



**Wake Forest Board of Commissioners
Meeting Agenda
June 16, 2026 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A BOC Work Session Minutes for May 5, 2026 and BOC Regular Meeting Minutes for May 19, 2026
[DRAFT BOCWSMinutes_May202605.pdf](#)
[DraftBOCMinutes_May202619.pdf](#)

3. Presentations

- 3.A Resolution Recognizing Sergeant Cashwell on his Retirement
[Cashwell Resolution of Appreciation for Services.docx](#)
[Cashwell Summary appreciation of services.docx](#)
- 3.B Proclamation Recognizing July as Park and Recreation Month
[Proclamation Recognizing July as Park and Recreation Month 2026.pdf](#)

4. Public hearings / Public Comment

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

5. Consent Agenda

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

- 5.A Approval of Resolution Amending Check and Purchase Order Signing Procedures
[Check and PO Signing_Summary.pdf](#)
[resolution 2026 - amending check and purchase order signing procedures.docx](#)
- 5.B Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2026-2027 for the Town of Wake Forest

[Wake County Rev Collection_summary.pdf](#)
[Resolution 2026-xx authorizing wake co tax admin to levy and collect taxes 2026-2027.docx](#)

- 5.C Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2026-2027 for the Town of Wake Forest
[Franklin County Rev Collection_summary.pdf](#)
[Resolution 2026-xx authorizing franklin co tax admin to levy and collect taxes 2026-2027.docx](#)
- 5.D Approval of Budget Ordinance # 6 for FY 2025-2026 - FINAL
[Final Budget Ordinance Amendment_summary.pdf](#)
- 5.E Approval of a Resolution to Surplus the Badge and Service Weapon Carried by Sergeant Cashwell
[Cashwell Resolution Badge and Weapon.docx](#)
[Cashwell Summary badge and weapon surplus.docx](#)
- 5.F Approval of a Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
[Attachment_A_summary_06.2026_Accept_Streets.docx](#)
[Attachment_B_Resolution__Accept_Streets.docx](#)
[Attachment_C_Powell_Bill_2026.pdf](#)
- 5.G Approval of Transportation (Multimodal Transportation Facility Fee) Capital Reserve Fund Ordinance
[Transportation Capital Reserve Fund_summary.pdf](#)
[2026 - xx Transportation \(Multimodal Transportation Facility Fee\) Capital Reserve Fund \(730\).docx](#)
[resolution_2024-78_mmtif_impact_fees6_12.17.2024_1_dec202417.pdf](#)
- 5.H Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.
[BOC Agenda Summary.pdf](#)
[Attachment A - Legal Description AN-25-04.pdf](#)
[Attachment B - Annexation Map AN 25-04.pdf](#)
[Attachment C - Contiguous Annexation Petition AN-25-04.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- 5.I Proposed new Ordinance Chapter 30, Article III Section 30-94 focused on impoundment of electric bicycles and micromobility devices.
[Summary_Chapter_30_Article_III_Section_30-94.pdf](#)
[Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-94.docx](#)
- 5.J Ordinance amending Chapter 30, Article III Section 30-90 thru 30-93 focused on motorized scooter, electric bicycles and electric assisted bicycles, electric

skateboards, and civil penalties.

[Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93.docx](#)

[Summary_Chapter_30_Article_III_Section_30-90_thru_30-93.pdf](#)

6. Legislative Items

7. Planning Items

8. Administration and Financial Items

8.A Consideration of approval of FY 2026-2027 Budget Ordinance

[FY 2026-2027 Budget Ordinance approval_summary.pdf](#)

[2026-xx budget ordinance 2026-2027.docx](#)

[FY27 Proposed Fee Changes.pdf](#)

[Assignment of Classes_FY 27.pdf](#)

8.B Authorization to purchase a portion of property necessary to construct future Ligon Mill Road Corridor pursuant to NCGS 160A-240.1, 160A-296 & 136-66.1.

[Summary Ligon Mill Purchase.pdf](#)

[Attachment A Authorization to purchase a portion of property necessary to construct Ligon Mill Road Corridor](#)

9. Public Services Items

10.Parks and Recreation Items

10.A Approval of a Resolution to Accept the 2025-2026 Raleigh/Wake Hospitality Tax Funding

[Resolution - Raleigh -Wake Hospitality Tax Funds.pdf](#)

[Summary Sheet - Raleigh - Wake Hospitality Tax Funds.pdf](#)

[Capital Funding Agreement - TOWF Skate Park - May 2026 - Final.pdf](#)

[Capital Funding Agreement - TOWF JB Flaherty Park Phase II - May 2026.pdf](#)

10.B Consideration of Flaherty Park Tennis Courts and Restrooms Project Construction Contract

[Resolution - Flaherty Park Tennis Courts Project Construction Contract w-BAR Construction.pdf](#)

[Summary Sheet - Flaherty Tennis Court Project Construction Contract.pdf](#)

[2026-06.09 Letter of Recommendation.pdf](#)

11.Public Safety Items

12.Other Business

12.A June Tax Report

[WF-TXREP-JUNE-2026-BOC-MTG.pdf](#)

12.B Department Monthly Reports

[May 2026 Monthly Report DraftÂ \(2\).pdf](#)

12.C Strategic Plan Quarterly Update Q3 FYE2026
[Strategic Plan Quarterly Update Q3 FYE2026.pdf](#)

12.D Commissioners Report

12.E Closed Session: 143-318.11(6)

13. Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-914-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 16, 2026

Subject

BOC Work Session Minutes for May 5, 2026 and BOC Regular Meeting Minutes for May 19, 2026

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_May202605.pdf](#)
- [DraftBOCMinutes_May202619.pdf](#)



DRAFT Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 5, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Commissioners Present:, Commissioner Haseeb Fatmi, Commissioner Keith Shackelford, Commissioner Sliwinski, and Commissioner Faith Cross.

Commissioners Absent: Mayor Ben C. Clapsaddle and Commissioner Adam Wright

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Police Chief Julius Jefferson
Fire Chief Ron Early
Budget and Performance Director
Michelle Daniels

Budget and Performance Analyst
Benjamin Blevins
Grants Program Manager Jack Cassidy
Police Captain Brandon High
Police Captain Christopher Minor
Town Clerk Evelyn Wright

Presentations

1.1 Presentation of Proposed FY 2026-2027 Annual Operating Budget

Town Manager Kip Padgett presented the recommended Fiscal Year 2026–2027 operating budget, explaining that the proposal was developed around the Board’s adopted strategic goals and priorities while maintaining the Town’s commitment to responsible financial management. Mr. Padgett noted that the budget document would look different this year due to the Town’s transition to new budgeting software, which provides improved readability and performance measures. Mr. Padgett emphasized that the budget remains balanced and continues Wake Forest’s tradition of seeking excellence in government budgeting practices.

Padgett highlighted that the proposed budget includes no property tax increase for residents. The only fee adjustment recommended is a \$1 per month increase in the Solid Waste and recycling fee, raising the monthly charge from \$24 to \$25 due to increasing landfill, recycling, fuel, and operational costs. Mr. Padgett recommended reducing the Downtown Municipal Service District (MSD) tax rate by one cent, from \$0.14 to \$0.13 per \$100 of assessed value. No increases were proposed for electric, stormwater, or vehicle registration fees. Mr. Padgett explained that the overall budget totals approximately \$145 million across all funds, compared to approximately \$138 million in the current fiscal year.

Mr. Padgett reviewed the Town's revenue and expenditure structure, noting that property taxes account for approximately 36 percent of total revenues, with additional funding coming from sales taxes, intergovernmental revenues, service charges, and other sources. Personnel costs remain the Town's largest expenditure category at approximately 43 percent of the budget, followed by operating expenses, power costs, and capital investments. Mr. Padgett stressed that Wake Forest's personnel expenditures remain relatively low compared to many municipalities, where staffing costs often exceed 50 percent of total expenditures.

The proposed budget includes the addition of 25 new positions, including 23 positions in the General Fund and two positions in the Electric Fund. Fourteen of the new General Fund positions are firefighters needed to staff Fire Station No. 6 when it opens in 2027. Mr. Padgett explained that recruitment efforts will begin immediately so personnel can be hired, trained, and prepared before the station becomes operational. Mr. Padgett also noted that the budget continues funding for career ladders, classification adjustments, and employee compensation initiatives. Despite a six percent increase in health insurance costs, the Town will absorb those expenses rather than passing them on to employees.

Mr. Padgett reviewed historical trends showing steady increases in employer retirement contributions over recent years, particularly for public safety employees. Although employee contribution rates remain fixed by the state, employer obligations continue to

grow. Mr. Padgett expressed optimism that changes in investment strategies at the state level could help moderate future increases but emphasized that retirement expenses remain a significant budget challenge.

Mr. Padgett discussed the Town's debt service obligations, including financing associated with Fire Station No. 6 and other capital projects. The proposed debt service fund totals approximately \$11.45 million. Mr. Padgett noted that the Town received approval from the Local Government Commission for financing related to the station project and expects the facility to open in summer 2027. He advised that the capital improvement program totals approximately \$8.9 million and is funded through a combination of fund balance appropriations, debt financing, and other revenue sources. Mr. Padgett reiterated that fund balance is used only for one-time capital expenses and not for recurring operational costs, consistent with Town policy.

Mr. Padgett reviewed General Fund forecasts through 2030. While the Town remains financially stable, Mr. Padgett noted that projections indicate potential deficits beginning around Fiscal Years 2029 and 2030 if current trends continue. He cautioned that these forecasts are subject to change based on economic conditions, legislative actions, property revaluations, and growth patterns. Mr. Padgett stressed the importance of monitoring financial conditions and adjusting as needed over time.

