



**Wake Forest Board of Commissioners Work Session  
Meeting Agenda  
September 03, 2024 at 6:00 PM**

**1. Presentations**

- 1.1. Proclamation Recognizing September 11, 2024, as a Day to Remember and Reflect  
[Proclamation\\_911\\_Sept202403.pdf](#)
- 1.2. Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7  
[Agenda Summary UDO Work Session #7 BoC](#)
- 1.3. Blueprint for Safety Presentation  
[090324 BOC Agenda Summary.pdf](#)
- 1.4. Presentation of the Parks, Recreation and Cultural Resources Department Master Plan Update

[BOC Agenda Item Summary - PRCR Master Plan Process Update.pdf](#)  
[BOC Master Plan Presentation.pptx](#)

- 1.5. Presentation of Parks & Recreation Impact Fee Update  
[BOC WS\\_Agenda Item Summary\\_Proposed](#)  
[ParksRecImpactFeeScheduleDiscussion\\_2024.docx](#)  
[Wake Forest Parks and Rec. IF Update\\_DRAFT Rpt 6-16-24.pdf](#)  
[Wake Forest ParksRec IF Presentation BOC 9-3-24.pptx](#)

**2. Discussion of Monthly Financial Report**

- 2.1. Discussion of July Monthly Financial Summaries  
[Monthly Financial Report\\_summary.pdf](#)  
[July 31, 2024 Financial Summaries.pdf](#)

**3. Review of Draft Agenda for Upcoming Regular Meeting**

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting  
[Draft BOC Agenda\\_Sept202417.pdf](#)

**4. Other Business**

**5. Commissioner Reports**

**6. Adjournment**



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-262-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: September 3, 2024

### **SUBJECT**

Proclamation Recognizing September 11, 2024, as a Day to Remember and Reflect

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Proclamation\\_911\\_Sept202403.pdf](#)



# TOWN of WAKE FOREST

301 S. Brooks Street  
Wake Forest, NC 27587  
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## 9/11 PROCLAMATION

**WHEREAS**, the United States of America was brutally attacked on our own soil on September 11, 2001 through a senseless and cowardly act of terrorism; and

**WHEREAS**, nearly 3,000 innocent people were killed and many more injured and our citizenry threatened because of these horrific acts; and

**WHEREAS**, this brutal attack did not weaken the spirit of the American people, but instead it resulted in the renewal of Patriotism and unity; and

**WHEREAS**, we salute those who responded to the tragic events with their courage and selfless determination, resources and skill and in some instances, their lives; and

**WHEREAS**, we pay honor and tribute to all of our First Responders who unselfishly serve to protect and save us from evil and danger; and

**WHEREAS**, we continue our pledge of allegiance to our great Country and the freedom it provides for each and every one of us, regardless of age, race, gender, or faith; and

**WHEREAS**, future generations should be raised to respect our Nation, its history, and all those that serve to protect us and our liberties.

**NOW, THEREFORE, BE IT RESOLVED**, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners do hereby proclaim September 11, 2024 as a day to remember and reflect on the tragedies that occurred 23 years ago; and urge the citizens of Wake Forest to never forget the sacrifice, courage, and dedication of our First Responder Heroes.

This the 3<sup>rd</sup> day of September 2024.

ATTEST:

\_\_\_\_\_  
Theresa Savary, Town Clerk



\_\_\_\_\_  
Vivian A. Jones, Mayor



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-235-

Submitted by: Kari Grace

Submitting Department: Planning

Meeting Date: September 3, 2024

### **SUBJECT**

Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Agenda Summary UDO Work Session #7 BoC](#)

**Agenda Item:** Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7

**Summary:** The Town hired Houseal Lavigne Associates as consultants for the comprehensive update of the UDO in the spring of 2022. The project kickoff and initial public engagement began at the time and included public open house sessions, an online survey, and stakeholder interviews.

The next stage of the project consisted of an analysis of the current UDO and preliminary recommendations. The findings of that phase were presented to the Board of Commissioners in the fall of 2022.

Drafting of the UDO and MSSD sections marked the beginning of the next step. In the spring of 2023, Houseal Lavigne staff presented proposed zoning district and use regulation standards, and a public open house and online survey were conducted to collect community feedback.

In the fall of 2023, Houseal Lavigne staff presented proposed development standards related to general standards, building design, access and mobility, tree protection, landscaping, buffers, and lighting. The presentation highlighted proposed standards with emphasis on new and revised regulations stemming from Comprehensive Plan recommendations and community feedback.

At the January 19, 2024, Commissioner Retreat, Houseal Lavigne staff presented a summary of the topics shared to date along with proposed standards pertaining to Planned Unit Developments (PUDs), subdivision and lot standards, and open and community space standards.

In the spring of 2024, Houseal Lavigne staff presented proposed standards related to street design, natural resources, signage, nonconformities, and administrative processes.

This work session will include an overall summary of the revised UDO chapters and highlight revisions that have been made since presented in previous work sessions. The purpose of the work session is to gather feedback from the Board of Commissioners in advance of the adoption process; no voting items are part of the work session. All work session presentations are published on the project webpage. The draft UDO can be viewed [online](#).

**Attachments:** None



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-270-

Submitted by: Emma Linn

Submitting Department:

Meeting Date: September 3, 2024

### **SUBJECT**

Blueprint for Safety Presentation

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [090324 BOC Agenda Summary.pdf](#)

**Agenda Item:** Blueprint for Safety Presentation

**Summary:** The Capitol Area Metropolitan Planning Organization (CAMPO) is developing a comprehensive regional multimodal safety action plan in partnership with NCDOT, referred to as the Blueprint for Safety. The Blueprint for Safety will identify strategies and actions to improve roadway transportation safety in the CAMPO region.

The Blueprint for Safety is underway and will be finalized by Fall 2025. Engagement and coordination with stakeholders and members of the community will occur throughout the planning process.

**Attachments:** None



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-271-

Submitted by: Ruben Wall

Submitting Department: Parks & Recreation

Meeting Date: September 3, 2024

### **SUBJECT**

Presentation of the Parks, Recreation and Cultural Resources Department Master Plan Update

### **Recommendation:**

Review and Provide Feedback

### **Item Summary:**

### **ATTACHMENTS**

- [BOC Agenda Item Summary - PRCR Master Plan Process Update.pdf](#)
- [BOC Master Plan Presentation.pptx](#)

**Agenda Item:** Presentation of the Parks, Recreation and Cultural Resources  
Department Master Plan Process Update

**Summary:** In 2023, the Town contracted McAdams, to manage the process of updating the system wide master plan for the Parks, Recreation and Cultural Resources Department. McAdams is a multidisciplinary planning, design, and engineering firm. Their team of planners and consultants were charged with assessing the Town's existing parks, facilities, recreational amenities, and program offerings to determine how they can be updated, expanded, and improved to meet the community's current and future needs.

Over the past year the Parks, Recreation and Cultural Resources Department staff in collaboration with the Recreation Advisory Board have worked closely with McAdams to complete this process. The master plan was last updated in 2015. Moving forward, the plan will be updated every five years. The Planning Board will receive this presentation at a Special Called Meeting on September 4, 2024.

A public hearing is scheduled for September 17, 2024 and the BOC will receive a request to adopt the updated master plan.

**Attachments:**

- Wake Forest Parks & Recreation Master Plan Process Update – Presentation



# TOWN OF WAKE FOREST

PRCR MASTER PLAN

**Play It »  
Forward**  
WAKE FOREST



 MCADAMS

# KEY TEAM MEMBERS



SHWETA NANEKAR



RUBEN WALL



MONICA LILETON



JEN BEEDLE



EDWARD AUSTIN



RANDY HOYLE

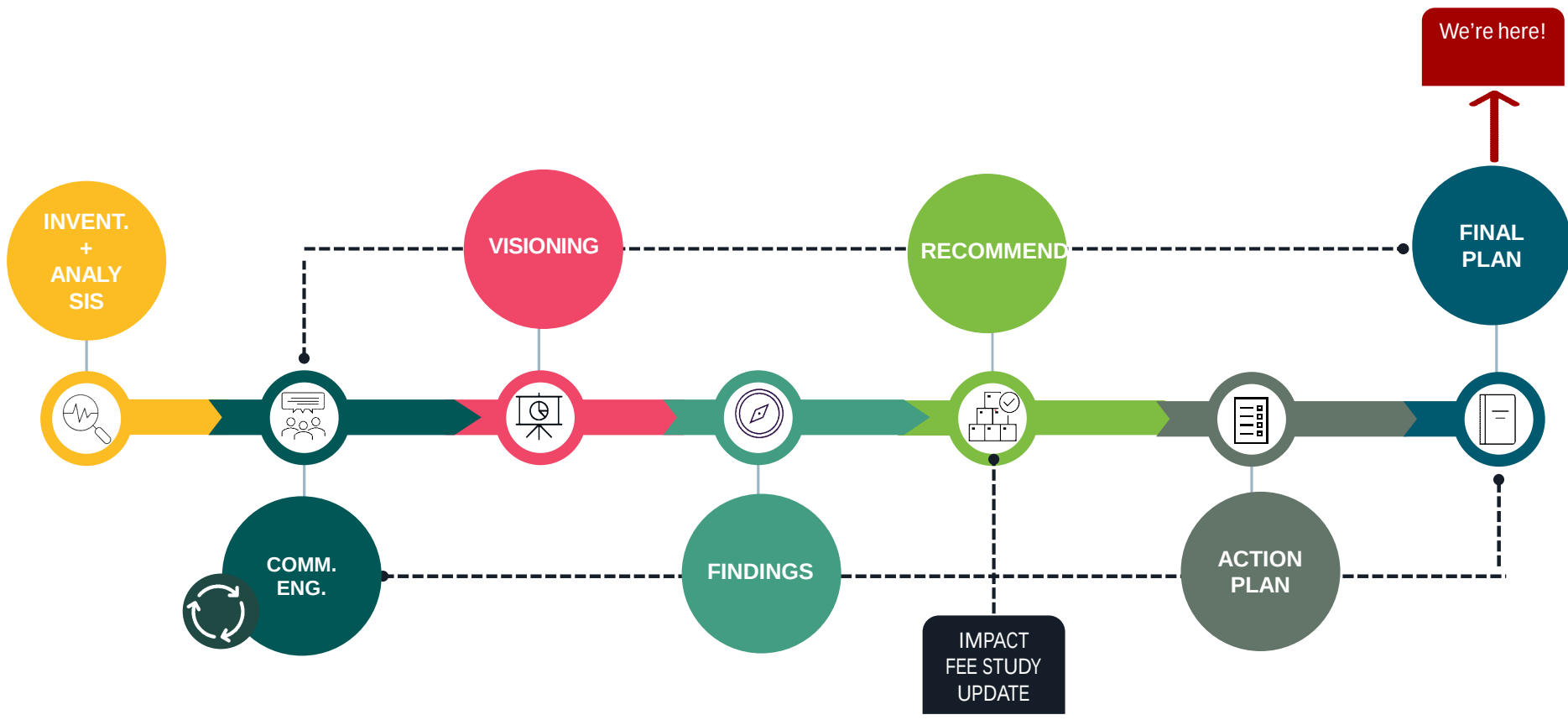
McAdams Team

Town Team



Image Credit: Town of Wake Forest

# PROJECT PROCESS



## PLAN CONTENT



### PARKLAND + FACILITIES

- Outdoor + Indoor Amenity + Facility Assessment, Level of Service, Youth / Young + Active Adult Amenity Study



### RECREATIONAL DEMAND

- Program + Activity Enhancements, Innovation, Measures of Success, Focus on Teens, Adults, + Active Older Adults



### STAFFING + OPERATIONS + FINANCE

- SWOT Analysis, Priorities + Demand Assessment, Staffing Needs



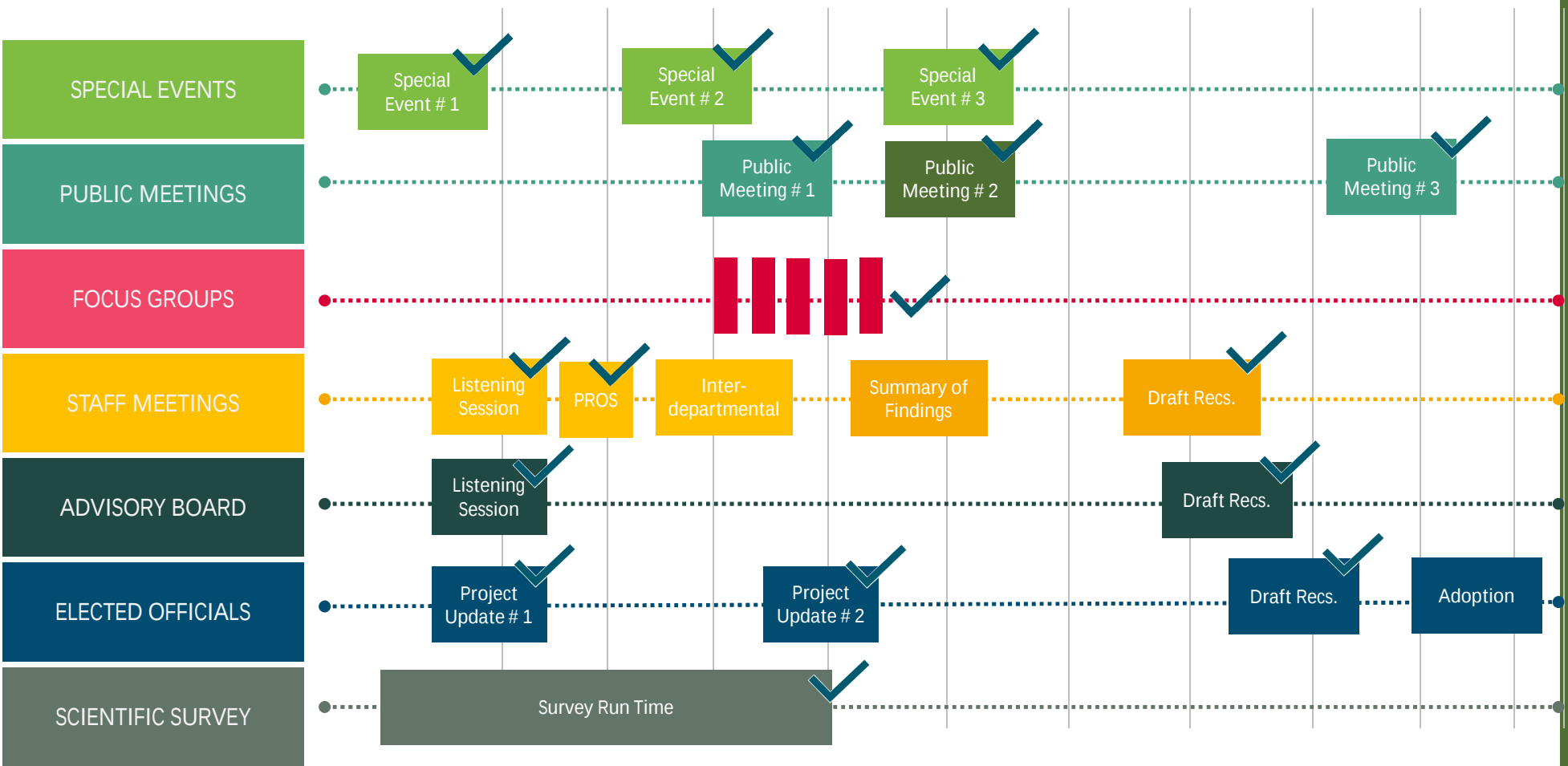
### FUNDING STRATEGIES

- Fees and charges options and recommendations, Opportunities for Supporting Operational and Capital Costs, etc.



