENT ACTIVITIES

WHEREAS, the North Carolina Department of Transportation (NCDOT) has a long tradition of progressing successful passenger and freight rail projects and supporting the development of rail infrastructure; and

WHEREAS, NCDOT has worked with state, regional, and federal partners to develop plans for the federally-designated Southeast Corridor (“S-Line”), a passenger and freight rail network extending from Washington, D.C. through North Carolina to Jacksonville, Fla.; and

WHEREAS, a Record of Decision to develop the Raleigh to Richmond portion of the Southeast Corridor was approved by the Federal Rail Administration (FRA) in March 2017, in accordance with the National Environmental Policy Act; and

WHEREAS, the development of the S-Line corridor supports and promotes economic development in communities along the corridor, including those in rural areas; and

WHEREAS, the developed S-Line would provide greater access to jobs, health care, and education and provide new options for the movement of both goods and people; and

WHEREAS, the developed S-Line would provide efficient and reliable commuting options for communities and businesses along the corridor; and

WHEREAS, NCDOT is working with communities along the S-Line to plan stations, mobility hubs, infrastructure needs, and other land use considerations to prepare for rail service and maximize mobility options in each community; and

WHEREAS, NCDOT and communities along the S-Line corridor are pursuing a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant opportunity to design and construct mobility hubs and associated connections to improve access for residents and visitors; and

WHEREAS, communities participating in the RAISE grant application must provide a local 20% match (\$3,300,000) for their portion of the grant application;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorize to commit \$3,300,000 as the 20% match for the grant and supports further design and construction efforts of the S-Line rail corridor, including mobility hubs and related infrastructure needs.

Duly adopted this 20th day of February 2024.

(ATTEST)

Vivian A. Jones
Mayor

Terry Savary
Town Clerk



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-23-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 6, 2024

SUBJECT

Closed Session: N.C.G.S. § 143.318.11(a)(5)

Recommendation:

Item Summary:

ATTACHMENTS

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