Mr. Padgett addressed broader economic and development trends affecting the Town's long-term financial outlook. He noted that Wake Forest is beginning to experience a slowdown in available developable land, which will gradually shift growth from new development to redevelopment projects. While growth continues to generate revenues, Mr. Padgett cautioned that growth also drives demand for additional services and infrastructure. He emphasized the need for careful planning to ensure that future development remains financially sustainable.

Mr. Padgett also discussed uncertainty surrounding potential actions by the North Carolina General Assembly, including proposals affecting property tax limitations and revaluation processes. He explained that any significant legislative changes could

impact future revenue projections and may require adjustments to the Town's long-range financial planning. Mr. Padgett noted that Wake Forest is preparing for its next property revaluation cycle and future bond issuances associated with voter-approved transportation and infrastructure projects.

Mr. Padgett identified the transportation infrastructure as a major future priority, specifically, referencing South Main Street improvements and anticipated impacts from planned railroad bridge projects that will increase traffic volumes in the area. He stated that addressing those transportation needs will likely require future bond financing and continued long-term planning.

Mr. Padgett introduced a new budget highlights video that summarizes key elements of the proposal in a concise, accessible format. The video outlines major budget figures, service investments, capital projects, and financial policies. Among the highlighted projects are restoration of the Ailey Young House, a downtown transportation study, S-Line rail corridor design work, housing initiatives, transportation improvements, stormwater investments in the Richland Creek and Toms Creek watersheds, and continued public safety investments.

Mr. Padgett acknowledged that developing this year's budget was particularly challenging due to rising costs, staffing needs, and economic uncertainty. He praised department directors, finance staff, and the budget team for working collaboratively to develop a budget that maintains service levels, adds critical personnel, absorbs increasing employee benefit costs, and avoids property tax increase. Mr. Padgett emphasized the need to remain vigilant regarding future economic and legislative developments but expressed confidence that the proposed budget positions Wake Forest to continue delivering high-quality services while responsibly managing taxpayer resources. Mr. Padgett noted that additional budget details would be presented during upcoming work sessions and public hearings before formal adoption.

2. Discussion of Monthly Financial Report

2.1 Discussion of March Financial Summaries

Monthly Financial Report Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting May 19, 2026

4. Other Business

None.

5. Commissioner Reports

Commissioner Cross advised of recent community events, including Meet in the Street, and expressed appreciation for strong public participation despite weather concerns. Commissioner Cross promoted upcoming community activities such as the National Day of Prayer on May 7th, the commencement of Six Sundays in Spring, Friday Night on White, and Mother's Day celebrations. Commissioner Cross also discussed follow-up conversations regarding a recent sustainability presentation, clarifying that several environmental issues identified in the presentation were not ranked priorities but rather interconnected concerns such as habitat loss, drought, flooding, and heat. Commissioner Cross thanked residents for raising questions that helped improve public understanding of the presentation.

Mayor Pro Tem/Commissioner Shackleford connected the discussion of mental wellness to the importance of physical fitness and recreation. Commissioner Shackleford also highlighted the opening of additional segments of the Dunn Creek Greenway and promoted National Fitness Month activities taking place at Joyner Park, including self-defense classes on Mondays, synergy fit on Tuesdays, yoga on Wednesdays, and Zumba on Thursdays. Commissioner Shackleford encouraged residents to participate in these activities and enjoy the spring season while supporting their physical and mental well-being.

Commissioner Fatmi thanked Commissioner Sliwinski for sharing his personal story and acknowledged the positive impact of the Town's mental wellness efforts. Commissioner Fatmi recognized Town guest services staff and volunteers during Guest Services Appreciation activities and thanked the Wake Forest Christian Church for hosting a community dialogue event focused on respectful conversations. He also

highlighted upcoming Parks and Recreation milestones, including ribbon-cutting ceremonies for the Dunn Creek Greenway expansion and the opening of Miller Park, noting the contributions of staff and volunteers who support community programming.

Commissioner Sliwinski shared personal remarks recognizing Mental Health Awareness Month and discussed his own experiences with mental health. Commissioner Sliwinski emphasized the importance of year-round conversations about mental wellness and highlighted the Town's efforts over the past several years, including mental wellness fairs, partnerships with community organizations, mental health training programs, and participation in statewide initiatives. Commissioner Sliwinski expressed gratitude to Town staff, public safety leaders, and community members who have supported both him personally and the broader mental health mission. He encouraged residents to check on loved ones, engage in meaningful conversations, and seek help when needed, including utilizing the 988 crisis hotline.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett reminded the Board and public about several upcoming events, including ribbon-cutting ceremonies, a Fire Department promotional ceremony on Saturday at 6 p.m. at the Renaissance Centre, Employee Appreciation activities next week, and the opening of Fire Station 6 recruitment efforts. He encouraged participation in these events and thanked everyone involved in supporting Town operations and community engagement.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:34 p.m.

Duly approved in open session this 16th day of June 2026.

(ATTEST)

R. Keith Shackleford, Mayor Pro Tem

Evelyn Wright, Town Clerk



DRAFT Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 19, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Members of Boys Scout Troop 500 led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, Commissioner Faith Cross, Commissioner Nick Sliwinski, Commissioner Adam Wright, and Commissioner Keith Shackleford.

Commissioner Members Absent:

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Deputy Town Clerk Ella Downtin
Police Chief Julius Jefferson
Police Captain David Zick
Police Captain Brandon High
Fire Chief Ron Early
Engineering Director Tim Watson
Planning Director Jennifer Currin
Interim WFCAA Director Monica Lileton

Budget and Performance Director
Michelle Daniels
Finance Director Samantha Sanchez
Budget and Performance Analyst
Benjamin Blevins
Budget and Performance Analyst
Davianna Humble
Senior Planner- Michelle Michael
Planner I – Development Services
Ari Schwartz
Community Engagement Manager
Zoe Taylor

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the Agenda as amended.

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

Mayor Clapsaddle advised of amendments to the agenda, noting the addition of a Recognition of WFPD J. Fuquay for MADD Excellence, Proclamation for LGBTQ+ Pride, Proclamation for National Day of Prayer, and Proclamation for Mental Health Month.

***Denotes addition to the agenda below.**

2. Approval of Minutes

2.A. Draft BOC Minutes

- April 7, 2026, BOC Work Session and April 21, 2026, BOC Regular Meeting

ACTION:

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

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

3. Presentations

Mayor Clapsaddle advised the Board was honored to recognize Wake Forest Police Officer Jordan Fuquay for receiving the 2026 Driving While Impaired (DWI) Enforcer Award from Mothers Against Drunk Driving (MADD) North Carolina. Mayor Clapsaddle explained that the award was presented during the MADD Awards of Excellence Ceremony held on April 30, 2026, in Selma, North Carolina, and emphasized the importance of publicly recognizing Officer Fuquay's achievement before the community. Mayor Clapsaddle noted that Officer Fuquay graduated from East Carolina University with a bachelor's degree in psychology and a master's degree in criminal justice. Officer Fuquay began his law enforcement career with the Winterville Police Department in August 2019 before joining the Wake Forest Police Department in May 2023. Since becoming a member of the department, Officer Fuquay has consistently demonstrated professionalism, dedication, and a strong commitment to protecting public safety.

Mayor Clapsaddle further explained the significance of the MADD North Carolina Enforcer Award, noting that it recognizes law enforcement officers whose efforts help remove impaired drivers from roadways and reduce alcohol-related crashes and fatalities. Mayor Clapsaddle advised that award recipients are evaluated based on their DWI enforcement efforts in relation to the size of the community they serve. Mayor Clapsaddle reported that in 2025, Officer Fuquay was responsible for 47 of the Wake Forest Police Department's 255 DWI arrests and noted that by May 15, 2026, Officer Fuquay had already accounted for 15 of the department's 86 DWI arrests for the year. Mayor Clapsaddle commended Officer Fuquay for his vigilance, dedication, and commitment to keeping the community safe. He stated that Officer Fuquay's efforts have made a meaningful contribution to public safety in Wake Forest and expressed the Board's appreciation for his hard work and professionalism. Mayor Clapsaddle then invited those in attendance to join him in recognizing Officer Fuquay for the well-deserved honor and his continued service to the community.

3.A. Resolution recognizing Katherine Tharrington on their retirement from the Town of Wake Forest

RESOLUTION 2026-33

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Katherine Tharrington

WHEREAS Katherine "Kathy" was initially hired as a Public Works Administrative Assistant with the Wake Forest Public Works Department for the Town of Wake Forest, effective November 2, 2020, and

WHEREAS, with just over 5 years of service with the Town, Katherine has served unselfishly in this capacity for the good of Wake Forest, and, in recognition of her outstanding service and dedication, we honor a remarkable Administrative Assistant whose unwavering commitment has left a lasting impact on the Public Works Department and the community it serves. Known for her exceptional customer service, she consistently goes above and beyond to assist residents, colleagues, and partners with professionalism, kindness, and efficiency. A true cornerstone of the department, she has been instrumental in holding operations together, ensuring the stability and success of the Solid Waste Program, and providing vital support across the Streets, Urban Forestry, and Fleet Departments. Her positive spirit and natural ability to uplift those around her have made her a cherished morale booster and trusted team member. Through her tireless efforts, attention to detail, and genuine care for others, she has set a standard of excellence that will continue to inspire long after her well-earned retirement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Katherine Tharrington is hereby officially commended by this Board on behalf

of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as an Administrative Assistant.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Katherine Tharrington.

This is the 19th day of May 2026.