McADAMS

# COMMUNITY ENGAGEMENT



## COMMUNITY ENGAGEMENT



330 +/-  
Participants

Special Events (x3) +  
Online Surveys

150+  
Participants

Open House  
Public Input Events (x3)

27  
Participants

Staff Meetings (x3)

35  
Participants

(4) Focus Groups

12  
Participants

Advisory Board (x3)

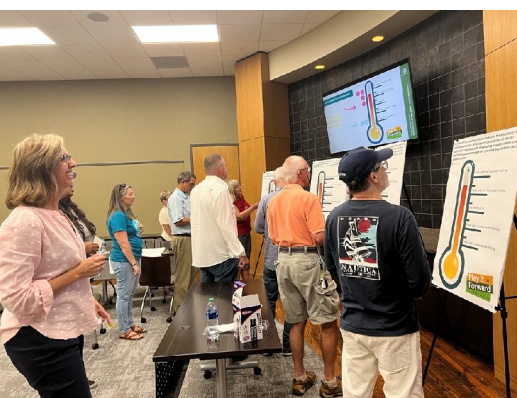
308  
Households

Scientific Survey

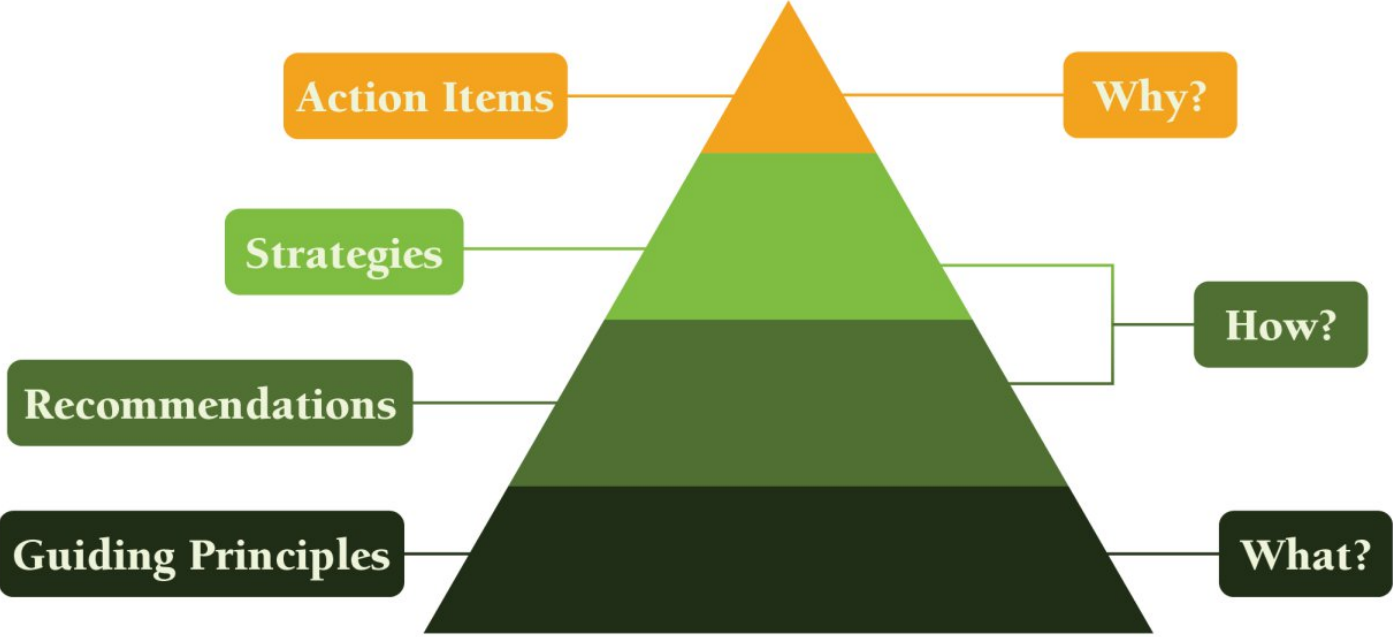


McADAMS

# COMMUNITY ENGAGEMENT



# RECOMMENDATIONS + ACTION ITEMS FRAMEWORK



## GUIDING PRINCIPLES + KEY ACTION ITEMS



**Health + Wellness:** Promote individual and community health and holistic wellness by designing a parks system that encourages active recreation and offering affordable programs and educational initiatives.

- > Programming
- > Partnerships
- > Awareness, Education, and Outreach



**Equitable Growth + Fair Access:** Ensure equitable growth and fair access by prioritizing investment in underserved populations, celebrating diverse recreational preferences, and addressing disparities through intentional outreach and inclusive programming.

- > Land acquisition for parks development and conservation
- > Indoor facility expansion
- > Staffing expansion
- > Intergenerational + Specialized programming



McADAMS

## GUIDING PRINCIPLES + KEY ACTION ITEMS



**Resiliency + Adaptability:** Foster resiliency and adaptability by regularly evaluating community needs, using data-driven decision-making, scaling services for growing participation, and aligning operations with industry standards for continuous improvement.

- > Community feedback loop
- > Leveraging technology
- > Data-driven decisions
- > CAPRA accreditation compliance



**Conservation + Natural Resource Protection:** Conserve and protect green spaces by preserving sensitive natural areas, maintaining tree canopy coverage, acquiring lands with conservation value, and promoting sustainable development practices.

- > Data-driven decisions
- > Partnerships – internal + external
- > Sustainability practices
- > Community stewardship efforts



McADAMS

## GUIDING PRINCIPLES + KEY ACTION ITEMS



**Historical Legacy + Traditions:** Honor and celebrate Wake Forest's historical heritage and legacy by integrating it into park facilities, organizing special events, and collaborating with partners to preserve the Town's historic character.

- > Parks as a medium for storytelling
- > Cross-departmental efforts
- > Outreach and marketing efforts



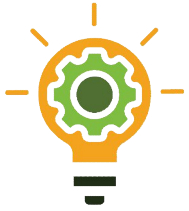
**Greenway Connectivity + Mobility:** Expand and enhance greenway connectivity across the community to parks, cultural amenities, and local destinations while also providing increased mobility through active transportation.

- > System expansion – fill in gaps + regional connectivity
- > Greenway placemaking – trailheads, wayfinding, landscaping
- > Multi-modal network
- > Level of care



McADAMS

## KEY ACTION ITEMS + KEY ACTION ITEMS



**Innovation + Forward-looking System:** Create a forward-looking parks and recreation system by embracing innovation, creativity, technological advances, and dynamic community partnerships.

- > Partnerships – businesses, tech companies, schools, youth organizations
- > Learning Hubs aligned with futuristic trends
- > High-quality service



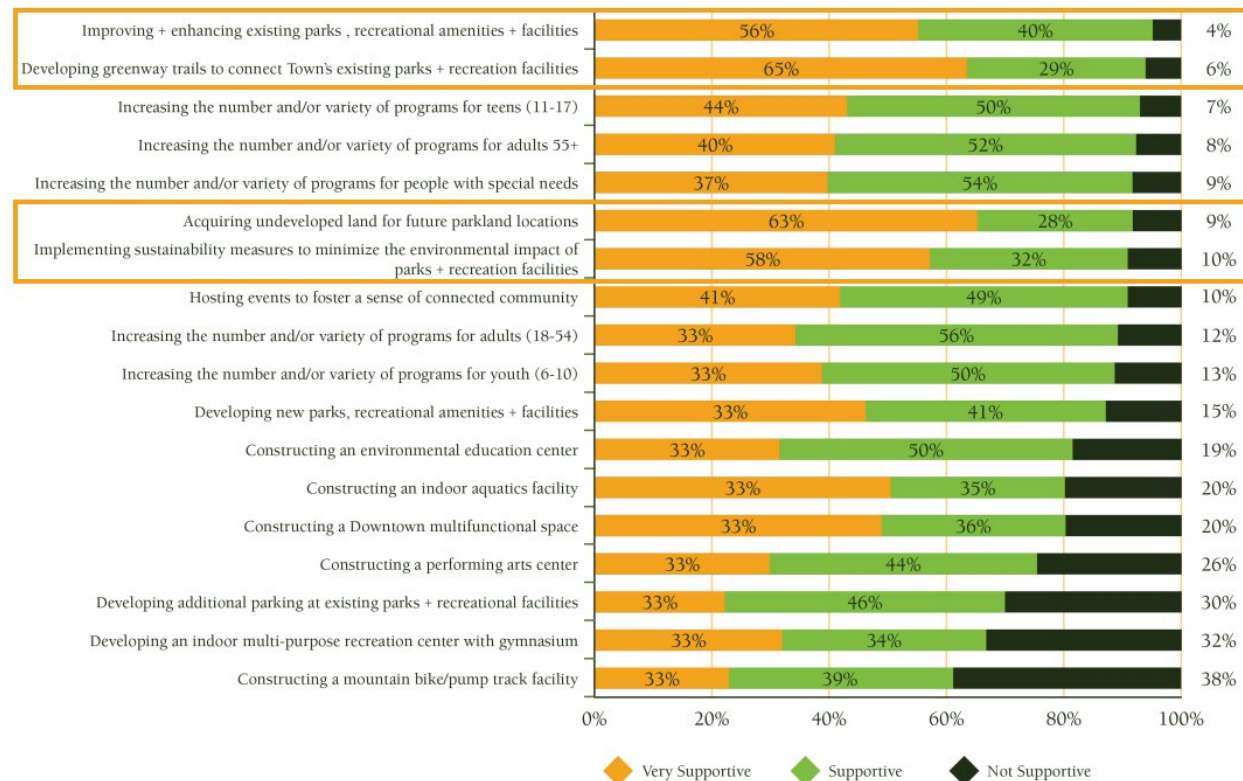
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## SCIENTIFIC SURVEY RESULTS



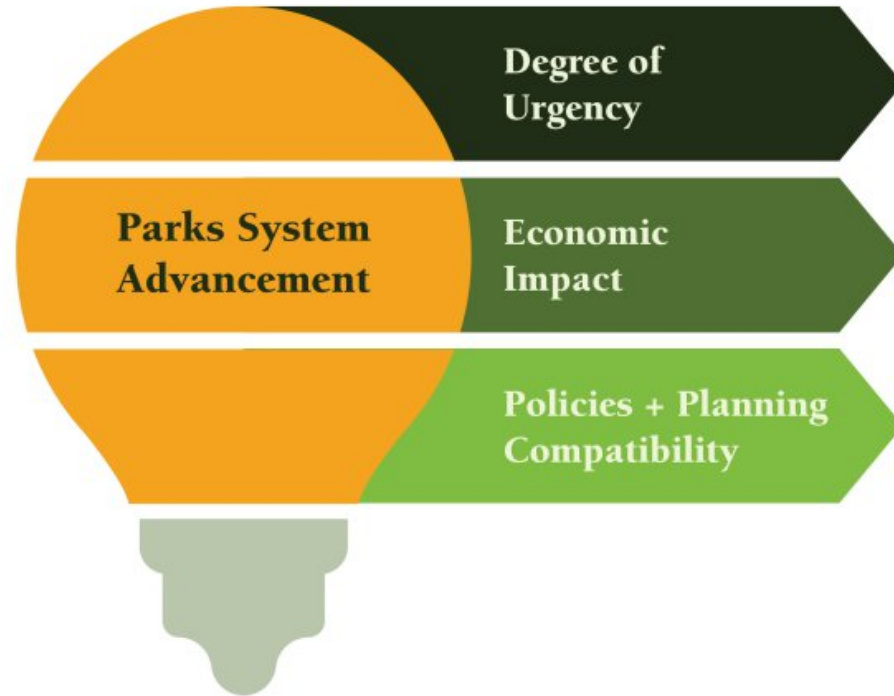
Please indicate how supportive you would be of the Town of Wake Forest taking the following actions to improve the parks + recreation system in the Town.

- > Existing system care
- > Greenways connectivity
- > Parkland acquisition
- > Environmental sustainability



## PRIORITIZATION CRITERIA

- > Guiding Principles compatibility
- > Community Needs
- > Parks System Advancement



MCADAMS

## DRAFT RECOMMENDATIONS PRESENTATIONS

- > Parks and Recreation Advisory Board
  - > Presented draft recommendations and action items
  - > Feedback on land acquisitions and parks system enhancements
- > Public Open House
  - > Future land acquisition areas
  - > Greenway connectivity
  - > Conservation efforts
  - > Upgrades to existing parks and new amenities





THANK YOU!



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-272-

Submitted by: Candace Davis

Submitting Department: Administration

Meeting Date: September 3, 2024

### **SUBJECT**

Presentation of Parks & Recreation Impact Fee Update

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [BOC WS\\_Agenda Item Summary\\_Proposed ParksRecImpactFeeScheduleDiscussion\\_2024.docx](#)
- [Wake Forest Parks and Rec. IF Update\\_DRAFT Rpt 6-16-24.pdf](#)
- [Wake Forest ParksRec IF Presentation BOC 9-3-24.pptx](#)

**Agenda Item:** Presentation of Parks & Recreation Impact Fee Update

**Summary:** A study was performed by Benesch to evaluate the Town's current recreation impact fees and determine if any increases were necessary as part of the 2024 Parks and Recreation Master Plan Update.

The impact fees collected are used to address park and recreation needs of the community created by growth. The recreation impact fee was enacted in 1997, updated in 2003 and 2018.

Town staff and our consultants from Benesch are here tonight to present the 2024 impact fee study findings, share fee implementation options and request recommendations.

In accordance with our UDO and NC General Statutes, the fee cannot be adopted or amended before giving the Planning Board an opportunity to make comments or recommendations to the Board of Commissioners. The Planning Board will receive this presentation at a Special Called Meeting on September 4, 2024.

A public hearing is scheduled for September 17, 2024 and the BOC will receive a request to adopt the updated parks & recreation fee.

**Attachments:**

- Wake Forest Parks & Recreation Impact Fee Update Study -- Report
- Wake Forest Parks & Recreation Impact Fee -- Presentation



# Wake Forest Parks and Recreation Facility Impact Fee Update Study

DRAFT REPORT  
June 17, 2024

*Prepared for:*

**Town of Wake Forest**

301 S. Brooks Street  
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ph (919) 435-9400

*Prepared by:*

**Benesch**

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**Town of Wake Forest  
Parks and Recreation Facility Impact Fee Update Study  
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**APPENDICES**

**Appendix A:** Population Analysis - Supplemental Information

**Appendix B:** Land Value Analysis – Supplemental Information

## **I. Introduction and Methodology**

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Parks and recreation facility impact fees are used to fund acquisition and expansion of parks and recreation service-related capital assets required to address the additional parks and recreation service demand created by new growth. The Town of Wake Forest's (the Town) 1989 Enabling Act allows the Town to implement impact fees for 10 services areas, including parks and recreational facilities. The Town implemented a parks and recreation facility impact fee in 1997, which was last updated in 2018. Given the time elapsed since the last study, the Town retained Benesch to update the impact fee schedule to reflect the most recent data.

### ***Methodology***

The Town's enabling act requires that to impose impact fees, the following information needs to be prepared:

- A description of the anticipated capital cost to the Town of additional or expanded service facility generated by new construction;
- A description of relevant characteristics of construction that give rise to additional or expanded facilities; and
- A plan for providing future facilities.

The methodology used to update the Town's impact fee program is a consumption-based impact fee methodology, which fulfills the first two requirements. A consumption-based impact fee charges new development based upon the burden placed on services from each land use (demand). The demand component is measured in terms of population per unit. A consumption-based impact fee charges new growth the proportionate share of the cost of providing additional infrastructure available for use by new growth. In addition, a credit is subtracted from the total cost to account for the value of future contributions of the new development toward any capacity expansion projects. The credit component reflects estimates of future non-impact fee revenues generated by the new development that will be used toward capacity expansion projects. In other words, case law requires that the new development should not be charged twice for the same service. The final requirement is fulfilled with by the Town's Parks, Recreation, and Cultural Resources Master Plan, which is currently being updated. Moving forward, impact fees will be reviewed and updated on a five-year cycle in conjunction with the department master plan.

## DRAFT

The purpose of this study is to create a technically defensible set of impact fees for the Town's parks and recreation program. It is important to note that, whenever possible, the most current and localized data was utilized. All data and support materials used in this analysis are incorporated by reference as set in this document.

There are several major elements associated with the development of the parks and recreation facility impact fee. These include:

- Inventory
- Population and Service Area
- Level of Service
- Cost Component
- Credit Component
- Net Parks and Recreation Facility Impact Cost
- Calculated Parks and Recreation Facility Impact Fee Schedule
- Parks and Recreation Facility Fee Schedule Comparison

The various elements are summarized in the remainder of this report, with the result being the calculated parks and recreation facility impact fee schedule for the Town of Wake Forest.

## II. Inventory

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The capital inventory used in the impact fee calculations includes parks that are owned by the Town of Wake Forest and are classified into six different categories: greenway, greenway/open space, metro, mini, and neighborhood parks. The following provides a brief description of these park classifications.

- **Greenway** – linear natural preserve available for free and unstructured recreation to the general public. This term is not meant to be inclusive of required pedestrian/bicycle connections from adjacent development to greenways. The various types of greenways as defined in the Wake Forest Open Space & Greenways Plan are as follows:
  - Type 1: Sensitive natural area with no formal greenway or trail development.
  - Type 2: Greenway corridors in a primarily natural state with gravel or dirt trails intended for use by pedestrians only.
  - Type 3: Corridors located outside floodplains with unpaved multi-use trails that are intended for use by pedestrians and bicyclists.
  - Type 4: High-capacity off-road corridors and/or corridors located within floodplains that are paved for use by a wide variety of user groups including pedestrians, bicyclists, joggers, wheelchair users, strollers and rollerbladers.
- **Open Space** – areas set aside and protected from development which may be left in a generally unimproved state.
- **Metro Parks** – intended to provide active and passive recreation and may also contain special use facilities. Metro parks are typically 100 acres or more.
- **Mini-Parks** – less than two acres in size and typically serve the neighborhoods immediately surrounding them.
- **Neighborhood Parks** – typically 5 to 20 acres in size, usually serving the immediate surrounding neighborhood, although they can provide a town-wide service.

## DRAFT

Table 1 provides an inventory of all parks and recreation facilities that are owned by the Town and included in the impact fee analysis, along with the facilities that are available at each park location. The parks and recreation inventory used as the basis for the impact fee analysis includes the following:

- 5 stand-alone greenway facilities;
- 16 open space parks with greenways;
- 2 metro parks;
- 4 mini parks; and
- 4 neighborhood parks.

Table 1  
Parks and Recreation Facility Inventory <sup>(1)</sup>

| Park/Facility                                                                               | Address                                                                   | Park Type/Classification | Acreage | Amphitheater (Lawn) | Courts     |            |                  | Community Center/ Gym | Dog Park | Garden | Greenway/Trails |                 | Historical Buildings | Field              |                              |                    | Neighborhood Center | Performance Stage | Picnic Shelter | Playground | Pool | Restroom Facility | Stone Wall (linear feet) |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------|---------|---------------------|------------|------------|------------------|-----------------------|----------|--------|-----------------|-----------------|----------------------|--------------------|------------------------------|--------------------|---------------------|-------------------|----------------|------------|------|-------------------|--------------------------|
|                                                                                             |                                                                           |                          |         |                     | Basketball | Bocce Ball | Tennis (Lighted) |                       |          |        | Paved (miles)   | Unpaved (miles) |                      | Baseball/ Softball | Baseball/ Softball (Lighted) | Multi-Use / Soccer |                     |                   |                |            |      |                   |                          |
| Gateway Commons Multi-Use Path                                                              | Heritage Lake Rd/NC 98 Bypass/Friendship Chapel Rd                        | Greenway                 | 7.29    | -                   | -          | -          | -                | -                     | -        | -      | 1.20            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Crenshaw/NC 98 Business Multi-Use Path                                                      | NC 98/Crenshaw Manor                                                      | Greenway                 | 4.26    | -                   | -          | -          | -                | -                     | -        | -      | 0.70            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| NC 98 Calvin Ray Highway Multi-Use Path                                                     | US 1A to Siena Drive                                                      | Greenway                 | 3.62    | -                   | -          | -          | -                | -                     | -        | -      | 0.60            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Stadium Drive Multi-Use Path                                                                | US1 to Judson Drive                                                       | Greenway                 | 5.19    | -                   | -          | -          | -                | -                     | -        | -      | 0.86            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Royal Mill Ave Multi-Use Path                                                               | N. White St to WF Reservoir                                               | Greenway                 | 7.87    | -                   | -          | -          | -                | -                     | -        | -      | 1.30            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Dunn Creek Greenway, phase 1, Smith Creek Soccer Ctr. to NC 98 Bypass                       | 690 Heritage Lake Road                                                    | Greenway/Open Space      | 14.61   | -                   | -          | -          | -                | -                     | -        | -      | 1.00            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Dunn Creek Greenway, phase 2- NC 98 Bypass to Ledgerock Road and Cardinal Crest Lane        | 690 Heritage Lake Road                                                    | Greenway/Open Space      | 1.82    | -                   | -          | -          | -                | -                     | -        | -      | 0.30            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Dunn Creek Greenway, phase 3- Ledgerock to Ailey Young Park                                 | Ledgerock to Ailey Young Park                                             | Greenway/Open Space      | 11.52   | -                   | -          | -          | -                | -                     | -        | -      | 1.90            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Richland Creek Greenway- Harris Road/Barnford Mill Road to Littlehampton Ctb (plus Cottage) | 901 Barnford Mill Road                                                    | Greenway/Open Space      | 9.13    | -                   | -          | -          | -                | -                     | -        | -      | 0.35            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | 200                      |
| Richland Creek Greenway, phase 1- Littlehampton Way to Franklin County Line                 | Littlehampton Way to Franklin County Line                                 | Greenway/Open Space      | 7.88    | -                   | -          | -          | -                | -                     | -        | -      | 1.30            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Richland Creek Greenway, phase 2- Harris Road to Durham Road                                | Harris Road to Durham Road                                                | Greenway/Open Space      | 6.67    | -                   | -          | -          | -                | -                     | -        | -      | 1.10            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Richland Creek Greenway, phase 3- Durham Road to US 1/Neuse River                           | Durham Road to US 1/Neuse River                                           | Greenway/Open Space      | 13.94   | -                   | -          | -          | -                | -                     | -        | -      | 2.30            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Sanford Creek Greenway- Rolesville to Marshall Farm Road                                    | End of Marshall Farm Road                                                 | Greenway/Open Space      | 51.62   | -                   | -          | -          | -                | -                     | -        | -      | 0.85            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Sanford Creek Greenway- Marshall Farm Road to Heritage HS                                   | End of Marshall Farm Road                                                 | Greenway/Open Space      | 14.23   | -                   | -          | -          | -                | -                     | -        | -      | 1.40            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Smith Creek Greenway- Smith Creek Soccer Ctr. to Rogers Road                                | End of Marshall Farm Road                                                 | Greenway/Open Space      | 0.58    | -                   | -          | -          | -                | -                     | -        | -      | 0.63            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Smith Creek Greenway- Rogers Road to Heritage High School                                   | End of Marshall Farm Road                                                 | Greenway/Open Space      | 26.50   | -                   | -          | -          | -                | -                     | -        | -      | 1.00            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Smith Creek Greenway- Burlington Mills Road to Neuse River                                  | 2912 Burlington Mills Rd.                                                 | Greenway/Open Space      | 18.12   | -                   | -          | -          | -                | -                     | -        | -      | 1.15            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Smith Creek Greenway, phase 2- Burlington Mills Road to Ligon Mill Road                     | -                                                                         | Greenway/Open Space      | 6.67    | -                   | -          | -          | -                | -                     | -        | -      | 1.10            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Smith Creek Greenway, phase 3- Ligon Mill Road to Heritage High School                      | -                                                                         | Greenway/Open Space      | 4.85    | -                   | -          | -          | -                | -                     | -        | -      | 0.80            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Traditions Grande Blvd Multi-Use Path                                                       | Traditions Grande Blvd. from Wait to Oak Grove Church Road/Royal Mill Ave | Greenway/Open Space      | 23.98   | -                   | -          | -          | -                | -                     | -        | -      | 3.96            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| 80 Acres and Hedrick Tract 2                                                                | Foundation Drive                                                          | Greenway/Open Space      | 94.16   | -                   | -          | -          | -                | -                     | -        | -      | -               | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| E. Carroll Joyner Park/JP Comm. Center                                                      | 701 Harris Road                                                           | Metro                    | 117.00  | 1                   | -          | -          | -                | 1                     | -        | 1      | 3.00            | 0.50            | 3                    | -                  | -                            | -                  | -                   | 1                 | 1              | 1          | -    | 1                 | 2,000                    |
| J.B. Flaherty Park/Comm. Center                                                             | 1226 N. White St.                                                         | Metro                    | 100.00  | -                   | -          | -          | 8                | 1                     | 1        | -      | 0.25            | -               | -                    | -                  | 3                            | -                  | -                   | -                 | 1              | 1          | -    | 1                 | -                        |
| H.L. Miller Park                                                                            | 401 Elm Ave.                                                              | Mini Park                | 2.00    | -                   | -          | -          | -                | -                     | -        | -      | 0.50            | -               | -                    | -                  | -                            | -                  | -                   | -                 | -              | -          | -    | -                 | -                        |
| Kiwanis Park                                                                                | 400 E. Holding Ave.                                                       | Mini Park                | 1.00    | -                   | -          | -          | -                | -                     | -        | -      | 0.25            | -               | -                    | -                  | -                            | -                  | -                   | -                 | 1              | 1          | -    | -                 | -                        |
| North Taylor Street Park/A. Mass                                                            | 416 N. Taylor St.                                                         | Mini Park                | 1.50    | -                   | -          | -          | -                | 1                     | -        | -      | -               | -               | -                    | -                  | -                            | -                  | -                   | -                 | 1              | 1          | -    | 1                 | -                        |
| Plummer Park                                                                                | 965 Jones Wynd                                                            | Mini Park                | 0.50    | -                   | -          | -          | -                | -                     | -        | -      | -               | -               | -                    | -                  | -                            | -                  | -                   | -                 | 1              | 1          | -    | -                 | -                        |
| Ailey Young Park                                                                            | 800 E. Juniper Ave.                                                       | Neighborhood             | 15.00   | -                   | 1          | -          | -                | -                     | -        | -      | -               | -               | -                    | 1                  | -                            | -                  | -                   | -                 | -              | 1          | -    | 1                 | -                        |
| Holding Park/ Forrest Park/Comm. House                                                      | 133 W. Owen Ave.                                                          | Neighborhood             | 6.00    | -                   | 1          | -          | -                | 1                     | -        | 1      | -               | -               | -                    | -                  | 1                            | -                  | 1                   | -                 | -              | 1          | 1    | 1                 | -                        |
| Smith Creek Soccer Center                                                                   | 690 Heritage Lake Road                                                    | Neighborhood             | 16.77   | -                   | -          | -          | -                | -                     | -        | -      | -               | -               | -                    | -                  | -                            | 3                  | -                   | -                 | 1              | 1          | -    | -                 | -                        |
| Tyler Run Park                                                                              | 830 Pineview Dr.                                                          | Neighborhood             | 9.00    | -                   | 1          | 1          | -                | -                     | -        | -      | 0.12            | -               | -                    | 1                  | -                            | -                  | -                   | -                 | -              | 1          | -    | -                 | -                        |
| Total                                                                                       |                                                                           |                          | 603.28  | 1                   | 3          | 1          | 8                | 4                     | 1        | 2      | 27.92           | 0.50            | 3                    | 2                  | 4                            | 3                  | 1                   | 1                 | 6              | 9          | 1    | 5                 | 2,200                    |
|                                                                                             |                                                                           |                          |         |                     |            |            |                  |                       |          |        |                 |                 |                      |                    |                              |                    |                     |                   |                |            |      |                   |                          |
| Park/Facility                                                                               | Address                                                                   | Park Type/Classification | Acreage | Amphitheater (Lawn) | Courts     |            |                  | Community Center/ Gym | Dog Park | Garden | Greenway/Trails |                 | Historical Buildings | Field              |                              |                    | Neighborhood Center | Performance Stage | Picnic Shelter | Playground | Pool | Restroom Facility | Stone Wall (linear feet) |
|                                                                                             |                                                                           |                          |         |                     | Basketball | Bocce Ball | Tennis (Lighted) |                       |          |        | Paved (miles)   | Unpaved (miles) |                      | Baseball/ Softball | Baseball/ Softball (Lighted) | Soccer             |                     |                   |                |            |      |                   |                          |
| Greenway                                                                                    |                                                                           | 5                        | 28.23   | 0                   | 0          | 0          | 0                | 0                     | 0        | 0      | 4.66            | 0.00            | 0                    | 0                  | 0                            | 0                  | 0                   | 0                 | 0              | 0          | 0    | 0                 | 0                        |
| Greenway/Open Space                                                                         |                                                                           | 16                       | 306.28  | 0                   | 0          | 0          | 0                | 0                     | 0        | 0      | 19.14           | 0.00            | 0                    | 0                  | 0                            | 0                  | 0                   | 0                 | 0              | 0          | 0    | 0                 | 200                      |
| Metro                                                                                       |                                                                           | 2                        | 217.00  | 1                   | 0          | 0          | 8                | 2                     | 1        | 1      | 3.25            | 0.50            | 3                    | 0                  | 3                            | 0                  | 0                   | 1                 | 2              | 2          | 0    | 2                 | 2,000                    |
| Mini Park                                                                                   |                                                                           | 4                        | 5.00    | 0                   | 0          | 0          | 0                | 1                     | 0        | 0      | 0.75            | 0.00            | 0                    | 0                  | 0                            | 0                  | 0                   | 0                 | 3              | 3          | 0    | 1                 | 0                        |
| Neighborhood                                                                                |                                                                           | 4                        | 46.77   | 0                   | 3          | 1          | 0                | 1                     | 0        | 1      | 0.12            | 0.00            | 0                    | 2                  | 1                            | 3                  | 1                   | 0                 | 1              | 4          | 1    | 2                 | 0                        |
| Total                                                                                       |                                                                           | 31                       | 603.28  | 1                   | 3          | 1          | 8                | 4                     | 1        | 2      | 27.92           | 0.50            | 3                    | 2                  | 4                            | 3                  | 1                   | 1                 | 6              | 9          | 1    | 5                 | 2,200                    |