ATTEST:

Ben Clapsaddle
Mayor

Evelyn Wright
Town Clerk

3.B. Proclamation for LGBTQ+ Pride*

*Proclamation Recognizing LGBTQ+ PRIDE Month
June 2026*

WHEREAS, the Town of Wake Forest is strengthened by the diversity of its residents, families, businesses, and community organizations; and

WHEREAS, LGBTQ+ Pride Month is recognized nationally each June to honor the history, contributions, and resilience of lesbian, gay, bisexual, transgender, queer, and questioning individuals; and

WHEREAS, LGBTQ+ residents have long contributed to the cultural, civic, and economic life of Wake Forest; and

WHEREAS, fostering an inclusive and welcoming community supports the health, safety, and wellbeing of all residents;

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, do hereby proclaim the month of June 2026 as "LGBTQ+ Pride Month." As the Mayor of the Town of Wake Forest, I encourage residents to reflect on the importance of respect, understanding, and belonging for all members of our community.

In official recognition whereof, I hereby affix my signature this 19th day of May 2026.

ATTEST:



Evelyn Wright, Town Clerk

3.C. Proclamation for National Day of Prayer*

**PROCLAMATION
NATIONAL DAY OF PRAYER**

MAY 7, 2026

***WHEREAS,** Our community is strongest when we come together in times of both joy and challenge to care for one another, share gratitude, and lift each other up, recognizing that our collective strength is rooted in compassion, connection, and a shared commitment to the well-being of all; and*

***WHEREAS,** Throughout our nation's history, people have turned to prayer, reflection, and acts of service in moments of uncertainty and celebration alike, seeking hope, wisdom, and encouragement while strengthening the bonds that unite neighbors, families, and communities; and*

***WHEREAS,** In our Town, these traditions continue each day as residents, faith communities, civic groups, and local organizations come together in homes, workplaces, and community spaces to support one another, serve those in need, and foster a spirit of kindness, belonging, and mutual respect; and*

***WHEREAS,** The National Day of Prayer, established by Public Law in 1952 and observed each year on the first Thursday of May, provides a meaningful opportunity for people of all backgrounds to come together — through prayer, reflection, meditation, and acts of kindness — in ways that honor their individual beliefs while strengthening the unity and shared purpose of our community;*

***NOW, THEREFORE,** I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, do hereby proclaim May 7, 2026, as a DAY OF PRAYER, REFLECTION, AND COMMUNITY UNITY throughout our Town, and warmly encourage all residents to participate in ways meaningful to them — through prayer, quiet reflection, helping a neighbor, or joining in community activities — to nurture compassion, strengthen connections, and inspire hope.*

In official recognition whereof, I hereby affix my signature this 5th day of May 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.D. National Senior Health and Fitness Day Proclamation

**PROCLAMATION
NATIONAL SENIOR HEALTH AND FITNESS DAY**

MAY 27, 2026

***WHEREAS,** May is designated as Older Americans Month and National Physical Fitness and Sports Month; and*

***WHEREAS,** It is appropriate to honor our mature citizens for their many contributions to the vitality and strength of our community; and*

***WHEREAS,** The United States Surgeon General has determined that regular physical activity results in significant health benefits and improved quality of life for older adults; and*

***WHEREAS,** All older adults can participate in activities that improve and maintain their health;*

***NOW, THEREFORE,** I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, do hereby proclaim Wednesday, May 27, 2026, as NATIONAL SENIOR HEALTH & FITNESS DAY in the town of Wake Forest, NC, and urge all our citizens to support the efforts of local organizations that encourage older adults to enhance their lives through regular physical activity.*

In official recognition whereof, I hereby affix my signature this 19th day of May 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.E. Proclamation Chronic Illness & Medical Advocacy Awareness Month May 2026

PROCLAMATION
Chronic Illness & Medical Advocacy Awareness Month
May 2026

WHEREAS, chronic illnesses affect millions of individuals across the United States, many of whom experience complex, multi-system symptoms that can be difficult to diagnose and manage; and

WHEREAS, individuals living with chronic illness often face significant delays in diagnosis, barriers to proper care, and challenges navigating the healthcare system; and

WHEREAS, increased awareness and education surrounding chronic illness can lead to earlier recognition of symptoms, improved patient outcomes, and greater support within communities; and

WHEREAS, medical advocacy plays a vital role in empowering individuals to understand their health, communicate effectively with healthcare providers, and seek appropriate care; and

WHEREAS, fostering a community that supports education, awareness, and advocacy helps ensure that individuals living with chronic illness feel seen, heard, and supported;

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim May 2026 as “Chronic Illness & Medical Advocacy Awareness Month” in Wake Forest, and encourage all residents to recognize the importance of awareness, education, and advocacy in supporting those affected by chronic illness.

In official recognition whereof, I hereby affix my signature this 19th day of May 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.F. Proclamation for Mental Health Month*

PROCLAMATION
RECOGNIZING MAY 2026 AS “MENTAL HEALTH MONTH”

WHEREAS, there is a proven connection between good mental health and overall personal health, and mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and support in their communities, and people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;

*NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, and the Board of Commissioners do hereby proclaim the month of May 2026 as “**MENTAL HEALTH MONTH**”. As the Mayor of the Town of Wake Forest, I also call upon all Town of Wake Forest citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.*

In official recognition whereof, I hereby affix my signature this 19th day of May 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.G. Tourette's Syndrome Day Proclamation

PROCLAMATION RECOGNIZING TOURETTE'S SYNDROME AWARENESS DAY

WHEREAS, Tourette Syndrome is an inherited neurological disorder that is characterized by involuntary physical and vocal tics that occur many times a day; and

WHEREAS, Tourette Syndrome is often accompanied by other mental health disorders such as attention deficit and obsessive-compulsive disorder, learning disabilities, and anxiety; and

WHEREAS, Tourette Syndrome and persistent tic disorders affect 1 in 50 children.

More than 46,000 children ages 5-17 in the State of North Carolina alone are dealing with Tourette Syndrome or Tic disorder, and although some of these cases are aided by medication, there is no standard treatment or known cure for the disorder; and

WHEREAS, there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed and misunderstood; and

WHEREAS, positive actions to assist children and families living with Tourette Syndrome would result from a broadening of public and professional knowledge and acceptance of Tourette Syndrome; and

WHEREAS, the Tourette Association of America is actively providing services to families, educating medical professionals and teachers, and supporting research to better understand the signs and treatments of TS;

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of City of the Town of Wake Forest, on behalf of the Board of Commissioners, do hereby proclaim June 4, 2026, Tourette Syndrome Awareness Day in the Town of Wake Forest as a special day to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

In official recognition whereof, I hereby affix my signature this 19th day of May 2026.

ATTEST:



Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

4. Public hearings / Public Comment

- 4.A. Public hearing on a contiguous annexation submitted by property owners, Ritchie Family Properties, located at 1313 N White Street being Wake County PIN 1851089042 being approximately 7.76 acres.

Benjamin Ho, representing the developer under contract to acquire the property,

advised that he was available to answer any questions from the Board or staff regarding the proposed annexation. However, Mr. Ho respectfully requested that the Board delay action on the annexation request for approximately one month. Mr. Ho explained that the developer's due diligence process was taking longer than anticipated and that work on the site plan was still ongoing. The developer wanted to avoid finalizing the annexation before completing the necessary planning and evaluation efforts. Mr. Ho indicated that he would be happy to address any questions from the Board, though none were raised at that time. Mayor Clapsaddle determined that the public hearing should remain open allowing additional time for the developer to complete its due diligence and provide further information. Mayor Clapsaddle noted that the hearing would be continued for approximately 30 days and invited comments from the Board, though none were offered.

4.B. Public Hearing to receive public comment on the proposed FY 2026-2027 Annual Operating Budget

Mayor Clapsaddle opened the floor for public comments.

Public Comment:

Abby Black – 520 S Main Street – Wake Forest, NC 27587

Jennifer Amyx – 9908 Calvados Dr – Wake Forest, NC 27587

Margaret Watkins – 407 Belmellen Ct – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

- 4.C. 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.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

Sara Lind – 907 S Franklin Street – Wake Forest, NC 27587

Jennifer Amyx – 9908 Calvados Dr – Wake Forest, NC 27587

Margaret Watkins – 407 Belmellen Ct – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

5. Consent Agenda

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

5.A Approval of Budget Ordinance Amendment # 5 - FY 2026-2027

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

No Administrative and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports
Received.

12.B. May Tax Report
Received.

12.C. Commissioners Report

Commissioner Wright advised that he had been absent from the previous meeting due to illness but had several updates to share. Commissioner Wright advised he served as master of ceremonies for the recent Friday Night on White event featuring the Sleeping Booty Band. Commissioner Wright praised Town staff for their efforts in organizing and executing the event, describing it as another successful community gathering. Commissioner Wright noted that attendance appeared to be exceptionally strong. Commissioner Wright also provided an update on the recent STEM event organized by the Town's Technology Advisory Board. He described the event as a success and expressed appreciation for the community participation and support it received. Commissioner Wright shared that organizers are already exploring ways to expand and enhance the event for next year. He noted that new connections had been established with state museums and other organizations, which could lead to additional exhibits and interactive opportunities for participants. Commissioner Wright expressed optimism that these partnerships would allow the event to continue growing and provide even more educational experiences for students and families in the future. Finally, Commissioner Wright announced that he would be serving as master of ceremonies for the upcoming "Six Sundays in Spring" concert at Joyner Park and thanked those involved in making Wake Forest's public programs successful.

Commissioner Cross advised she attended one of the recent "Six Sundays in Spring" concerts, noting that despite very warm weather conditions, the event was well attended and successful. Commissioner Cross also announced an upcoming "Coffee with the Commissioner" gathering scheduled for Thursday morning at 9:30 a.m. and

encouraged residents to attend and engage in conversation about community issues. In addition, Commissioner Cross highlighted the upcoming meeting of the Town's AARP Age-Friendly Committee. Commissioner Cross advised of the recent National Day of Prayer activities, explaining that although the official outdoor event was canceled because of weather conditions, approximately 37 individuals still gathered in the rain to participate in prayer. She described the turnout as encouraging and thanked the local seminary for hosting a breakfast associated with the observance, noting that the event was well organized and appreciated by attendees. Commissioner Cross also shared that she attended a ribbon-cutting ceremony at Wake Forest Exchange. She noted that one of the new businesses opening at the development will be a burrito restaurant. Commissioner Cross concluded expressed appreciation for the community events and activities taking place throughout Wake Forest.