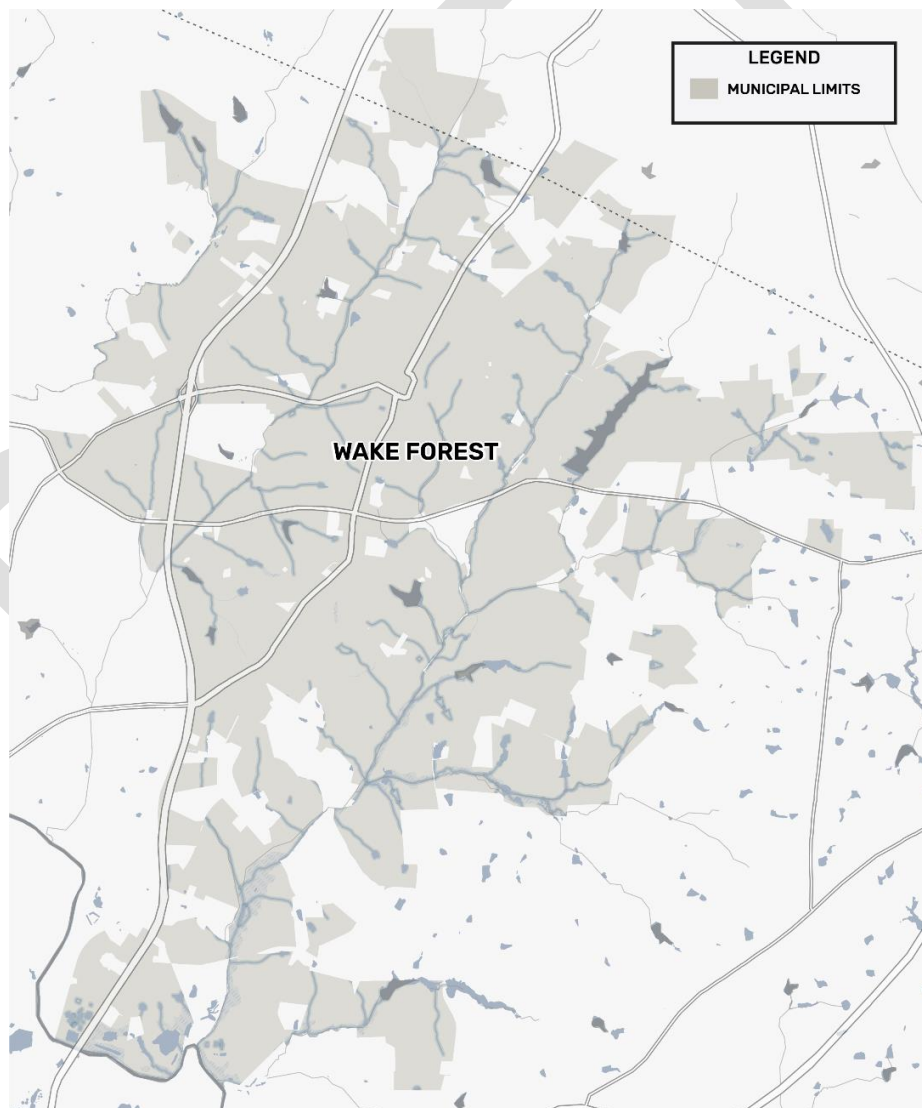
1) Source: Town of Wake Forest Parks, Recreation & Cultural Resources Department.

### III. Service Area and Demand Component

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The Town of Wake Forest provides parks and recreation services to all residents. Given this, the service area for the facilities included in the impact fee calculations is the entire jurisdiction as shown in Figure 1. To accurately determine the demand for services, this impact fee study utilizes the Town’s permanent population, which is summarized in **Appendix A, Table A-1**. Table A-1 provides the permanent population estimate for 2024 (58,007) and the projected population through 2030. **Table A-2** presents residents per housing unit, which measures demand by each residential category.

**Figure 1**  
**Town of Wake Forest**



Source: Town of Wake Forest

## IV. Level of Service

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For impact fee calculation purposes, the level of service for parks and recreation facilities is measured in terms of asset value per resident. This figure represents the existing development's investment into the parks and recreation infrastructure. The total asset value per resident for the Town of Wake Forest parks and recreation facilities amounts to \$3,294 and includes both the value of facilities and land. **Table 4** presents the calculation.

## V. Cost Component

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The total cost per resident for parks and recreation facilities consists of two components: the cost of recreational facilities and the cost of purchasing land.

### Recreation Facility Value

The first step in calculating the total cost for parks and recreation services in the Town of Wake Forest involves estimating the current value of the Town's recreation facilities. As presented in **Table 2**, the total value of recreation facilities amounts to \$85.5 million. The value of greenway facilities makes up approximately 65 percent of this total and the remaining 35 percent consists of other recreational facilities (ball fields, picnic shelters, etc.).

The cost per mile of paved greenways was estimated based on five upcoming projects. In the case of these projects, the average cost per mile is approximately \$2.2 million with a median cost per mile is \$1.8 million. Given these estimates, a value of \$2 million per mile was used in the impact fee study. Discussions with the Town representatives confirmed that these sample projects had similar design characteristics as the greenways included in the inventory. The cost of unpaved trails was estimated at \$65,000 per mile based on information provided by the Town.

To develop the Town's remaining recreation facility value, the capital asset listing for recreational facilities that was provided by the Town was reviewed. This list includes the original cost of each facility along with any expansion costs. In the absence of recent bids or construction for each type of facility, these historical costs were used to reflect the value of recreational facilities, which resulted in approximately \$49,200 per acre.

Based on a total facility value of \$85.5 million, and the total park acreage of 603 acres, the recreational facility value amounts to \$141,800 per acre. This estimate was compared to data from other jurisdictions and was found to be within the range of recent studies completed by Benesch.

For impact fee calculation purposes, the cost of recreation facilities was converted into a cost per resident by dividing the total facility asset value by the 2024 population of the Town. As shown in Table 2, the resulting asset value is \$1,474 per resident.

**Table 2**  
**Recreation Facility Value per Resident**

| Variable                                                      | Figure            |
|---------------------------------------------------------------|-------------------|
| Recreational Facility Value <sup>(1)</sup>                    | \$85,528,300      |
| Total Park Acreage <sup>(2)</sup>                             | 603.28            |
| <b>Total Recreation Facility Value per Acre<sup>(3)</sup></b> | <b>\$141,772</b>  |
|                                                               |                   |
| 2024 Population <sup>(4)</sup>                                | 58,007            |
| <b>Recreation Facility Value per Resident<sup>(5)</sup></b>   | <b>\$1,474.45</b> |

- 1) Source: Town of Wake Forest and estimates developed for the valuation of greenway facilities. Represents the total value of greenway facilities and non-greenway recreational facilities (i.e., ball fields, picnic shelters, etc.)
- 2) Source: Table 1
- 3) Recreational facility value (Item 1) divided by total park acreage (Item 2)
- 4) Source: Appendix A, Table A-1
- 5) Total recreational facility value (Item 1) divided by the 2024 population (Item 4)

### **Land Value**

To estimate the cost of park land several variables were evaluated, including recent land purchases, recent sales and current estimated values of vacant land similar in size to the Town's parks based on data from the Wake County Revenue Department Property Database, value of parcels where existing parks are located, and discussions with Town representatives. This review resulted in an estimated average land value of \$175,000 per acre as presented in **Table 3**. Appendix B provides further detail regarding the land value estimate.

This land cost is converted to land value per resident by dividing the total land value by the 2024 population. As shown in Table 3, the total land value amounts to \$1,820 per resident.

**Table 3**  
**Land Value per Resident**

| Variable                                           | Figure               |
|----------------------------------------------------|----------------------|
| Land Purchase Cost per Acre <sup>(1)</sup>         | \$175,000            |
| Total Acres <sup>(2)</sup>                         | 603.28               |
| <b>Total Land Value<sup>(3)</sup></b>              | <b>\$105,574,000</b> |
|                                                    |                      |
| 2024 Population <sup>(4)</sup>                     | 58,007               |
| <b>Total Land Value per Resident<sup>(5)</sup></b> | <b>\$1,820.02</b>    |

1) Source: Appendix B

2) Source: Table 1

3) Land purchase cost per acre (Item 1) multiplied by total acres (Item 2)

4) Source: Appendix A, Table A-1

5) Total land value (Item 3) divided by the 2024 population of the Town (Item 4)

### **Total Impact Cost per Resident**

**Table 4** provides a summary of the total impact cost per resident which includes the recreation facility value per resident and land value per resident previously shown in Tables 2 and 3. As presented, the total impact cost is estimated at \$3,294 per resident, which represents the existing population's investment into the parks and recreational facility infrastructure. Also shown in Table 4 is the distribution of the Town's assets, with recreational facilities comprising 45 percent and land the remaining 55 percent.

**Table 4**  
**Total Impact Cost per Resident**

| Variable                                              | Total Asset Value | Percent of Total Asset Value <sup>(4)</sup> |
|-------------------------------------------------------|-------------------|---------------------------------------------|
| Recreation Facility Value per Resident <sup>(1)</sup> | \$1,474.45        | 45%                                         |
| Park Land Value per Resident <sup>(2)</sup>           | \$1,820.02        | 55%                                         |
| <b>Total Cost per Resident<sup>(3)</sup></b>          | <b>\$3,294.47</b> | <b>100%</b>                                 |

1) Source: Table 2

2) Source: Table 3

3) Sum of recreation facility value per resident (Item 1) and park land value per resident (Item 2)

4) Distribution of total asset value per resident

## VI. Credit Component

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To avoid overcharging new development for the capital cost of providing parks and recreation services, a review of the capital funding program for the parks and recreation program was completed. The purpose of this review was to estimate any future revenues generated by new development, other than impact fees, which will be used to fund the expansion of capital facilities and land related to the Town of Wake Forest parks and recreation program.

### Capital Expansion “Cash” Credit

Between FY 2019 and FY 2028, in addition to impact fees, the Town has allocated funds from the General Fund and grants to fund capital expansion projects for parks and recreation facilities. To calculate the capital expansion expenditure per resident, the average annual capital expansion funding over the 10-year period is divided by the average population for the same period.

During this 10-year period, the Town’s parks and recreation capacity expansion projects amounted to a total of \$3.6 million, resulting in an average capital expansion funding allocation of \$361,900 per year. As presented in **Table 5**, the resulting average annual capital expansion funding is \$6.37 per resident.

**Table 5**  
**Capital Expansion "Cash" Credit per Resident**

| <b>Project Description<sup>(1)</sup></b>                                 | <b>FY 2019 to<br/>FY 2028</b> |
|--------------------------------------------------------------------------|-------------------------------|
| <b>General Fund</b>                                                      |                               |
| Skate Park/Pump Park                                                     | \$194,500                     |
| Flaherty Community Center Office                                         | \$366,500                     |
| Greenway and Park Signage (Phase 2)                                      | \$400,000                     |
| Joyner Park Amphitheater Irrigation and Sod                              | \$155,000                     |
| Greenway - Smith Creek Greenway - Phase 2                                | \$175,400                     |
| Greenway - Smith Creek Greenway - Phase 3                                | \$23,900                      |
| Greenway - Dunn Creek Greenway Phase 3                                   | \$225,800                     |
| Greenway - Dunn Creek Greenway Phase 4                                   | \$128,300                     |
| <b>Subtotal - General Fund</b>                                           | <b>\$1,669,400</b>            |
| <b>Grants</b>                                                            |                               |
| Holding Park Inclusive Playground                                        | \$1,300,000                   |
| Skate Park/Pump Park                                                     | \$500,000                     |
| <b>Subtotal - Grants</b>                                                 | <b>\$1,800,000</b>            |
| <b>Miscellaneous Revenue</b>                                             |                               |
| Restroom Installation                                                    | \$150,000                     |
| <b>Subtotal - Miscellaneous Revenue</b>                                  | <b>\$150,000</b>              |
| <b>Total Capital Expansion "Cash" Expenditures</b>                       | <b>\$3,619,400</b>            |
| Average Annual Capital Expansion Expenditures <sup>(2)</sup>             | \$361,940                     |
| Average Annual Population <sup>(3)</sup>                                 | 56,813                        |
| <b>Annual Capital Expansion "Cash" Credit per Resident<sup>(4)</sup></b> | <b>\$6.37</b>                 |

1) Source: Town of Wake Forest

2) Total expenditures divided by ten to calculate the average annual expenditure.