Commissioner Fatmi informed the Board and public that the meeting was likely to be his final meeting as a member of the Wake Forest Board of Commissioners due to an anticipated transition to state-level public service. Commissioner Fatmi announced that he had recently been nominated and selected to fill the vacant Senate seat of Senator Terence Everitt and that he expected the appointment process to be finalized by the end of the week or early the following week., Commissioner Fatmi advised, upon confirmation of the appointment, he anticipates resigning from his position as commissioner. Commissioner Fatmi expressed gratitude for the opportunity to serve the community and described his tenure on the Board as a rewarding experience. He thanked his fellow Commissioners for their partnership and support and commended Town staff for their professionalism and dedication. Commissioner Fatmi specifically recognized Town Manager Kip Padgett for his leadership and behind-the-scenes work in ensuring the Town's operations run smoothly and effectively. Commissioner Fatmi stated that Wake Forest functions as a well-managed organization due to the efforts of its staff and leadership and expressed his hope that he had served the community well as a commissioner. Commissioner Fatmi advised that he would continue to do so in his new role, thanking everyone for their support and confidence throughout his service.

Commissioner Sliwinski advised that he was looking forward to hosting the Six Sundays in Spring event on May 31st, highlighting it as an upcoming community gathering. Also, Commissioner Sliwinski attended the Northeast Community Coalition meeting, where discussions focused on planning for the Town's Juneteenth celebration scheduled for June 20th. Commissioner Sliwinski explained that this year's celebration would include some changes due to ongoing construction at Taylor Street Park. Rather than holding the traditional outdoor event at the park on the evening before Juneteenth, organizers plan to host a program from 6:30 p.m. to 7:30 p.m. inside the Alston-Massenburg Center. Commissioner Sliwinski noted that the change was influenced by

the park construction, the anticipated opening of Joey McCrea Wiggins Park, and expected summer heat conditions, including the availability of the sprayground.

Commissioner Shackleford shared his recent experience participating in the Wake Forest Fire Department's CPR and First Aid training program. He praised the program as outstanding community service and noted that the classes, which are offered monthly with limited enrollment, appear to consistently reach full capacity.

Commissioner Shackleford specifically commended the instructors, including Lieutenant Lamberti, Firefighter First Class Haag, and other fire department personnel, for presenting the material in a clear, informative, and engaging manner. He stated that the instructors effectively answered questions from participants and made the training easy to understand, particularly for individuals with little or no previous CPR experience. Commissioner Shackleford extended appreciation for the Fire Department's commitment to public education and encouraged the continuation of the program. Chief Early thanked Commissioner Shackleford for participating in the CPR and First Aid training program and for his positive feedback. He explained that the program has been successful because Town leadership and management have supported the Fire Department's efforts to provide CPR education to residents. Chief Early noted that the classes are offered to the public at minimal cost, with participants essentially covering only the expense of certification materials. Chief Early emphasized the value of CPR training as an important life-saving skill and expressed hope that more Wake Forest residents would take advantage of the opportunity. A member of Troop 500 requested that the class be better publicized to the community as he was unaware that a CPR class was available to the community.

Deputy Town Clerk Ella Downtin had no updates.

Town Manager Kip Padgett had no updates.

Mayor Clapsaddle extended appreciation to Fire Chief Early and the members of the Wake Forest Fire Department for their service to the community. Mayor Clapsaddle advised he attended the department's annual awards banquet and the event was both meaningful and inspiring. Mayor Clapsaddle noted that hearing the stories of firefighters, their families, retirees, and former department members highlighted the dedication and professionalism of the department. Mayor Clapsaddle was particularly moved by testimonies from individuals whose lives had been saved through the actions of firefighters and emergency responders. He commended Chief Early's leadership and expressed appreciation for the department's continued commitment to protecting the community. Mayor Clapsaddle acknowledged the many celebrations and observances occurring throughout the month, including graduation season and the accomplishments of students and families entering new stages of life. Mayor

Clapsaddle recognized several national and community observances, including Asian American and Pacific Islander Heritage Month, Mental Health Awareness Month, Military Appreciation Month, Small Business Month, and Teacher Appreciation Week. He also highlighted National Public Works Week, emphasizing the important contributions of public works employees who help maintain essential services and infrastructure throughout the Town. Mayor Clapsaddle recognized Wake Forest's 2026 Public Works Employee of the Year, Craig Winley. He explained that the award was especially meaningful because it was based on nominations and support from fellow employees. Mayor Clapsaddle read portions of the nomination, noting that Mr. Winley was praised for his dedication, professionalism, teamwork, and willingness to go above and beyond in service to the Town. Although Mr. Winley was not present, Mayor Clapsaddle asked those in attendance to join him in recognizing the achievement and expressing appreciation for his contributions. Mayor Clapsaddle also recognized two important memorial observances during the month. He noted that Peace Officers Memorial Day, on May 15th, honored law enforcement officers who lost their lives in the line of duty and reminded attendees of the significance of Memorial Day, which honors the men and women of the armed forces who made the ultimate sacrifice in service to the nation. Mayor Clapsaddle encouraged residents to take time during the holiday weekend to reflect on and remember those who gave their lives for the freedoms enjoyed today. Reflecting on the proclamations and recognitions presented throughout the meeting, Mayor Clapsaddle stated that they demonstrated the resilience, diversity, and promise of the Wake Forest community. He highlighted several outstanding young residents whose accomplishments brought distinction to the Town. Mayor Clapsaddle recognized Azaria Astor and Candace Honeycutt, both members of the Boys & Girls Club of Wake Forest, for earning Youth of the Year honors at the local and organizational levels. He praised the young women for exemplifying hard work, strong character, leadership, and service to others, noting that their achievements reflected positively on the community. Mayor Clapsaddle also recognized Gabrielle Pendola, a senior at Franklin Academy, for receiving an appointment to the United States Naval Academy. He described the appointment as an extraordinary accomplishment that reflected her academic excellence, leadership abilities, discipline, athletic achievements, and commitment to public service. Mayor Clapsaddle noted that her selection represented both a personal achievement and the beginning of a path dedicated to serving the nation. Mayor Clapsaddle encouraged residents to enjoy the upcoming summer season while prioritizing safety and looking out for one another. He thanked everyone who attended the meeting and all those who had been recognized throughout the evening. Mayor Clapsaddle also expressed appreciation to the leaders and volunteers of Boy Scout Troop 500 for their efforts in mentoring young people and helping develop future community leaders and responsible citizens.

13. Adjournment

Mayor Clapsaddle adjourned the meeting at 7:02 pm.

Duly approved in open session this 16th day of June 2026.

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-891-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: June 16, 2026

Subject

Resolution Recognizing Sergeant Cashwell on his Retirement

Recommendation:

item Summary:

ATTACHMENTS:

- [Cashwell Resolution of Appreciation for Services.docx](#)
- [Cashwell Summary appreciation of services.docx](#)

RESOLUTION 2026-XX

RESOLUTION OF APPRECIATION FOR THE SERVICES OF

Stephen Cashwell

WHEREAS, Stephen Cashwell was hired as a Police Officer I in April of 2002 and has served as a sworn member of the Department for over 24 years with a retirement date of July 1, 2026; and

WHEREAS, Cashwell achieved Police Officer II in October of 2003; and

WHEREAS, Cashwell achieved Master Officer in April of 2005; and

WHEREAS, Cashwell achieved Master Officer II in April of 2007; and

WHEREAS, Cashwell was promoted to Police Sergeant in January of 2008; and

WHEREAS, Cashwell served in the United States Army as a Cavalry Scout before starting his law enforcement career, which included five years with the Spring Hope and Nashville Police Departments. Since joining the Wake Forest Police Department in 2002 Cashwell has served in a variety of positions to include patrolman, narcotics detective, narcotics detective sergeant, IMPACT division sergeant, and criminal investigations division sergeant. Cashwell proposed the creation of the Aggressive Criminal Enforcement (ACE) Unit, which has evolved into today's Criminal Enforcement Unit. The ACE unit played a major role in combating criminal and drug activity, helping to maintain safety and security within the community.; and

WHEREAS, Cashwell served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Sergeant Stephen Cashwell is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Stephen Cashwell.

This the 16th day of June 2026.

ATTEST:

Ben C. Clapsaddle
Mayor

Evelyn Wright
Town Clerk

Agenda: Resolution recognizing Sergeant Cashwell on his retirement.

Summary: Sergeant Cashwell is retiring, effective July 1, 2026. Sergeant Cashwell started working for the town in April of 2002. He is retiring as a Sergeant with the Criminal Investigations Division.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-911-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: June 16, 2026

Subject

Proclamation Recognizing July as Park and Recreation Month

Recommendation:

Approved as presented

item Summary:

ATTACHMENTS:

- [Proclamation Recognizing July as Park and Recreation Month 2026.pdf](#)



TOWN *of* WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

PROCLAMATION RECOGNIZING JULY AS PARK AND RECREATION MONTH

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Town of Wake Forest; and

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

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

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

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

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

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

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

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Wake Forest Parks, Recreation and Cultural Resources Department, hereby proclaim July 2026 as PARK AND RECREATION MONTH in the Town of Wake Forest.

In official recognition whereof, I hereby affix my signature this 16th day of June 2026.

Attest:

Town Clerk



Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-866-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 16, 2026

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-840-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Approval of Resolution Amending Check and Purchase Order Signing Procedures

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Check and PO Signing_Summary.pdf](#)
- [resolution 2026 - amending check and purchase order signing procedures.docx](#)

Agenda Item: Approval of Resolution Amending Check and Purchase Order Signing Procedures

Summary: North Carolina General Statutes §§ 159-25, 159-28, and 159-28.1 establish legal requirements governing financial disbursement procedures, assign responsibilities for financial administration, and provide authorized methods for expediting check-signing procedures.