3) Source: Appendix A, Table A-1, average annual population over the same 10-year period.

4) Average annual expenditures (Item 2) divided by the average annual population (Item 3)

### **Debt Service Credit**

Any outstanding debt issues related to the expansion of parks and recreation facilities also results in a credit to the impact fee. Currently, the Town is paying debt service obligations that were used to fund parks and recreation capacity expansion projects such as Holding Park Pool and greenway expansion projects.

To calculate the credit of the outstanding loans, the present value of the total remaining payments for each issue is calculated and then divided by the average annual population estimates over the remaining life of the issue. As presented in **Table 6**, the resulting credit is approximately \$185 per resident.

**Table 6**  
**Debt Service Credit per Resident**

| Issue                                                       | Number of Remaining Payments <sup>(1)</sup> | Present Value of Remaining Payments <sup>(1)</sup> | Average Annual Population During Remaining Issue Period <sup>(2)</sup> | Debt Service Credit per Resident <sup>(3)</sup> |
|-------------------------------------------------------------|---------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------|
| Holding Park Pool                                           | 5                                           | \$1,332,417                                        | 63,697                                                                 | \$20.92                                         |
| Series 2016 - Bond                                          | 3                                           | \$497,040                                          | 63,608                                                                 | \$7.81                                          |
| Series 2018 - Bond                                          | 14                                          | \$10,501,977                                       | 82,295                                                                 | \$127.61                                        |
| Series 2019 - Bond                                          | 6                                           | \$1,032,480                                        | 68,104                                                                 | \$15.16                                         |
| Series 2021B - Bond                                         | 17                                          | \$1,230,062                                        | 88,769                                                                 | <u>\$13.86</u>                                  |
| <b>Total Debt Service Credit per Resident<sup>(4)</sup></b> |                                             |                                                    |                                                                        | <b>\$185.36</b>                                 |

1) Source: Town of Wake Forest

2) Appendix A, Table A-1. Average annual population over the remaining number of payments.

3) Present value of remaining payments (Item 1) divided by average annual population during remaining issue period (Item 2)

4) Sum of debt service credit per resident

## VII. Net Parks and Recreation Facility Impact Cost

The net impact fee per resident is the difference between the cost component and the credit component. **Table 7** presents the calculation of the net parks and recreation facility impact cost. As shown, the net impact cost amounts to \$3,012 per resident.

**Table 7**  
**Net Impact Cost per Resident**

| Variable                                                            | Figure            |
|---------------------------------------------------------------------|-------------------|
| <b>Impact Cost</b>                                                  |                   |
| Total Impact Cost per Resident <sup>(1)</sup>                       | \$3,294.47        |
| <b>Revenue Credit</b>                                               |                   |
| Annual Capital Expansion "Cash" Credit per Resident <sup>(2)</sup>  | \$6.37            |
| Capitalization Rate                                                 | 4.25%             |
| Capitalization Period (in years)                                    | 25                |
| Capital Expansion "Cash" Credit per Resident <sup>(3)</sup>         | \$96.93           |
| Capital Expansion "Debt Service" Credit per Resident <sup>(4)</sup> | \$185.36          |
| <b>Total Capital Improvement Credit per Resident<sup>(5)</sup></b>  | <b>\$282.29</b>   |
| <b>Net Impact Cost:</b>                                             |                   |
| <b>Net Impact Cost per Resident<sup>(6)</sup></b>                   | <b>\$3,012.18</b> |

1) Source: Table 4

2) Source: Table 5

3) Present value of the average annual capital expansion credit per resident (Item 2) over a 25-year period with a capitalization rate of 4.25 percent. The capitalization rate is based on the information provided by the Town of Wake Forest.

4) Source: Table 6

5) Sum of capital expansion "cash" credit per resident and "debt service" credit per resident

6) Total impact cost per resident (Item 1) less total capital improvement credit per resident (Item 5)

## VIII. Calculated Parks and Recreation Facility Impact Fee Schedule

The calculated parks and recreation facility impact fee schedule is presented in **Table 8** and amounts to \$8,856 for single family and/or mobile homes and \$4,789 for multi-family homes. Table 8 also shows the percentage change from the 2018 calculated impact fee as well as the Town's adopted impact fee.

**Table 8**  
**Calculated Parks and Recreation Facility Impact Fee Schedule**

| Residential Category          | Residents per Unit <sup>(1)</sup> | Net Impact Cost per Resident <sup>(2)</sup> | Calculated Impact Fee <sup>(3)</sup> | 2018 Study Calculated Impact Fee <sup>(4)</sup> | Percent Change <sup>(5)</sup> | Adopted Impact Fee <sup>(6)</sup> | Percent Change <sup>(7)</sup> |
|-------------------------------|-----------------------------------|---------------------------------------------|--------------------------------------|-------------------------------------------------|-------------------------------|-----------------------------------|-------------------------------|
| Single Family and Mobile Home | 2.94                              | \$3,012.18                                  | <b>\$8,856</b>                       | \$4,101                                         | 116%                          | \$3,691                           | 140%                          |
| Multi-Family                  | 1.59                              | \$3,012.18                                  | <b>\$4,789</b>                       | \$2,447                                         | 96%                           | \$2,202                           | 117%                          |

1) Source: Appendix A, Table A-2

2) Source: Table 7

3) Residents per unit (Item 1) multiplied by the net impact cost per resident (Item 2)

4) Source: Town of Wake Forest Recreation Facility Fee Update Study, March 2018

5) Percent change between the calculated impact fee (Item 3) and the 2018 study calculated impact fee (Item 4)

6) Source: Town of Wake Forest. Adopted fees shown are 90 percent of the 2018 study's calculated rates.

7) Percent change between the calculated impact fee (Item 3) and the adopted impact fee (Item 6)

## IX. Parks and Recreation Facility Fee Schedule Comparison

As part of the work effort in updating the Town of Wake Forest parks and recreation facility impact fee, a comparison of parks and recreation facility impact fee schedules is completed for communities of similar population levels or adjacent to the Town, as shown in **Table 9**.

In addition to impact fees, a comparison of parks and recreation in-lieu fees was developed and is presented in **Table 10**.

**Table 9**  
**Parks and Recreation Facility Impact Fee Schedule Comparison**

| Land Use                                      | Unit <sup>(2)</sup> | Town of Wake Forest       |                         | City of Raleigh <sup>(5)</sup> | Town of Rolesville <sup>(6)</sup> |
|-----------------------------------------------|---------------------|---------------------------|-------------------------|--------------------------------|-----------------------------------|
|                                               |                     | Calculated <sup>(3)</sup> | Existing <sup>(4)</sup> |                                |                                   |
| Date of Last Update                           |                     | 2023                      | 2018                    | 2006                           | N/A                               |
| Assessed Portion of Calculated <sup>(1)</sup> |                     | N/A                       | 90%                     | 70% - 75%                      | N/A                               |
| <b>Residential:</b>                           |                     |                           |                         |                                |                                   |
| Single Family (2,000 sq ft)                   | du                  | \$8,856                   | \$3,691                 | \$1,794                        | \$3,200                           |
| Multi-Family (1,300 sq ft)                    | du                  | \$4,789                   | \$2,202                 | \$1,302                        | \$3,200                           |

1) Represents the portion of the maximum calculated fee for each respective county that is actually charged. Fee may have been lowered/increased through annual indexing or policy discounts. Does not account for moratorium/suspensions.

2) du = dwelling unit

3) Source: Table 8

4) Source: Town of Wake Forest

5) Source: City of Raleigh Development Fee Guide, Zone 1

6) Source: Town of Rolesville, Impact fee for recreational development Fiscal Year 2023-2024 Adopted Budget

**Table 10**  
**Parks and Recreation Facility Fee-In-Lieu of Land Dedication Comparison**

| Land Use                    | Unit <sup>(1)</sup> | Town of Wake Forest<br>(Impact Fee) |                         | Town of<br>Apex <sup>(4)</sup> | Town of<br>Cary <sup>(5)</sup> | Town of<br>Fuquay-<br>Varina <sup>(6)</sup> | Town of<br>Garner <sup>(7)</sup> | Town of Holly Springs <sup>(8)</sup>                                                                            | Town of<br>Morrisville <sup>(9)</sup> | Town of<br>Rolesville <sup>(10)</sup>         |
|-----------------------------|---------------------|-------------------------------------|-------------------------|--------------------------------|--------------------------------|---------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|
|                             |                     | Calculated <sup>(2)</sup>           | Existing <sup>(3)</sup> |                                |                                |                                             |                                  |                                                                                                                 |                                       |                                               |
| Date of Last Update         |                     | 2023                                | 2018                    | 2019                           | N/A                            | N/A                                         | N/A                              | N/A                                                                                                             | N/A                                   | N/A                                           |
| <b>Residential:</b>         |                     |                                     |                         |                                |                                |                                             |                                  |                                                                                                                 |                                       |                                               |
| Single Family (2,000 sq ft) | du                  | \$8,856                             | \$3,691                 | \$4,017                        | Varies                         | Varies by Tax<br>Value                      | \$2,375                          | # of dwelling units x 1/20 acre = Acres to be<br>dedicated acres to be dedicated x Value/Acre<br>= fees-in-lieu | See Footnote                          | Market value of<br>5% of the<br>gross acreage |
| Multi-Family (1,300 sq ft)  | du                  | \$4,789                             | \$2,202                 | \$2,705                        | \$3,400                        |                                             | \$1,762                          |                                                                                                                 | \$2,798                               |                                               |

1) du = dwelling unit

2) Source: Table 8. Fees shown reflect parks and recreation facility impact fees.

3) Source: Town of Wake Forest. Fees shown reflect parks and recreation facility impact fees.

4) Source: Town of Apex, Building Inspections and Permits, Fee Schedule 2023/2024

5) Source: Town of Cary, 2023 Operating Budget

6) Source: Town of Fuquay-Varina Planning Department, all fees-in-lieu are capped at \$5,000 per unit.

7) Source: Town of Garner, Adopted Annual Budget FY 2023-2024

8) Source: Town of Holly Springs, Residential Development Fee Workbook

9) Source: Town of Morrisville Development Services Department. Single family attached/detached, duplex, and manufactured homes are calculated as 1/35 of an acre (Pre-Development Cost) times the number of dwelling units

10) Source: Town of Rolesville, Adopted Budget FY 2023-2024

**Appendix A**  
**Population Analysis**  
**Supplemental Information**

## Appendix A

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The parks and recreation facility impact fee requires the use of population data for cost and credit calculations. To accurately determine demand for services, population projections included in the Wake Forest Community Plan are used. The population levels represent permanent residents of the Town.

As shown in **Table A-1**, the Town's current population of 58,000 is projected to increase to 75,200 in 2030, an average annual growth rate of 4.7 percent.

**Table A-1**  
**Town of Wake Forest**  
**Population Estimates and Projections**

| Year        | Town of Wake Forest Population |
|-------------|--------------------------------|
| 2010        | 30,117                         |
| 2011        | 31,526                         |
| 2012        | 33,001                         |
| 2013        | 34,545                         |
| 2014        | 36,162                         |
| 2015        | 37,854                         |
| 2016        | 39,626                         |
| 2017        | 41,480                         |
| 2018        | 43,421                         |
| 2019        | 45,453                         |
| 2020        | 47,601                         |
| 2021        | 49,829                         |
| 2022        | 52,161                         |
| 2023        | 54,602                         |
| <b>2024</b> | <b>58,007</b>                  |
| 2025        | 60,722                         |
| 2026        | 63,564                         |
| 2027        | 66,539                         |
| 2028        | 69,653                         |
| 2029        | 72,913                         |
| 2030        | 75,235                         |

Source: Town of Wake Forest Community Plan - May 2023 for 2010, 2020 and 2030 population estimates. Town of Wake Forest provided 2024 estimate. Population estimates for in between years were interpolated based on average annual growth rate.

***Apportionment of Demand by Residential Unit Type***

The residential land uses to be used for the impact fee calculations are the following:

- Single Family and/or mobile homes
- Multi-Family homes

**Table A-2** presents the population per housing unit by type for the residential categories identified above in the Town of Wake Forest's parks and recreation facility impact fee update study. This analysis includes all housing units, both occupied and vacant.

**Table A-2**  
**Population per Housing Unit**

| Housing Type                  | Population <sup>(1)</sup> | Housing Units <sup>(2)</sup> | Population per Housing Unit <sup>(3)</sup> |
|-------------------------------|---------------------------|------------------------------|--------------------------------------------|
| Single Family and Mobile Home | 41,779                    | 14,233                       | 2.94                                       |
| Multi-Family                  | 5,591                     | 3,514                        | 1.59                                       |
| <b>Weighted Average</b>       | <b>47,370</b>             | <b>17,747</b>                | <b>2.67</b>                                |

1) Source: 2022 American Community Survey (ACS); 5-Yr Estimates, Table B25033

2) Source: 2022 American Community Survey (ACS); 5-Yr Estimates, Table DP04

3) Population (Item 1) divided by housing units (Item 2).

**Appendix B**  
**Land Value Analysis**  
**Supplemental Information**

## Appendix B

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This appendix provides a summary of land value estimates for the parks and recreation facility impact fee. To determine the land value for the Town of Wake Forest parks, the following information was reviewed and analyzed:

- Recent land purchases by the Town;
- Current value of existing park land based on information included in the Wake County Revenue Department Property Database;
- Vacant residential land sales of similar size to the Town's park inventory between 2018 and 2023 obtained from the Wake County Revenue Department Property Database;
- Current appraised value of vacant residential land of similar size to the Town's park inventory, obtained from the Wake County Revenue Department Property database; and
- Discussions with the Town representatives.

**Table B-1** provides the results of this analysis.

In 2017, the Town purchased two parcels associated with greenways. The sale price of these parcels was \$43,100 per acre and \$26,000 per acre with a weighted average cost of approximately \$29,900 per acre. The Town purchased two parcels for active park land in 2023. Cost associated with these parcels was \$286,700 per acre and \$375,500 per acre with a weighted average of \$360,100 per acre.

The value of parcels where current parks are located ranges from \$39,000 per acre to \$195,800 per acre with a weighted average of approximately \$54,000 per acre. Property Appraiser land value estimates for governmental entities tend to be at the low end since these properties are not subject to property tax and the values are not always updated to reflect the market conditions.

A review of vacant land sales between 2018 and 2023 of similarly sized parcels suggested a weighted average value of \$79,400 with a median value of \$94,100 per acre. The sale price during this time period ranged from \$11,200 per acre to \$991,300 per acre for all vacant land. In addition, based on Wake County Revenue Department Property Database estimates, the value of all vacant land averaged \$51,700 per acre with a median value of \$42,800 per acre.