The attached resolution updates the Town's existing check-signing and purchase-order authorization procedures to reflect organizational and title changes resulting from the retirement of the Purchasing and Warehouse Manager. The resolution also reaffirms the procedures necessary to ensure compliance with applicable statutory requirements.

Upon adoption, this resolution shall supersede and replace all previously adopted resolutions pertaining to check-signing and purchase-order authorization procedures.

Attachment: Resolution

RESOLUTION 2026 - xx

RESOLUTION AMENDING CHECK AND PURCHASE ORDER
SIGNING PROCEDURES FOR
THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Wake Forest desires to update the Town's check and purchase order signing procedures; and

WHEREAS, North Carolina General Statutes 159-25, 159-28 and 159-28.1 establish legal requirements for financial disbursement procedures, establishes responsibilities, and outline methods for expediting the check signing procedures.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Wake Forest, that the following procedures are hereby adopted:

1. Two (2) signatures will be required on each Town of Wake Forest check or draft on an official depository.
2. In accordance with N.C. General Statute 159-25 (b), all checks or drafts shall be signed by the Chief Financial Officer; the Chief Financial Officer's alternate shall be the **Finance Director** serving as Deputy Finance Officer. The countersignature shall be that of the Town Manager; the Town Manager's alternate shall be the Mayor.
3. In accordance with N. C. General Statute 159-28 (a), preaudit of purchase orders, disbursement vouchers, and all electronic payments shall be performed by the Chief Financial Officer; the Chief Financial Officer's alternates shall be the **Finance Director, Purchasing Supervisor, Warehouse Supervisor, Procurement Specialist, Senior Inventory Specialist, and Inventory Specialist serving as Deputies.**
4. In accordance with N.C. General Statute 159-28.1, the use of facsimile signing of checks, purchase orders and drafts is hereby authorized for the Town Manager, Chief Financial Officer and any of the above-mentioned alternates. The signature devices will be kept under security by the Chief Information Officer or designee, respectively, who shall be bonded and along with the sureties of the official bond are liable for any illegal, improper, or unauthorized use of them.

This resolution supersedes and voids all prior resolutions.

Duly adopted this the 16th day of June 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-886-

Submitted by: Aileen J. Staples, Finance

Submitting Department: Finance

Meeting Date: June 16, 2026

Subject

Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2026-2027 for the Town of Wake Forest

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Wake County Rev Collection_summary.pdf](#)
- [Resolution 2026-xx authorizing wake co tax admin to levy and collect taxes 2026-2027.docx](#)

Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2026-2027 for the Town of Wake Forest

The attached resolution authorizes the Wake County Tax Administrator to levy and collect taxes and stormwater fees for the Town of Wake Forest for the fiscal year 2026-2027.

Attachments: Resolution

RESOLUTION 2026-xx

**RESOLUTION DIRECTING THE WAKE COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES AND STORMWATER FEES
FOR FISCAL YEAR 2026-2027 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, the Town of Wake Forest has an interlocal agreement with Wake County to collect taxes, stormwater, and other respective fees; and

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Wake County Tax Administrator be authorized, empowered, and commanded to levy and collect the taxes set forth in the tax records filed in the office of the Wake County Tax Administration in the amounts and from the taxpayers likewise therein set forth.

BE IT FURTHER RESOLVED that such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Wake Forest and this order shall be a full and sufficient authority to direct, require, and enable the Tax Administrator to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Duly adopted this the 16th day of June 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-887-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2026-2027 for the Town of Wake Forest

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Franklin County Rev Collection_summary.pdf](#)
- [Resolution 2026-xx authorizing franklin co tax admin to levy and collect taxes 2026-2027.docx](#)

Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2026-2027 for the Town of Wake Forest

The attached resolution authorizes the Franklin County Tax Administrator to levy and collect taxes for the Town of Wake Forest for the fiscal year 2026-2027.

Attachments: Resolution

RESOLUTION 2026-xx

**RESOLUTION DIRECTING THE FRANKLIN COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES
FOR FISCAL YEAR 2026-2027 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, the Town of Wake Forest has an interlocal agreement with Franklin County to collect taxes and other respective fees; and

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Franklin County Tax Administrator be authorized, empowered, and commanded to levy and collect the taxes set forth in the tax records filed in the office of the Franklin County Tax Administration in the amounts and from the taxpayers likewise therein set forth.

BE IT FURTHER RESOLVED that such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Wake Forest and this order shall be a full and sufficient authority to direct, require, and enable the Tax Administrator to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Duly adopted this the 16th day of June 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-888-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Approval of Budget Ordinance # 6 for FY 2025-2026 - FINAL

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Final Budget Ordinance Amendment_summary.pdf](#)

Agenda Item: Budget Ordinance Amendment # 6 – FY 2025-2026

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds. **This will be the final amendment considered by the Board of Commissioners for FY 2025-2026. Staff will distribute respective worksheets via email by June 15.**

Attachments: Summary worksheets



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-892-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: June 16, 2026

Subject

Approval of a Resolution to Surplus the Badge and Service Weapon Carried by Sergeant Cashwell

Recommendation:

item Summary:

ATTACHMENTS:

- [Cashwell Resolution Badge and Weapon.docx](#)
- [Cashwell Summary badge and weapon surplus.docx](#)

RESOLUTION 2026-XX

**A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS
AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A
RETIRING LAW ENFORCEMENT OFFICER**

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Sergeant Stephen Cashwell, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement officer;

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

To honor the service of Sergeant Stephen Cashwell as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm which has been declared surplus to said officer for the price of \$1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES095

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of June 30, 2026.

Adopted this the 16th day of June 2026.

ATTEST:

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Cashwell.

Summary: Sergeant Cashwell is retiring, effective July 1, 2026. North Carolina General Statute 17F-20 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-893-

Submitted by: Timothy Watson, Engineering

Submitting Department: Engineering

Meeting Date: June 16, 2026

Subject

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

Recommendation:

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

item Summary:

ATTACHMENTS:

- [Attachment_A_summary_06.2026_Accept_Streets.docx](#)
- [Attachment_B_Resolution__Accept_Streets.docx](#)
- [Attachment_C_Powell_Bill_2026.pdf](#)

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

Summary: New streets are required to be designed and built to Town of Wake Forest standards and specifications. The Board accepts streets into the Town of Wake Forest Street System quarterly. The street(s) on this resolution will be added to the Powell Bill submission for additional maintenance funds annually. This resolution also includes the updated Powell Bill map. The streets from Resolution 2025-76 passed in December of 2025 will be added to the Powell Bill submission for additional maintenance funds annually. The attached Powell Bill Map has been updated to reflect the changes from all street acceptance resolutions mentioned above.

Attachments: Attachment_A_summary_06.2026_Accept_Streets
Attachment_B_Resolution_Accept_Streets
Attachment_C_Powell_Bill_2026

RESOLUTION 2026-XX

RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF WAKE FOREST STREET SYSTEM FOR MAINTENANCE

WHEREAS, streets are required to be designed and built according to our Manual of Standards, Specifications and Design; and

WHEREAS, Engineering approved the street segment(s) for acceptance accordingly in Resolution(s) 2025-76;

WHEREAS, Engineering approved the street segment(s) for acceptance accordingly as described in the table below;

WHEREAS, the Powell Bill map is updated and approved once a year and is provided in Attachment C,

WHEREAS, approval by the Town of Wake Forest Board of Commissioners is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program;

BE IT RESOLVED that the Board of Commissioners of the Town of Wake Forest accept this Powell Bill map into the Town of Wake Forest Street System.

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>BEG DESCRIPTION</u>	<u>END DESCRIPTION</u>	<u>LENGTH</u>
St. Ives (Phase 3)	Bishop Falls Rd.	Bishop Falls Rd. (Phase 2)	NE Cul-de-sac	0.09
St. Ives (Phase 3)	Capellan St.	Capellan St. (Phase 2)	NE Cul-de-sac	0.03
Holding Village (Phase 5-8)	Friendship Chapel Rd.	Public Works Driveway (east)	S. Franklin Rd. (HV Multifamily west)	0.16
Holding Village (Phase 5-8)	Friendship Chapel Rd.	S. Franklin Rd (HV Multifamily east)	End of Ph 5	0.09
Holding Village (Phase 5-8)	Silo Park Dr.	Friendship Chapel Rd.	Arcadia Hill St.	0.23
Holding Village (Phase 5-8)	S. Franklin St.	Dr. Calvin Jones Hwy 98	North split (HV Multifamily)	0.11
Holding Village (Phase 5-8)	S. Franklin St.	North split (East side)	South split (HV Multifamily)	0.32
Holding Village (Phase 5-8)	S. Franklin St.	North split (West side)	South split (HV Multifamily)	0.33

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>BEG DESCRIPTION</u>	<u>END DESCRIPTION</u>	<u>LENGTH</u>
Holding Village (Phase 5-8)	S. Franklin St.	South split (HV Multifamily)	Artisan Park Dr.	0.04
Holding Village (Phase 5-8)	Roycroft Dr.	S. Franklin St.	End of Phase 6	0.12
Holding Village (Phase 5-8)	Basin Hill Dr.	S. Franklin St.	End of Phase 5	0.11
Holding Village (Phase 5-8)	Remey Ave.	Basin Hill Dr.	Roycroft Dr.	0.22
Holding Village (Phase 5-8)	Kimber Lane	Remey Ave.	End	0.07
Holding Village (Phase 5-8)	Terrapin Lane	Remey Ave.	End	0.06
Holding Village (Phase 5-8)	Aubey Lane	Remey Ave.	End	0.06
Holding Village (Phase 5-8)	Averybeck Lane	Remey Ave.	End	0.06
Holding Village (Phase 5-8)	Holding Village Way	End of South Lake Phase 3B	End of Phase 5	0.21
Holding Village (Phase 5-8)	Annabelle Blue Dr.	Abbyberry Dr.	S. Franklin St. (west)	0.18
Holding Village (Phase 5-8)	Rivella Dr.	Holding Village Way	Annabelle Blue Dr.	0.10
Holding Village (Phase 5-8)	Broadwater Dr.	Silo Park Dr.	Abbyberry Dr.	0.10
Holding Village (Phase 5-8)	Arcadia Hill St.	Broadwater Dr.	Silo Park Dr.	0.08
Holding Village (Phase 5-8)	Abbyberry Dr.	Holding Village Way	Broadwater Dr.	0.12
Holding Village (Phase 5-8)	Holding Dairy Dr.	Holding Village Way	S. Franklin St. (west)	0.08
Holding Village (Phase 5-8)	Piper Hill Lane	Friendship Chapel Rd.	Holding Dairy Dr.	0.08
Holding Village (Phase 5-8)	Holding Village Way	Friendship Chapel Rd.	Phase 8 Limit	0.09
Kitchin Farms (Phase 2B)	Kitchin Farms Way	Phase 2B	Cul-de-sac	0.26
Kitchin Farms (Phase 2B)	Old Smokehouse Drive	Cul-de-sac	End of Phase 2B	0.14

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>BEG DESCRIPTION</u>	<u>END DESCRIPTION</u>	<u>LENGTH</u>
Kitchin Farms (Phase 2B)	Leaning Post Road	Old Smokehouse Drive	Cul-de-sac	0.09
Kitchin Farms (Phase 2B)	Kitchin Spring Street	Kitchin Farms Way	Ligon Mill Rd.	0.03
			Total	3.66

Duly adopted this 16th day of June 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk



WAKE
FOREST

Powell Bill Map 2026

Prepared by:
Town of Wake Forest
Engineering Department
July 1, 2026

Legend

TOWF Maintained by Street Status

- Accepted - Gravel
- Accepted - Hard Surface
- Private
- Under Construction
- Under Warranty

Other layers

- Streets
- State System Streets
- County Boundary
- Property
- Unincorporated Areas
- Wake Forest Corporate Limits

1 inch = 1,000 feet





BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-894-

Submitted by: Aileen J. Staples, Finance

Submitting Department: Finance

Meeting Date: June 16, 2026

Subject

Approval of Transportation (Multimodal Transportation Facility Fee) Capital Reserve Fund Ordinance

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Transportation Capital Reserve Fund_summary.pdf](#)
- [2026 - xx Transportation \(Multimodal Transportation Facility Fee\) Capital Reserve Fund \(730\).docx](#)
- [resolution_2024-78_mmtif_impact_fees6_12.17.2024_1_dec202417.pdf](#)

Approval of Transportation (Multimodal Transportation Facility Fee) Capital Reserve Fund Ordinance

Effective July 1, 2026, the Town will start collecting multimodal transportation impact fees per Resolution 2024-78 approved by the Board of Commissioners in December 2024. The attached ordinance sets up the accounting mechanism to accumulate these funds in a separate fund to comply with the legislation granted to the Town in 1989.

A capital reserve fund is a multi-year tool established to accumulate financial resources to acquire or construct large capital facilities or assets in the future. Pursuant to NCGS 159-18 a local government may establish and maintain a capital reserve fund for any purposes for which it may issue bonds.

Attachment: Ordinance; Resolution 2024-78

ORDINANCE 2026-xx

**ORDINANCE ESTABLISHING
TRANSPORTATION (MULTI-MODAL TRANSPORTATION FACILITY FEE)
CAPITAL RESERVE FUND (730)**

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, that a Capital Reserve Fund for Transportation be established the collection of multi-modal transportation facility fees effective July 1, 2026. These fees will be utilized for transportation infrastructure improvements resulting from growth and identified in the Capital Improvements Fund over the next five years and beyond:

	<i>Debit</i>	<i>Credit</i>
<i>Revenues:</i>		
Investment Earnings (730-000-4600)		\$ 150,000
Multi-Modal Transportation Impact Fees (730-000-4377)		<u>2,500,000</u>
Total Revenues		<u>\$2,650,000</u>
 <i>Appropriations:</i>		
Transfer to General Fund (730-000-5904)	\$ 650,000	
Transfer to Capital Projects Fund (730-000-5902)	<u>2,000,000</u>	
Total Appropriations	<u>\$ 2,650,000</u>	

Duly adopted this 16th day of June 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk

RESOLUTION 2024-78

RESOLUTION APPROVING MULTI-MODAL TRANSPORTATION IMPACT (FACILITY) FEES

WHEREAS, in 1989, the General Assembly of North Carolina passed legislation allowing the Town of Wake Forest to impose impact fees. The 1989 Enabling Act allows the Town to implement impact fees for up to 10 service areas. Historically, the town has implemented impact fees for water/sewer, fire, parks and recreation, and

WHEREAS, Municipalities assess impact fees on property developers (residential and non-residential) to pay for infrastructure improvements that must be built due to new property development. New development brings new residents, which can put a strain on a municipality's infrastructure and services. Impact fees are designed to offset the additional cost of maintaining these services. The impact fees collected are used to fund multi-modal transportation infrastructure needs of the community created by growth, and

WHEREAS, the Board of Commissioners expressed interest in implementing multi-modal transportation impact fees during December 2023 and tasked staff with evaluating the feasibility, and

WHEREAS, in FY 2024-2025, the Board approved funds to develop a Multi-Modal Transportation Impact Fee Study. The Town hired Benesch in January 2024 to gather information, conduct the study, and develop fee implementation options, and

WHEREAS, the staff received the final report that was presented to the Board of Commissioners on November 5, 2024, and the recommended fees were presented to the Planning Board on November 12, 2024, a public hearing was held on November 19, 2024, and

WHEREAS, on December 17, 2024, the Board of Commissioners approved the study and agreed to a 6% adoption percentage effective July 1, 2026; annual index applied starting July 1, 2027 with a five year rolling average, and

WHEREAS, staff will conduct a full analysis of the multi-modal transportation impact fees every 5 years, and

WHEREAS, the impact fees collected will be used to address transportation infrastructure needs of the community created by growth, and

WHEREAS, fees are payable at the time of building permit issuance. Any land dedication and respective credits will be coordinated directly with the Planning Department accordingly, and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Town of Wake Forest authorizes the approval of the new Multi-Modal Transportation Impact Fees effective July 1, 2026, as listed in the attached schedule; furthermore, the effective date for applying annual index thereafter will be July 1, 2027.

Duly adopted this 17th of December 2024.



Vivian A. Jones
Mayor



(ATTEST)



Ella Dowtin
Deputy Town Clerk

Multi-Modal Transportation Impact Fee Schedule

**Note: Annual Index percentage to be calculated on a 5-year rolling basis. The current index shown in the table below is for illustrative purposes.*

Town of Wake Forest				*Annual Index:	0.0%	7.2%	7.2%
				Phase %:	6%	6%	6%
ITE LUC	Land Use	Unit	Full	Option 4			
				7/1/2026	7/1/2027	7/1/2028	
RESIDENTIAL:							
210	Single Family (Detached); Less than 1,000 sf	du	\$8,593	\$516	\$553	\$592	
	Single Family (Detached); 1,000 to 1,999 sf	du	\$9,258	\$555	\$595	\$638	
	Single Family (Detached); 2,000 to 2,999 sf	du	\$10,601	\$636	\$682	\$731	
	Single Family (Detached); 3,000 sf or greater	du	\$11,279	\$677	\$725	\$778	
215	Single Family (Attached)	du	\$8,622	\$517	\$555	\$594	
220	Multi-Family Housing (Low-Rise, 1-3 floors)	du	\$6,748	\$405	\$434	\$465	
221/222	Multi-Family Housing (Mid/High-Rise, 4+ floors)	du	\$4,541	\$272	\$292	\$313	
240	Mobile Home Park	du	\$3,670	\$220	\$236	\$253	
251	Senior Adult Housing (Detached)	du	\$3,687	\$221	\$237	\$254	
252	Senior Adult Housing (Attached)	du	\$2,488	\$149	\$160	\$172	
LODGING:							
310	Hotel	room	\$4,425	\$266	\$285	\$305	
320	Motel	room	\$2,149	\$129	\$138	\$148	
RECREATION:							
411	Public Park	acre	\$687	\$41	\$44	\$47	
416	Campground/RV Park	site	\$1,436	\$86	\$92	\$99	
445	Movie Theater	screen	\$42,464	\$2,548	\$2,731	\$2,928	
492	Health/Fitness Club	1,000 sf	\$32,066	\$1,924	\$2,062	\$2,211	
INSTITUTIONS:							
520	Elementary School (Private)	student	\$1,141	\$68	\$73	\$79	
522	Middle/Junior High School (Private)	student	\$1,059	\$64	\$68	\$73	
525	High School (Private)	student	\$1,106	\$66	\$71	\$76	
540/550	University/Junior College (7,500 or fewer students) (Private)	student	\$2,290	\$137	\$147	\$158	
	University/Junior College (more than 7,500 students) (Private)	student	\$1,725	\$104	\$111	\$119	
560	Church	1,000 sf	\$5,144	\$309	\$331	\$355	
565	Day Care Center	1,000 sf	\$13,325	\$800	\$857	\$919	
MEDICAL:							
610	Hospital	1,000 sf	\$10,701	\$642	\$688	\$738	
620	Nursing Home	bed	\$1,315	\$79	\$85	\$91	
630	Clinic	1,000 sf	\$34,044	\$2,043	\$2,190	\$2,347	
OFFICE:							
710	General Office	1,000 sf	\$9,862	\$592	\$634	\$680	
720	Medical Office/Clinic 10,000 sq ft or less	1,000 sf	\$22,614	\$1,357	\$1,455	\$1,559	