The value of vacant land included in the sample ranged from \$10,000 per acre to \$568,500 per acre.

Given this information and discussions with representatives from the Town of Wake Forest, an average land value of \$30,000 per acre for greenways/open space and \$350,000 per acre for other park types are determined to be reasonable estimates. Table B-2 shows the estimated land value estimate per acre by park type as well as the total acres according to the Town's current inventory. Considering the weighted average land value of the current inventory, an average land value of \$175,000 per acre is determined to be a reasonable estimate for parks and recreation facility impact fee calculation purposes.

**Table B-1  
Land Value Analysis**

| Recent Land Purchases <sup>(1)</sup>         | Year  | Purchase Price      | Acres                       | Purchase Price per Acre |           |
|----------------------------------------------|-------|---------------------|-----------------------------|-------------------------|-----------|
| 2017 Land Purchases                          |       |                     |                             |                         |           |
| Open Space Adj to Greenway                   | 2017  | \$592,136           | 13.73                       | \$43,130                |           |
| Land Donation (Greenway)                     | 2017  | \$1,205,000         | 46.42                       | \$25,959                |           |
| Total / Weighted Average                     |       | \$1,797,136         | 60.15                       | \$29,878                |           |
| 2023 Land Purchases                          |       |                     |                             |                         |           |
| Devon Square Boulevard                       | 2023  | \$3,131,818         | 8.34                        | \$375,518               |           |
| 610 Brooks Street                            | 2023  | \$501,751           | 1.75                        | \$286,715               |           |
| Total / Weighted Average                     |       | \$3,633,569         | 10.09                       | \$360,116               |           |
| Current Inventory <sup>(2)</sup>             |       | Year                | Average Land Value per Acre |                         |           |
| Metro                                        |       | 2023                | \$39,144                    |                         |           |
| Mini                                         |       | 2023                | \$195,754                   |                         |           |
| Neighborhood                                 |       | 2023                | \$57,043                    |                         |           |
| School                                       |       | 2023                | \$59,345                    |                         |           |
| Weighted Average                             |       |                     | \$53,971                    |                         |           |
| Vacant Land Sales (2018-2023) <sup>(3)</sup> | Count | Sale Price per Acre |                             |                         |           |
|                                              |       | Weighted Average    | Median                      | Minimum                 | Maximum   |
| All Vacant Land                              |       |                     |                             |                         |           |
| - 0.5 to 5 acres                             | 179   | \$150,629           | \$138,538                   | \$11,212                | \$991,304 |
| - 5.01 to 10 acres                           | 23    | \$85,381            | \$43,925                    | \$18,124                | \$362,628 |
| - 10.01 to 30 acres                          | 23    | \$98,698            | \$62,285                    | \$11,988                | \$415,189 |
| - 30.01 to 70 acres                          | 6     | \$38,483            | \$37,046                    | \$21,179                | \$58,657  |
| - 70.01 to 250 acres                         | 2     | \$14,100            | \$13,450                    | \$11,909                | \$14,991  |
| - 0.5 to 250 acres                           | 233   | \$79,377            | \$94,076                    | \$11,212                | \$991,304 |
| Vacant Residential                           |       |                     |                             |                         |           |
| - 0.5 to 5 acres                             | 136   | \$109,380           | \$88,544                    | \$11,212                | \$625,000 |
| - 5.01 to 10 acres                           | 13    | \$39,922            | \$39,980                    | \$18,124                | \$98,814  |
| - 10.01 to 30 acres                          | 13    | \$39,525            | \$28,999                    | \$11,988                | \$74,051  |
| - 30.01 to 70 acres                          | 6     | \$38,483            | \$37,046                    | \$21,179                | \$58,657  |
| - 70.01 to 250 acres                         | 2     | \$14,100            | \$13,450                    | \$11,909                | \$14,991  |
| - 0.5 to 250 acres                           | 170   | \$46,075            | \$66,194                    | \$11,212                | \$625,000 |

**Table B-1 (Continued)**  
**Land Value Analysis**

| Vacant Land Values (2023) <sup>(4)</sup> | Count | Land Value per Acre |          |          |           |
|------------------------------------------|-------|---------------------|----------|----------|-----------|
|                                          |       | Weighted Average    | Median   | Minimum  | Maximum   |
| All Vacant Land                          |       |                     |          |          |           |
| - 0.5 to 5 acres                         | 723   | \$77,646            | \$47,243 | \$10,000 | \$568,453 |
| - 5.01 to 10 acres                       | 88    | \$50,777            | \$26,114 | \$11,724 | \$288,679 |
| - 10.01 to 30 acres                      | 88    | \$59,111            | \$22,264 | \$10,632 | \$339,768 |
| - 30.01 to 70 acres                      | 25    | \$34,575            | \$26,000 | \$11,278 | \$130,680 |
| - 70.01 to 250 acres                     | 5     | \$19,045            | \$19,334 | \$14,848 | \$24,603  |
| - 0.5 to 250 acres                       | 929   | \$51,714            | \$42,800 | \$10,000 | \$568,453 |
| Vacant Residential                       |       |                     |          |          |           |
| - 0.5 to 5 acres                         | 591   | \$43,743            | \$41,860 | \$11,000 | \$401,786 |
| - 5.01 to 10 acres                       | 67    | \$26,483            | \$24,459 | \$11,724 | \$80,443  |
| - 10.01 to 30 acres                      | 62    | \$22,948            | \$19,895 | \$10,632 | \$57,385  |
| - 30.01 to 70 acres                      | 21    | \$26,592            | \$26,000 | \$11,383 | \$44,000  |
| - 70.01 to 250 acres                     | 5     | \$19,045            | \$19,334 | \$14,848 | \$24,603  |
| - 0.5 to 250 acres                       | 746   | \$28,602            | \$35,722 | \$10,632 | \$401,786 |

1) Source: Town of Wake Forest

2) Source: Wake County. Excludes parcels with a land value less than \$10,000 per acre.

3) Source: Wake County. Excludes parcels with a sale price less than \$10,000 per acre.

4) Source: Wake County. Excludes parcels with a land value less than \$10,000 per acre.

**Table B-2**  
**Land Value Estimates**

| Park Classification                   | Estimated Value per Acre <sup>(1)</sup> | Total Park Acreage <sup>(2)</sup> | Total Estimated Land Value <sup>(3)</sup> |
|---------------------------------------|-----------------------------------------|-----------------------------------|-------------------------------------------|
| Greenway                              | \$30,000                                | 28.23                             | \$846,900                                 |
| Greenway/Open Space                   | \$30,000                                | 306.28                            | \$9,188,400                               |
| Metro                                 | \$350,000                               | 217.00                            | \$75,950,000                              |
| Mini Park                             | \$350,000                               | 5.00                              | \$1,750,000                               |
| Neighborhood                          | \$350,000                               | 46.77                             | \$16,369,500                              |
| <b>Total</b>                          |                                         | <b>603.28</b>                     | <b>\$104,104,800</b>                      |
| <b>Weighted Average<sup>(4)</sup></b> |                                         |                                   | <b>\$172,565</b>                          |
| <b>Used in Study</b>                  |                                         |                                   | <b>\$175,000</b>                          |

1) Source: Estimated based on the information provided in Table B-1

2) Source: Table 1

3) Estimated value per acre (Item 1) multiplied by total park acreage (Item 2)

4) Total estimated land value (Item 3) divided by total park acreage (Item 2)



TOWN *of*  
WAKE FOREST

# Parks and Recreation Facility Impact Fee Update Study

September 3, 2024





# Presentation Overview



Background/  
Purpose



Technical  
Study



Next Steps



## Background/Purpose

- Parks impact fees were last updated in 2018
- Study to update input variables to reflect most current data



## Background/Purpose

### Impact fee definition:

- One-time capital charge to new development
- Covers the cost of new capital facility capacity
  - Frees up other funds for maintenance/renovations
- Implements the CIP



## Background/Purpose

### Why Impact Fees?

- Maintain current level-of-service (LOS)
- Calculate the cost of growth
- Most needed when:
  - High growth
  - Limited funding





# Presentation Overview



Background/  
Purpose

Technical  
Study

Next Steps



# Technical Study

## Consumption-Based Methodology

- Common methodology used by many jurisdictions
- Charges new growth based on its consumption of capacity
- Fees are calculated at a rate to generate revenues sufficient only for growth related capacity projects



# Technical Study

## Basic Impact Fee Formula

$$\text{Net Impact Fee} = (\text{Cost} - \text{Credit}) \times \text{Demand}$$



Cost to add  
capacity



Non-impact fee  
revenue from future  
development



Population

## Summary of Fees

| Land Use                               | Unit | Calculated Impact Fee | Adopted Impact Fee |
|----------------------------------------|------|-----------------------|--------------------|
| Single Family, Townhouse & Mobile Home | du   | <b>\$8,856</b>        | \$3,691            |
| Multi-Family                           | du   | <b>\$4,789</b>        | \$2,202            |

# Technical Study

## Impact Fee Components

- Inventory
- Level of Service
- Cost Component
- Credit Component
- Net Impact Cost
- Calculated Fee
- Fee Comparison





## Technical Study

### Parks & Open Space Inventory

- **≈600 acres with recreational facilities**, including:

- ✓ Stand-alone greenway facilities
- ✓ Open space parks with greenways
- ✓ Other parks

# Technical Study

## Recreational Facility Value per Resident

| Variable                                              | Cost             |
|-------------------------------------------------------|------------------|
| Recreational Facility Value                           | \$85,528,300     |
| Total Park Acreage                                    | 603              |
| <b>Total Recreational Facility Value per Acre</b>     | <b>\$141,772</b> |
| 2024 Population                                       | 58,007           |
| <b>Total Recreational Facility Value per Resident</b> | <b>≈\$1,474</b>  |

# Technical Study

## Land Value per Resident

| Variable                             | Cost per Resident    |
|--------------------------------------|----------------------|
| Land Purchase Cost per Acre          | \$175,000            |
| Total Acres                          | 603                  |
| <b>Total Land Value</b>              | <b>\$105,574,000</b> |
| 2024 Population                      | 58,007               |
| <b>Total Land Value per Resident</b> | <b>≈\$1,820</b>      |

## Technical Study

### Total Impact Cost per Resident

| Variable                               | Total Asset Value | Percent of Total Asset Value |
|----------------------------------------|-------------------|------------------------------|
| Recreation Facility Value per Resident | \$1,474           | 45%                          |
| Total Land Value per Resident          | \$1,820           | 55%                          |
| Total Impact Cost per Resident         | <b>≈\$3,294</b>   | 100%                         |

# Technical Study

## Credit Component – “Cash” Credit

| Variable                                             | FY 2019 to FY 2028 |
|------------------------------------------------------|--------------------|
| General Fund                                         | \$1,669,400        |
| Grants                                               | \$1,800,00         |
| Miscellaneous Revenue                                | \$150,00           |
| <b>Total Capital Expansion Expenditures</b>          | <b>\$3,619,400</b> |
| <b>Average Annual Capital Expansion Expenditures</b> | <b>≈\$361,940</b>  |
| <b>Average Annual Population</b>                     | <b>56,813</b>      |
| <b>Capital Expansion Expenditures per Resident</b>   | <b>≈\$6.37</b>     |

# Technical Study

## Credit Component – Debt Service Credit

| Issue                                         | Number of Remaining Payments | Present Value of Remaining Payments | Average Annual Population During Remaining Issue Period | Debt Service Credit per Resident |
|-----------------------------------------------|------------------------------|-------------------------------------|---------------------------------------------------------|----------------------------------|
| Holding Park Pool                             | 5                            | \$1,332,417                         | 63,697                                                  | ≈\$20.92                         |
| Series 2016 - Bond                            | 3                            | \$497,040                           | 63,608                                                  | ≈\$7.81                          |
| Series 2018 – Bond                            | 14                           | \$10,501,977                        | 82,295                                                  | ≈\$127.61                        |
| Series 2019 – Bond                            | 6                            | \$1,032,480                         | 68,104                                                  | ≈\$15.16                         |
| Series 2021B - Bond                           | 17                           | \$1,230,062                         | 88,769                                                  | ≈\$13.86                         |
| <b>Total Debt Service Credit per Resident</b> |                              |                                     |                                                         | <b>≈\$185.36</b>                 |

# Technical Study

## Net Impact Cost

| Variable                                             | Figure             |
|------------------------------------------------------|--------------------|
| <b>Impact Cost:</b>                                  |                    |
| Total Impact Cost per Resident                       | \$3,294.47         |
| <b>Total Revenue Credit:</b>                         |                    |
| Capital Expansion “Cash” Credit per Resident         | \$6.37             |
| <i>Capitalization Rate</i>                           | 4.25%              |
| <i>Capitalization Period (in years)</i>              | 25                 |
| Capital Improvement Credit per Resident              | \$96.93            |
| Capital Expansion “Debt Service” Credit per Resident | \$185.36           |
| <b>Total Revenue Credit per Resident</b>             | <b>\$282.29</b>    |
| <b>Net Impact Cost:</b>                              |                    |
| Net Impact Cost Per Resident                         | <b>≈\$3,012.18</b> |

# Technical Study

## Calculated Impact Fees

| Land Use                               | Residents per Unit | Net Impact Cost per Resident | Calculated Impact Fee | 2018 Study Calculated Impact Fee | Percent Change | Adopted Impact Fee | Percent Change |
|----------------------------------------|--------------------|------------------------------|-----------------------|----------------------------------|----------------|--------------------|----------------|
| Single Family, Townhouse & Mobile Home | 2.94               | \$3,012                      | <b>\$8,856</b>        | \$4,101                          | 116%           | \$3,691            | 140%           |
| Multi-Family                           | 1.59               | \$3,012                      | <b>\$4,789</b>        | \$2,447                          | 96%            | \$2,202            | 117%           |

# Technical Study

## Impact Fee Comparison

| Land Use                                     | Unit | Town of Wake Forest |                | City of Raleigh | Town of Rolesville |
|----------------------------------------------|------|---------------------|----------------|-----------------|--------------------|
|                                              |      | Calculated          | Existing       |                 |                    |
| Study Date                                   | -    | <b>2024</b>         | <b>2018</b>    | 2006            | N/A                |
| Assessed Portion                             | -    | <b>N/A</b>          | <b>90%</b>     | 70%-75%         | N/A                |
| Single Family,<br>Townhouse & Mobile<br>Home | du   | <b>\$8,856</b>      | <b>\$3,691</b> | \$1,794         | \$3,200            |
| Multi-Family                                 | du   | <b>\$4,789</b>      | <b>\$2,202</b> | \$1,302         | \$3,200            |