	Medical Office/Clinic greater than 10,000 sq ft	1,000 sf	\$32,458	\$1,947	\$2,088	\$2,238
RETAIL:						
822	Retail less than 40,000 sfgla	1,000 sfgla	\$7,226	\$434	\$465	\$498
821	Retail 40,000 to 150,000 sfgla	1,000 sfgla	\$14,085	\$845	\$906	\$971
820	Retail greater than 150,000 sfgla	1,000 sfgla	\$14,788	\$887	\$951	\$1,020
840/841	New/Used Auto Sales	1,000 sf	\$17,132	\$1,028	\$1,102	\$1,181
850	Supermarket	1,000 sf	\$20,655	\$1,239	\$1,329	\$1,424
862	Home Improvement Superstore	1,000 sf	\$8,690	\$521	\$559	\$599
880/ 881	Pharmacy with & without Drive-Thru	1,000 sf	\$13,010	\$781	\$837	\$897
890	Furniture Store	1,000 sf	\$3,985	\$239	\$256	\$275
SERVICES:						
911	Bank/Savings Walk-In	1,000 sf	\$12,446	\$747	\$801	\$858
912	Bank/Savings Drive-In	1,000 sf	\$21,539	\$1,292	\$1,385	\$1,485
930	Fast Casual Restaurant	1,000 sf	\$21,820	\$1,309	\$1,403	\$1,505
931	Fine Dining (Low-Turnover) Restaurant	1,000 sf	\$38,649	\$2,319	\$2,486	\$2,665
932	High-Turnover (Sit-Down) Restaurant	1,000 sf	\$44,405	\$2,664	\$2,856	\$3,062
934	Fast Food Restaurant w/Drive-Thru	1,000 sf	\$104,987	\$6,299	\$6,753	\$7,239
941	Quick Lube	service bay	\$19,918	\$1,195	\$1,281	\$1,373
942	Automobile Care Center	1,000 sf	\$14,042	\$843	\$903	\$968
944	Gas Station w/Convenience Market <2,000 sq ft	fuel pos.	\$14,162	\$850	\$911	\$976
945	Gas Station w/Convenience Market 2,000-5,499 sq ft	fuel pos.	\$21,782	\$1,307	\$1,401	\$1,502
	Gas Station w/Convenience Market 5,500+ sq ft	fuel pos.	\$28,473	\$1,708	\$1,831	\$1,963
947	Self-Service Car Wash	service bay	\$12,324	\$739	\$793	\$850
INDUSTRIAL:						
110	General Light Industrial	1,000 sf	\$4,431	\$266	\$285	\$306
140	Manufacturing	1,000 sf	\$4,325	\$260	\$278	\$298
150	Warehousing	1,000 sf	\$1,560	\$94	\$100	\$108
151	Mini-Warehouse	1,000 sf	\$900	\$54	\$58	\$62
154	High-Cube Transload & Short-Term Storage Warehouse	1,000 sf	\$1,275	\$77	\$82	\$88



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-904-
Submitted by: Ari Schwartz, Planning
Submitting Department: Planning
Meeting Date: June 16, 2026

Subject

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary.pdf](#)
- [Attachment A - Legal Description AN-25-04.pdf](#)
- [Attachment B - Annexation Map AN 25-04.pdf](#)
- [Attachment C - Contiguous Annexation Petition AN-25-04.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with rezoning case RZ-25-03.

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

Attachments:

Attachment A - Legal Description AN-25-04

Attachment B - Annexation Map AN-25-04

Attachment C - Contiguous Annexation Petition AN-25-04

Certificate of Sufficiency

Draft Public Hearing Resolution

Date: March 24, 2026

**Legal Description of
Contiguous Annexation
for 3832 Rogers Road
Total area = 2.972 Acres
Wake Forest, NC**

Subject property being located in Wak County, North Carolina:

BEGINNING at an iron pipe found, said pipe being the northwest corner of the Now or Formally Wildflower Townes at Heritage South HOA INC (DB 14985, PG 1402), said iron pipe also being along the southerly right-of-way of Rogers Road;
Thence leaving the southerly right-of-way of Rogers Road S 17° 46' 11" W 355.30' to an iron pipe found;
Thence N 68° 27' 23" W 510.87' to an iron pipe found;
Thence N 01° 59' 02" W 26.98' to an iron pipe found;
Thence S 89° 46' 33" E 180.05' to an iron pipe found;
Thence S 89° 46' 33" E 9.26' to an iron pipe found;
Thence N 11° 29' 11" E 217.63' to an iron pipe found, said iron pipe being along the southerly right-of-way of Rogers Road;
Thence with the southerly right-of-way and with a curve to the right, said curve having an arc length of 215.51' and a radius of 1082.52' and a chord that bears S 79° 47' 31" E 215.15' to an iron pipe found;
Thence S 70° 08' 32" E 149.01' to an iron pipe found, said iron pipe also being THE POINT AND PLACE OF BEGINNING and containing 129,468 square feet or 2.972 acres, more or less.

The property described hereon is subject to all easements, rights-of-way, and restrictions of record.

PRELIMINARY – NOT FOR RECORDATION, SALES OR CONVEYANCES

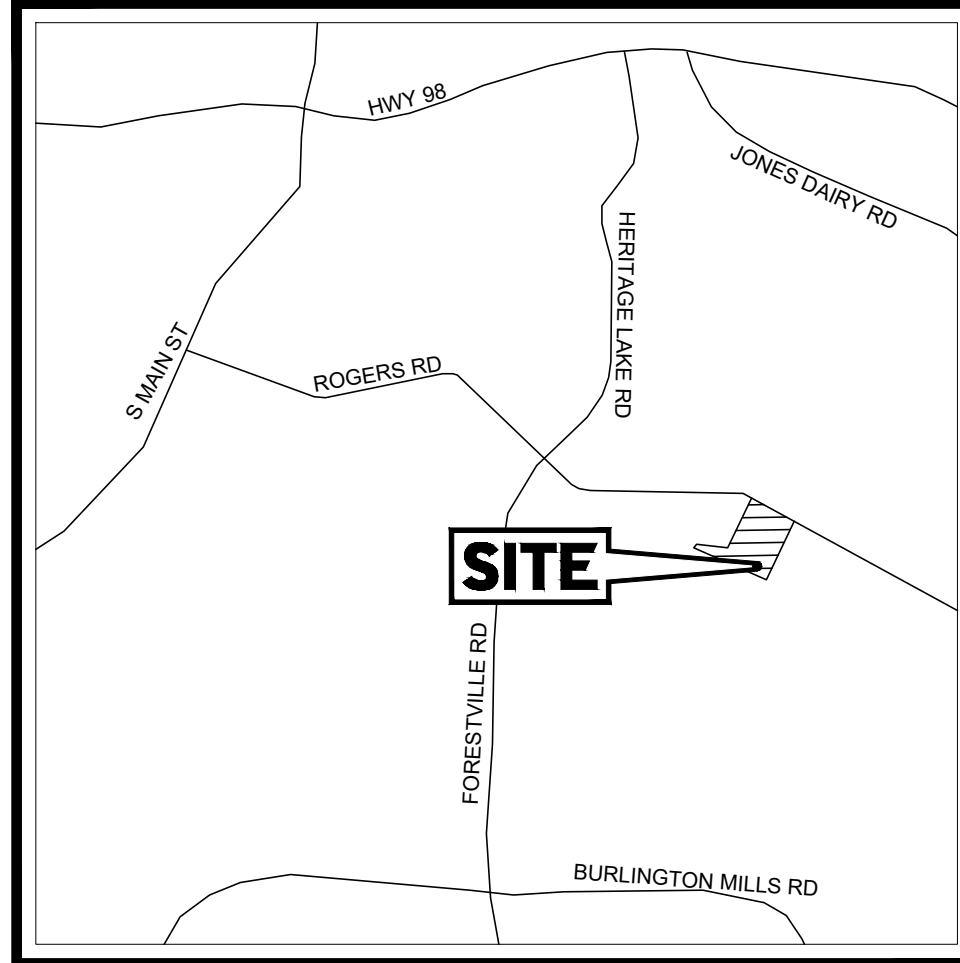
NOTES:

1. THE FIRM HAS NEITHER REVIEWED, NOR RELIED UPON A TITLE COMMITMENT OR ANY TITLE REPORT IN AND WHILE PREPARING THIS SURVEY AND THE CLIENT SHOULD NOT RELY UPON THIS SURVEY AS ASSURANCE OF OWNERSHIP, AS A GUARANTEE OF MARKETABLE TITLE OR FOR DISCLOSURE OF TITLE EXCEPTIONS THAT MAY, COULD, OR DO ENCUMBER THE PROPERTY. THE CLIENT MUST ENGAGE A TITLE AGENT/TITLE INSURANCE COMPANY FOR REVIEW AND CONFIRMATION OF, AND INSURANCE REGARDING MARKETABLE TITLE.
2. AREAS COMPUTED BY COORDINATE METHOD.
3. PROPERTY SHOWN HEREON IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS AND RESTRICTIONS OF RECORD.
4. ALL DISTANCES SHOWN ON SURVEY ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
5. RIGHTS-OF-WAY INFORMATION IS BASED ON DEEDS AND MAPS OF RECORD.
6. NC GRID COORDINATES (NAD83) OBTAINED BY USING GPS, PER THE NCVRS NETWORK.
7. BASIS OF BEARING SHOWN HEREON IS NC GRID (NAD 83 NSRS 2011).
9. THE PROPERTY SHOWN HEREON IS LOCATED IN FLOODZONE "ZONE X", AREA OF MINIMAL FLOODING, PER FLOOD INSURANCE RATE MAP 3720174900K, PANEL 1749 EFFECTIVE DATE JULY 19, 2022.