# Technical Study

## Fee-in-Lieu of Land Dedication Comparison

| Land Use                               | Unit | Town of Wake Forest (IF) |                | Town of Apex | Town of Cary | Town of Fuquay-Varina | Town of Garner |
|----------------------------------------|------|--------------------------|----------------|--------------|--------------|-----------------------|----------------|
|                                        |      | Calculated               | Existing       |              |              |                       |                |
| Study Date                             | -    | <b>2024</b>              | <b>2018</b>    | 2019         | N/A          | N/A                   | N/A            |
| Single Family, Townhouse & Mobile Home | du   | <b>\$8,856</b>           | <b>\$3,691</b> | \$4,017      | Varies       | Varies by Tax Value   | \$2,375        |
| Multi-Family                           | du   | <b>\$4,789</b>           | <b>\$2,202</b> | \$2,705      | \$3,400      |                       | \$1,762        |

# Parks and Recreation

## Fee-in-Lieu of Land Dedication Comparison

| Land Use                               | Unit | Town of Wake Forest (IF) |                | Town of Holly Springs                                                                                        | Town of Morrisville | Town of Rolesville                      |
|----------------------------------------|------|--------------------------|----------------|--------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------|
|                                        |      | Calculated               | Existing       |                                                                                                              |                     |                                         |
| Study Date                             | -    | <b>2024</b>              | <b>2018</b>    | N/A                                                                                                          | N/A                 | N/A                                     |
| Single Family, Townhouse & Mobile Home | du   | <b>\$8,856</b>           | <b>\$3,691</b> | # of dwelling units x 1/20 acre = Acres to be dedicated<br>acres to be dedicated x Value/Acre = Fees-in-lieu | *                   | Market Value of 5% of the gross acreage |
| Multi-Family                           | du   | <b>\$4,789</b>           | <b>\$2,202</b> |                                                                                                              | \$2,798             |                                         |

\*Single Family attached/detached, duplex, and manufactured homes are calculated as 1/35 of an acre (Pre-Development Cost) times the number of dwelling units

# Parks and Recreation

## Adoption Options: **Scenario 1**

| Land Use                               | Calculated Impact Fee | Adopted Impact Fee | January 1, 2025 | July 1, 2025 | January 1, 2026 |
|----------------------------------------|-----------------------|--------------------|-----------------|--------------|-----------------|
| Adoption Percentage                    |                       |                    | 70%             | 80%          | 90%             |
| Single Family, Townhouse & Mobile Home | \$8,856               | \$3,691            | \$6,199         | \$7,085      | \$7,970         |
| Multi-Family                           | \$4,789               | \$2,202            | \$3,352         | \$3,831      | \$4,310         |

# Parks and Recreation

## Adoption Options: **Scenario 2**

| Land Use                               | Calculated Impact Fee | Adopted Impact Fee | January 1, 2025 | January 1, 2026 | January 1, 2027 |
|----------------------------------------|-----------------------|--------------------|-----------------|-----------------|-----------------|
| Adoption Percentage                    |                       |                    | 70%             | 80%             | 90%             |
| Single Family, Townhouse & Mobile Home | \$8,856               | \$3,691            | \$6,199         | \$7,085         | \$7,970         |
| Multi-Family                           | \$4,789               | \$2,202            | \$3,352         | \$3,831         | \$4,310         |

# Presentation Overview



Background/  
Purpose



Technical  
Study



Next Steps



## Next Steps

- **September 3<sup>rd</sup>**: Board of Commissioners Input/Direction
- **September 4<sup>th</sup>**: Planning Board Input
- **September 17<sup>th</sup>**: Board of Commissioners Mtg. (Public Hearing)
- **January 2025**: Implementation Process



# Questions? Thank You!

---



## Technical Study

### Parks Recreational Facilities

- 11 baseball-softball fields
- 8 Playgrounds
- 8 Lighted Tennis Courts
- 7 soccer/multi use fields
- 6 Picnic Areas
- 3 Community Centers & Wake Forest Community House



**ADDED**

- 2 Ponds & Wake Forest Reservoir
- 1 Aquatic Center (3 pools)
- 1 Spray Ground
- 1 Dedicated Pickleball Facility (4 Courts)
- 1 Dog Park (large & small) Flaherty Park
- 18 Hole Disc Golf Course



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-298-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: September 3, 2024

### **SUBJECT**

Discussion of July Monthly Financial Summaries

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Monthly Financial Report\\_summary.pdf](#)
- [July 31, 2024 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

July 31, 2024

### *OVERALL HIGHLIGHTS:*

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2025. Majority of this revenue source comes in towards the end of December and before January 6.
- Typical for General Fund to operate at a deficit first five to six months of the fiscal year due to timing of property tax collections and receipt of sales tax revenues.
- Guidelines for spending is slightly above 8% (1/12 of the year). There are some departments that exceed that threshold due to blanket purchase orders issued in July and other expenditures paid early in the fiscal year (i.e. workers compensation, property and liability insurance in Risk Management).
- Encumbrances (purchase orders from FY 24, but items not received) have not been carried forward and are not reflected in the summaries.
- FY 25 Budgeted transfers are not reflective in the July summaries – they will be included in August report and going forward.
- Purchase for resale – power for July is paid in August and not reflected in the attached.
- Effective with FY 2025 is the Stormwater Utility Fund
  - Fees are received with weekly tax collections
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.

**GENERAL FUND**  
**July 31, 2024**

**Monthly Target Percentage**

**8.33%**

| Department                     | Amended Budget       | YTD Actual     | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals      |
|--------------------------------|----------------------|----------------|--------------|-------------------------------------------|---------------------------------------|---------------------|
| <b>REVENUES</b>                |                      |                |              |                                           |                                       |                     |
| Ad Valorem Taxes               | \$ 48,625,135        | \$ 256,188     | -            | \$ 48,368,947                             | 0.53%                                 | \$ 431,241          |
| Other Taxes                    | 62,500               | -              | -            | 62,500                                    | 0.00%                                 | -                   |
| Unrestricted Intergovernmental | 18,839,490           | -              | -            | 18,839,490                                | 0.00%                                 | -                   |
| Restricted Governmental        | 2,720,475            | 215,500        | -            | 2,504,975                                 | 7.92%                                 | 296,752             |
| Permits and Fees               | 2,761,985            | 156,322        | -            | 2,605,663                                 | 5.66%                                 | 231,673             |
| Other Revenue                  | 2,276,900            | 11,747         | -            | 2,265,153                                 | 0.52%                                 | 111,644             |
| Sales and Services             | 5,538,100            | 89,555         | -            | 5,448,545                                 | 1.62%                                 | 97,039              |
| Investment Earnings            | 1,365,500            | 117,003        | -            | 1,248,497                                 | 8.57%                                 | 119,327             |
| Other Financing Sources        | 4,735,415            | -              | -            | 4,735,415                                 | 0.00%                                 | 9,660               |
| <b>General Fund Total</b>      | <b>\$ 86,925,500</b> | <b>846,315</b> | <b>-</b>     | <b>86,079,185</b>                         | <b>0.97%</b>                          | <b>\$ 1,297,336</b> |

| Department                      | Amended Budget       | YTD Actual       | Encumbrances     | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals      |
|---------------------------------|----------------------|------------------|------------------|-------------------------------------------|---------------------------------------|---------------------|
| <b>EXPENDITURES</b>             |                      |                  |                  |                                           |                                       |                     |
| 410 Board of Commissioners      | \$ 450,200           | \$ 93,814        | \$ -             | \$ 356,386                                | 20.84%                                | \$ 61,008           |
| 412 Legal Services              | 309,225              | 57,412           | -                | 251,813                                   | -                                     | 16,899              |
| 420 Town Manager's Office       | 965,255              | 73,143           | -                | 892,112                                   | 7.58%                                 | 84,314              |
| 421 Town Clerk                  | 281,000              | 14,972           | -                | 266,028                                   | 5.33%                                 | 14,557              |
| 422 Organizational Performance  | 580,445              | 29,025           | -                | 551,420                                   | 5.00%                                 | 26,794              |
| 423 Budget Management           | 339,430              | 30,510           | -                | 308,920                                   | 8.99%                                 | 7,956               |
| 425 Communications              | 1,311,315            | 62,863           | 160,762          | 1,087,689                                 | 17.05%                                | 57,290              |
| 430 Human Resources             | 1,319,140            | 165,400          | 104,193          | 1,049,548                                 | 20.44%                                | 152,749             |
| 431 Risk Management             | 515,430              | 350,477          | -                | 164,953                                   | 68.00%                                | 268,361             |
| 435 Downtown Development        | 545,610              | 39,196           | -                | 506,414                                   | 7.18%                                 | 33,275              |
| 440 Financial Services          | 1,594,445            | 94,787           | 1,339            | 1,498,319                                 | 6.03%                                 | 133,610             |
| 445 Information Technology      | 2,660,440            | 346,462          | 546,207          | 1,767,771                                 | 33.55%                                | 329,323             |
| 480 Inspections                 | 2,425,530            | 139,046          | -                | 2,286,484                                 | 5.73%                                 | 144,429             |
| 490 Planning                    | 3,979,290            | 121,821          | 41,760           | 3,815,709                                 | 4.11%                                 | 98,064              |
| 500 Public Facilities           | 3,974,485            | 158,720          | 563,938          | 3,251,827                                 | 18.18%                                | 119,993             |
| 510 Police                      | 18,096,625           | 1,339,288        | 248,751          | 16,508,586                                | 8.78%                                 | 1,079,839           |
| 520 Fire                        | 13,572,320           | 908,807          | 630,348          | 12,033,165                                | 11.34%                                | 828,777             |
| 530 Public Works Administration | 305,630              | 18,691           | -                | 286,939                                   | 6.12%                                 | 31,809              |
| 535 Urban Forestry              | 632,960              | 30,108           | -                | 602,852                                   | 4.76%                                 | 30,620              |
| 540 Engineering                 | 1,819,205            | 86,890           | -                | 1,732,315                                 | 4.78%                                 | 71,506              |
| 545 Stormwater Management       | -                    | -                | -                | -                                         | 0.00%                                 | 36,209              |
| 550 Fleet Maintenance           | 701,625              | 55,871           | 5,114            | 640,639                                   | 8.69%                                 | 60,078              |
| 560 Streets                     | 4,374,905            | 222,132          | 99,421           | 4,053,352                                 | 7.35%                                 | 179,900             |
| 580 Solid Waste                 | 6,554,365            | 804,921          | -                | 5,749,444                                 | 12.28%                                | (223,915)           |
| 620 Parks and Recreation        | 6,421,405            | 360,334          | 382,712          | 5,678,359                                 | 11.57%                                | 354,712             |
| 999 Transfers                   | 13,195,220           | 666,804          | -                | 12,528,416                                | 5.05%                                 | 666,804             |
| <b>General Fund Total</b>       | <b>\$ 86,925,500</b> | <b>6,271,493</b> | <b>2,784,545</b> | <b>77,869,461</b>                         | <b>10.42%</b>                         | <b>\$ 4,664,961</b> |

**General Fund - Net Gain (Loss)**

**\$ (5,425,178)**

**\$ (3,367,625)**

**Debt Service Fund**  
**July 31, 2024**

**Monthly Target Percentage**

**8.33%**

| Department                | Amended Budget       | YTD Actual   | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals    |
|---------------------------|----------------------|--------------|-------------------------------------------|---------------------------------------|-------------------|
| <b>REVENUES</b>           |                      |              |                                           |                                       |                   |
| Restricted Governmental   | \$ 1,505,600         | -            | 1,505,600                                 | 0.00%                                 | -                 |
| Permits and Fees          | 596,085              | -            | 596,085                                   | 0.00%                                 | -                 |
| Investment Earnings       | 8,000                | 7,457        | 543                                       | 0.00%                                 | 2,744             |
| Other Financing Sources   | 9,015,815            | -            | 9,015,815                                 | 0.00%                                 | 501,148           |
| <b>General Fund Total</b> | <b>\$ 11,125,500</b> | <b>7,457</b> | <b>11,118,043</b>                         | <b>0.07%</b>                          | <b>\$ 503,892</b> |

| Department                  | Amended Budget       | YTD Actual     | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals    |
|-----------------------------|----------------------|----------------|-------------------------------------------|---------------------------------------|-------------------|
| <b>EXPENDITURES</b>         |                      |                |                                           |                                       |                   |
| 440 Financial Services      | \$ 1,173,105         | \$ -           | \$ 1,173,105                              | \$ -                                  | -                 |
| 445 Information Technology  | 621,895              | 192,133        | 429,762                                   | 30.89%                                | 196,009           |
| 480 Building Inspections    | 20,580               | -              | 20,580                                    | 0.00%                                 | 47,397            |
| 490 Planning                | 26,120               | -              | 26,120                                    | 0.00%                                 | -                 |
| 500 Public Facilities       | 304,515              | 31,607         | 272,908                                   | 10.38%                                | 309,338           |
| 510 Police                  | 640,215              | 64,264         | 575,951                                   | 10.04%                                | 70,549            |
| 520 Fire                    | 2,306,235            | -              | 2,306,235                                 | 0.00%                                 | -                 |
| 535 Urban Forestry Division | 4,280                | -              | 4,280                                     | 0.00%                                 | -                 |
| 540 Engineering             | 16,360               | -              | 16,360                                    | 0.00%                                 | -                 |
| 550 Fleet Maintenance       | 12,155               | -              | 12,155                                    | 0.00%                                 | -                 |
| 560 Streets                 | 1,743,055            | -              | 1,743,055                                 | 0.00%                                 | -                 |
| 570 Powell Bill             | 2,059,045            | -              | 2,059,045                                 | 0.00%                                 | -                 |
| 580 Solid Waste             | 338,650              | -              | 338,650                                   | 0.00%                                 | -                 |
| 620 Parks and Recreation    | 1,859,290            | -              | 1,859,290                                 | 0.00%                                 | -                 |
| <b>General Fund Total</b>   | <b>\$ 11,125,500</b> | <b>288,005</b> | <b>10,837,495</b>                         | <b>2.59%</b>                          | <b>\$ 623,293</b> |

**Debt Service Fund - Net Gain (Loss)**

**\$ (280,548)**

**\$ (119,401)**

**DMSD Special Revenue Fund**  
**July 31, 2024**

**Monthly Target Percentage**

8.33%

| Department                             | Amended Budget    | YTD Actual   | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals  |
|----------------------------------------|-------------------|--------------|--------------|-------------------------------------------|---------------------------------------|-----------------|
| <b>REVENUES</b>                        |                   |              |              |                                           |                                       |                 |
| Ad Valorem Taxes                       | \$ 203,850        | \$ 1,090     | -            | \$ 202,760                                | 0.53%                                 | \$ 1,499        |
| Investment Earnings                    | 21,500            | 1,948        | -            | 19,552                                    | 9.06%                                 | 1,653           |
| Other Financing Sources                | -                 | -            | -            | -                                         | 0.00%                                 | -               |
| <b>DMSD Special Revenue Fund Total</b> | <b>\$ 225,350</b> | <b>3,038</b> | <b>-</b>     | <b>222,312</b>                            | <b>1.35%</b>                          | <b>\$ 3,152</b> |

| Department                             | Amended Budget    | YTD Actual | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals |
|----------------------------------------|-------------------|------------|--------------|-------------------------------------------|---------------------------------------|----------------|
| <b>EXPENDITURES</b>                    |                   |            |              |                                           |                                       |                |
| Transfers In (Out)                     | \$ 225,350        | \$ -       | \$ -         | \$ 225,350                                | 0.00%                                 | \$ -           |
| <b>DMSD Special Revenue Fund Total</b> | <b>\$ 225,350</b> | <b>-</b>   | <b>-</b>     | <b>225,350</b>                            | <b>0.00%</b>                          | <b>\$ -</b>    |

**Downtown District - Net Gain (Loss)**

**3,038**

**3,152**

Wake Forest Renaissance Centre  
July 31, 2024

Monthly Target Percentage

8.33%

| Department              | Amended Budget      | YTD Actual    | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals   |
|-------------------------|---------------------|---------------|--------------|-------------------------------------------|---------------------------------------|------------------|
| <b>REVENUES</b>         |                     |               |              |                                           |                                       |                  |
| Sales and Services      | \$ 233,100          | \$ 9,927      | \$ -         | \$ 223,173                                | 4.26%                                 | \$ 13,008        |
| Other Revenue           | 185,605             | 15,377        | -            | 170,228                                   | 8.29%                                 | 21,829           |
| Other Financing Sources | 984,045             | -             | -            | 984,045                                   | 0.00%                                 | 60,315           |
| <b>WFRC Fund Total</b>  | <b>\$ 1,402,750</b> | <b>25,305</b> | <b>-</b>     | <b>1,377,445</b>                          | <b>1.80%</b>                          | <b>\$ 95,152</b> |

| Department                         | Amended Budget      | YTD Actual     | Encumbrances  | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals   |
|------------------------------------|---------------------|----------------|---------------|-------------------------------------------|---------------------------------------|------------------|
| <b>EXPENDITURES</b>                |                     |                |               |                                           |                                       |                  |
| 626 Wake Forest Renaissance Centre | \$ 1,402,750        | \$ 107,977     | \$ 23,390     | \$ 1,271,383                              | 9.36%                                 | \$ 77,728        |
| <b>WFRC Fund Total</b>             | <b>\$ 1,402,750</b> | <b>107,977</b> | <b>23,390</b> | <b>1,271,383</b>                          | <b>9.36%</b>                          | <b>\$ 77,728</b> |

**WFRC Fund - Net Gain (Loss)** **\$ (82,672)** **\$ 17,424**

**Wake Forest Business and Industry Partnership Fund (BIP)**  
*July 31, 2024*

### Monthly Target Percentage

8.33%

| Department              | Amended Budget    | YTD Actual   | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals   |
|-------------------------|-------------------|--------------|--------------|-------------------------------------------|---------------------------------------|------------------|
| <b>REVENUES</b>         |                   |              |              |                                           |                                       |                  |
| Sales and Services      | \$ -              | \$ -         | \$ -         | \$ -                                      | 0.00%                                 | \$ -             |
| Other Revenue           | 15,000            | 1,724        | -            | 13,276                                    | 0.00%                                 | -                |
| Other Financing Sources | 573,500           | -            | -            | 573,500                                   | 0.00%                                 | 39,600           |
| <b>WFRC Fund Total</b>  | <b>\$ 588,500</b> | <b>1,724</b> | <b>-</b>     | <b>586,776</b>                            | <b>0.29%</b>                          | <b>\$ 39,600</b> |

| Department               | Amended Budget    | YTD Actual    | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals   |
|--------------------------|-------------------|---------------|--------------|-------------------------------------------|---------------------------------------|------------------|
| <b>EXPENDITURES</b>      |                   |               |              |                                           |                                       |                  |
| 415 Economic Development | \$ 588,500        | \$ 27,374     | \$ -         | \$ 561,126                                | 4.65%                                 | \$ 28,888        |
| <b>WFRC Fund Total</b>   | <b>\$ 588,500</b> | <b>27,374</b> | <b>-</b>     | <b>561,126</b>                            | <b>4.65%</b>                          | <b>\$ 28,888</b> |

|                                     |           |                 |           |               |
|-------------------------------------|-----------|-----------------|-----------|---------------|
| <b>WFBIP Fund - Net Gain (Loss)</b> | <b>\$</b> | <b>(25,650)</b> | <b>\$</b> | <b>10,712</b> |
|-------------------------------------|-----------|-----------------|-----------|---------------|

**WAKE FOREST POWER (ELECTRIC FUND)**  
**July 31, 2024**

**Monthly Target Percentage**

**8.33%**

| Department                 | Amended Budget       | YTD Actual       | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals      |
|----------------------------|----------------------|------------------|--------------|-------------------------------------------|---------------------------------------|---------------------|
| <b>REVENUES</b>            |                      |                  |              |                                           |                                       |                     |
| Charges for Services       | \$ 23,918,460        | \$ 2,616,095     | -            | \$ 21,302,365                             | 10.94%                                | \$ 2,231,372        |
| Sales Tax - Utility        | 1,622,720            | 182,068          | -            | 1,440,652                                 | 11.22%                                | 155,077             |
| Other Revenue              | 380,000              | 36,794           | -            | 343,206                                   | 9.68%                                 | 31,743              |
| Investment Earnings        | 54,320               | 4,918            | -            | 49,402                                    | 9.05%                                 | 7,742               |
| Other Financing Sources    | 100,000              | -                | -            | 100,000                                   | 0.00%                                 | 3,112               |
| <b>Electric Fund Total</b> | <b>\$ 26,075,500</b> | <b>2,839,875</b> | <b>-</b>     | <b>23,235,625</b>                         | <b>10.89%</b>                         | <b>\$ 2,429,046</b> |

| Department                           | Amended Budget       | YTD Actual     | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals    |
|--------------------------------------|----------------------|----------------|--------------|-------------------------------------------|---------------------------------------|-------------------|
| <b>EXPENDITURES</b>                  |                      |                |              |                                           |                                       |                   |
| 840 Electric - Billing & Collections | \$ 898,365           | \$ 51,848      | \$ -         | \$ 846,517                                | 5.77%                                 | \$ 21,719         |
| 850 Electric - Operations            | \$ 24,774,985        | 520,306        | 5,780        | 24,248,900                                | 2.12%                                 | 239,955           |
| 860 Electric - Tree Trimming         | 618,545              | 23,334         | -            | 595,211                                   | 3.77%                                 | 24,583            |
| <b>Electric Fund Total</b>           | <b>\$ 26,291,895</b> | <b>595,487</b> | <b>5,780</b> | <b>25,690,628</b>                         | <b>2.29%</b>                          | <b>\$ 286,258</b> |

**Electric Fund - Net Gain (Loss)**

**2,244,388**

**2,142,788**

**STORMWATER UTILITY FUND**  
**July 31, 2024**

**Monthly Target Percentage**

8.33%

| Department              | Amended Budget | YTD Actual | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals |
|-------------------------|----------------|------------|--------------|-------------------------------------------|---------------------------------------|----------------|
| <b>REVENUES</b>         |                |            |              |                                           |                                       |                |
| Charges for Services    | \$ 2,325,000   | \$ 20,873  | -            | \$ 2,304,127                              | 0.90%                                 | \$ -           |
| Other Revenue           | -              | -          | -            | -                                         | 0.00%                                 | -              |
| Investment Earnings     | -              | -          | -            | -                                         | 0.00%                                 | -              |
| Other Financing Sources | -              | -          | -            | -                                         | 0.00%                                 | -              |
| Stormwater Utility Fund | \$ 2,325,000   | 20,873     | -            | 2,304,127                                 | 0.90%                                 | \$ -           |

| Department                  | Amended Budget | YTD Actual | Encumbrances | Remaining Budget (including encumbrances) | % Budget Used (includes encumbrances) | PY YTD Actuals |
|-----------------------------|----------------|------------|--------------|-------------------------------------------|---------------------------------------|----------------|
| <b>EXPENDITURES</b>         |                |            |              |                                           |                                       |                |
| 545 - Stormwater Management | \$ 2,325,000   | \$ 19,322  | \$ -         | \$ 2,305,678                              | 0.83%                                 | \$ -           |
| Stormwater Utility Fund     | \$ 2,325,000   | 19,322     | -            | 2,305,678                                 | 0.83%                                 | \$ -           |

**Stormwater Utility Fund - Net Gain/(Loss)** **1,551** **-**

**AMERICAN RESCUE PLAN ACT (ARPA)**  
**7/31/2024 (Cumulative - Life to Date)**

**Monthly Target Percentage**

N/A

| N/A                                |                |                     |              |                  |               |                |
|------------------------------------|----------------|---------------------|--------------|------------------|---------------|----------------|
| Department                         | Amended Budget | LTD Actual          | Encumbrances | Remaining Budget | % Budget Used | PY YTD Actuals |
| <b>REVENUES</b>                    |                |                     |              |                  |               |                |
| Restricted Governmental            | \$ 14,541,000  | 14,541,846          | -            | (846)            | 100.01%       | -              |
| Investment Earnings                | 1,025,430      | 872,058             | -            | 153,372          | 0.00%         | -              |
| Other Financing Sources            | -              | -                   | -            | -                | 0.00%         | -              |
| General Fund Total                 | \$ 15,566,430  | 15,413,904          | -            | 152,526          | 99.02%        | \$ -           |
|                                    |                |                     |              |                  |               |                |
| Department                         | Amended Budget | LTD Actual          | Encumbrances | Remaining Budget | % Budget Used | PY YTD Actuals |
| <b>EXPENDITURES</b>                |                |                     |              |                  |               |                |
| 445 Information Technology         | \$ 1,030,000   | \$ 671,947          | \$ 9,709     | \$ 348,344       | 66.18%        | \$ -           |
| 525 Public Safety (ARPA)           | 3,220,840      | 1,284,047           | 1,936,784    | 9                | 100.00%       | -              |
| 540 Engineering                    | 6,770,000      | 1,130,569           | 918,902      | 4,720,529        | 30.27%        | -              |
| 638 Other Improvements             | 4,545,590      | 3,278,611           | 558,544      | 708,435          | 84.41%        | -              |
| General Fund Total                 | \$ 15,566,430  | 6,365,175           | 3,423,938    | 5,777,317        | 62.89%        | \$ -           |
|                                    |                |                     |              |                  |               |                |
| <b>ARPA Fund - Net Gain (Loss)</b> |                | <b>\$ 9,048,729</b> |              |                  |               |                |
|                                    |                |                     |              |                  |               | <b>\$ -</b>    |



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-294-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: September 3, 2024

### **SUBJECT**

Review of Draft Agenda for Upcoming Regular Meeting

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Draft BOC Agenda\\_Sept202417.pdf](#)



## **Wake Forest Board of Commissioners**

### **Draft Meeting Agenda**

**September 17, 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**

- 2.A. August 6, 2024 Work Session  
August 20, 2024 Regular Meeting

## **3.Presentations**

- 3.A. Proclamation Recognizing the Month of October 2024 as "P.A.N.D.A.S. Month"
- 3.B. Proclamation Recognizing September 23-27, 2024 as National Falls Prevention Awareness Week and September 24, 2024, as Falls Prevention Awareness Day in the Town of Wake Forest, North Carolina
- 3.C. AARP Age Friendly Community Presentation

## **4.Public hearings / Public Comment**

- 4.A. Public Hearing on Parks and Recreation Impact Fee Update
- 4.B. Public Hearing on LEGISLATIVE CASE RZ-22-05-01, Reserve at Dunn Creek, a rezoning amendment by filed by Timmons Group to amend an approved zoning condition for 76.37± acres located at 0 Friendship Chapel Road and 0 NC 98 Bypass, being Wake County Tax PINs 1840660542, 1840761824, 1840657710, and 1840676254 and is zoned Residential Mixed-Use Conditional District (RMX-CD), Urban Residential Conditional District (UR-CD) and Open Space Conditional District (OS-CD) and Special Highway 2 Overlay (SH2-O)
- 4.C. Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-01, Whataburger, a Special Use Permit application filed by Alan Moseley on behalf of G98 COMMERCIAL PH I LLC, for the establishment of a drive-thru on 1.29± acres located at 489 Dr Calvin Jones Hwy, being Wake County Tax PIN 1830767787.

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

## 5.Consent Agenda

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

- 5.A. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
- 5.B. Approval of the Contract for the Construction of the Crenshaw Stormwater Improvements (Bank Stabilization and Outfall Repair)
- 5.C. Approval of the Contract for the Construction of the Dunn Creek Greenway Phases 3 and 4

## 6.Legislative Items

## 7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-22-05-01, Reserve at Dunn Creek, a rezoning amendment by filed by Timmons Group to amend an approved zoning condition for 76.37± acres located at 0 Friendship Chapel Road and 0 NC 98 Bypass, being Wake County Tax PINs 1840660542, 1840761824, 1840657710, and 1840676254 and is zoned Residential Mixed-Use Conditional District (RMX-CD), Urban Residential Conditional District (UR-CD) and Open Space Conditional District (OS-CD) and Special Highway 2 Overlay (SH2-O)
- 7.B. Consideration of QUASI-JUDICIAL CASE SUP-24-01, Whataburger, a Special Use Permit application filed by Alan Moseley on behalf of G98 COMMERCIAL PH I LLC, for the establishment of a drive-thru on 1.29± acres located at 489 Dr Calvin Jones Hwy, being Wake County Tax PIN 1830767787.

## **8.Administration and Financial Items**

8.A. Consideration of Approval of a Resolution amending Parks & Recreation Impact Fees

8.B. Consideration of approval of resolution providing for sale and issuance of \$1,460,000 General Obligation Parks and Recreation Bonds, Series 2024A (Two-thirds bonds)

## **9.Public Services Items**

## **10.Parks and Recreation Items**

10.A. Consideration of Approval of the Parks, Recreation and Cultural Resources Department Master Plan

## **11.Public Safety Items**

## **12.Other Business**

## **13.Adjournment**