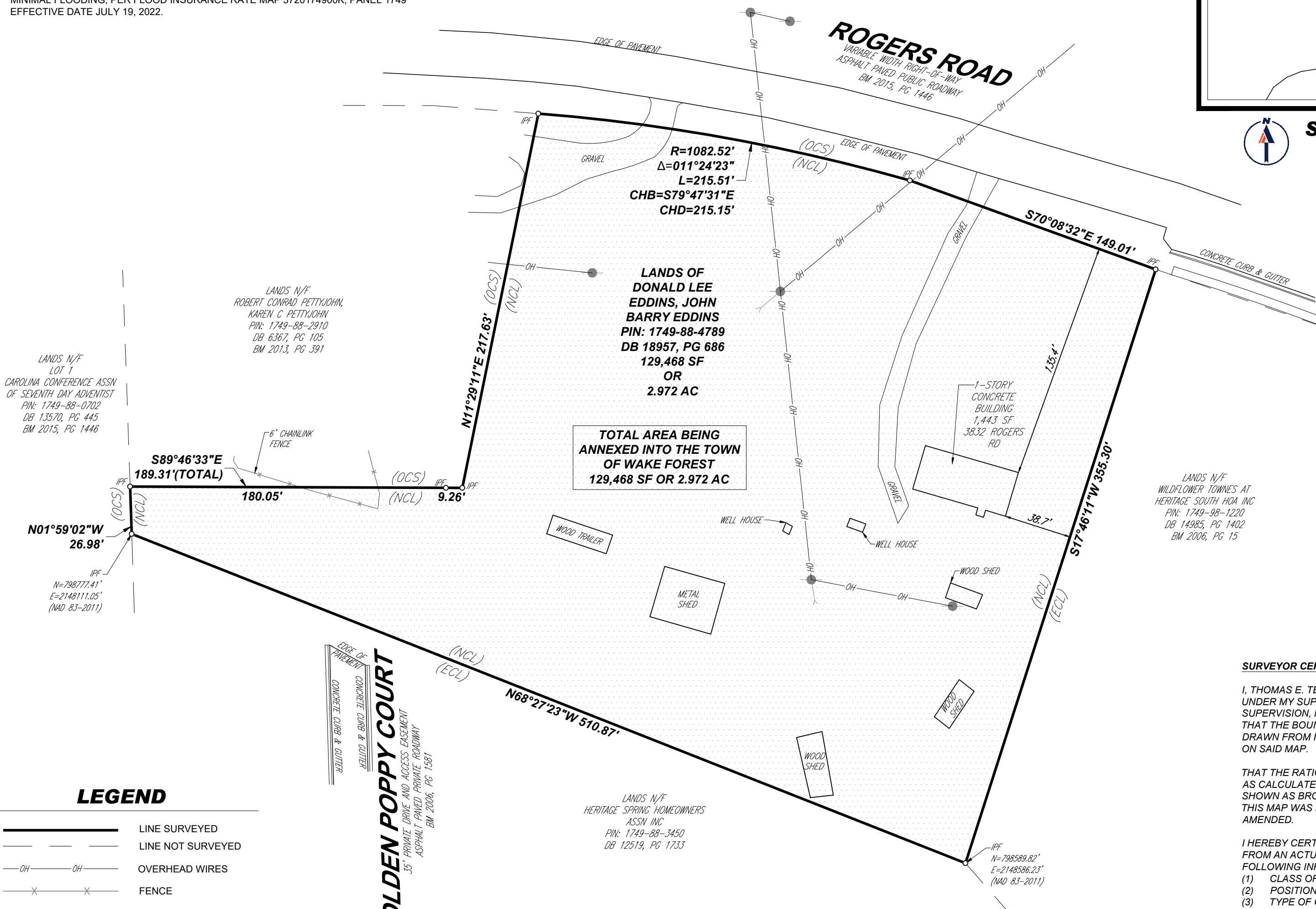
REFERENCES:

DB 14985, PG 1402
DB 18957, PG 686
DB 6367, PG 105
DB 13570, PG 445
DB 12519, PG 1733
BM 2007, PG 1583
BM 2013, PG 391
BM 2015, PG 1446
BM 2006, PG 15
BM 2006, PG 1581

ANNEXATION MAP: AN-25-04 3832 ROGERS ROAD
2.972 ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED:
EFFECTIVE DATE OF ANNEXATION:



SITE LOCATION MAP
SCALE: NOT TO SCALE



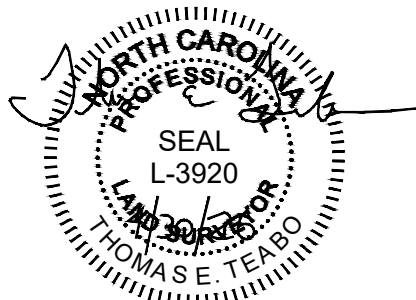
LEGEND

- LINE SURVEYED
- LINE NOT SURVEYED
- OVERHEAD WIRES
- FENCE
- UTILITY POLE
- IRON PIPE FOUND
- IRON REBAR FOUND
- (NCL) NEW CITY LIMIT
- (ECL) EXISTING CITY LIMIT
- (OCS) OUTSIDE CITY LIMITS
- AREA OF ANNEXATION

I, EVELYN WRIGHT, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE DAY OF 2026, BY THE WAKE FOREST BOARD OF COMMISSIONERS, I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST,

2026

EVELYN WRIGHT



SURVEYOR CERTIFICATION

I, THOMAS E. TEABO, PLS, HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, FROM DEED AND MAP REFERENCES AS NOTED ON SAID MAP; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FROM DEED AND MAP REFERENCES AS NOTED ON SAID MAP.

THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY OF THE SURVEY AS CALCULATED IS 1: 10,000+, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION OF RECORD; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30(F)(11C), AS AMENDED.

I HEREBY CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: "CLASS A"
- (2) POSITIONAL ACCURACY: 0.04'
- (3) TYPE OF GPS FIELD PROCEDURE: REAL-TIME KINEMATIC NETWORKS-NCVRS
- (4) DATES OF SURVEY: 01/27/19 - 01/29/2025
- (5) DATUM/EPOCH: NAD 83 (2011) EPOCH 2010.00
- (6) PUBLISHED/FIXED-CONTROL USE: NCVRS
- (7) GEOD MODEL: 2018 (CONUS)
- (8) COMBINED SCALE FACTOR(S): 0.99993552
- (9) UNITS: US SURVEY FEET

THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AND EXISTING STREET.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND AND SEAL THIS 30TH DAY OF APRIL A.D., 2026.

THOMAS E. TEABO
SURVEYOR NC L-3920

REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY

PROJECT No.: NCA240232.00-0A
DRAWN BY: AS
CHECKED BY: RJJ/TET
DATE: 04/30/2026
CAD I.D.: S-ANIX-SURV
FIELD DATE: 01/29/2025
CREW CHIEF: JL
APPROVED: TET

PROJECT:
**ANNEXATION MAP FOR
THE TOWN OF WAKE
FOREST FOR CONTIGUOUS
ANNEXATION**

FOR
**PRMS
INVESTMENTS,
LLC**

3832 ROGERS ROAD
TOWN OF WAKE FOREST, NC
WAKE COUNTY
WAKE FOREST TOWNSHIP
PIN: 1749-88-4789
CASE#: AN-25-04

BOHLER
BOHLER ENGINEERING NC, PLLC
NCBELS P-1132

4130 PARKLAKE AVENUE, SUITE 200
RALEIGH, NC 27612
Phone: (919) 578-9000

NC@BohlerEng.com

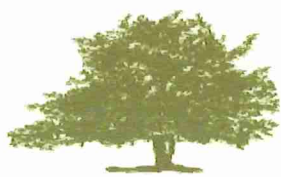


FINAL

SHEET NUMBER:

1
OF 1

ORG. DATE - 04/30/2026



TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: January 23, 2026

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

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

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

See attached

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

Donald Lee Eddins	60 Eddins Lane Denton		1-21-26
Name	Address	Signature	Date

John Barry Eddins	486 3905 Bartling Rd M.C. RP		1-21-26
Name	Address	Signature	Date

Brenda Gail Eddins Denton	10 B.R. Trail Youngville		1-21-26
Name	Address	Signature	Date

Sharon Barham	209 W. Millbrook Rd. Raleigh, NC 27609		21 Jan 26
Name	Address	Signature	Date

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

CERTIFICATE OF SUFFICIENCY

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

I, Evelyn Wright, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-31.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 16th day of June, 2026.

Evelyn Wright

Town Clerk

(SEAL)

RESOLUTION 2026-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED

(by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins
Denton, located at 3832 Rogers Road being Wake County PIN 1749884789 being
approximately 2.97 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 18th day of August 2026:

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

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

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

Adopted and effective this the 16th day of June 2026.

Ben C. Clapsaddle

Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-908-

Submitted by: David Zick, Public Safety

Submitting Department: Public Safety

Meeting Date: June 16, 2026

Subject

Proposed new Ordinance Chapter 30, Article III Section 30-94 focused on impoundment of electric bicycles and micromobility devices.

Recommendation:

Vote on proposed ordinance at the 6/16/26 meeting.

item Summary:

ATTACHMENTS:

- [Summary_Chapter_30_Article_III_Section_30-94.pdf](#)
- [Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-94.docx](#)

Consideration of a Proposed Ordinance Code of Ordinances Chapter 30, Article III, Section 30-94 – Impoundment.

Item Summary:

An ordinance proposal will be presented to Chapter 30, Article III, Section 30-94 Impoundment of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity, and give officers the ability to impound electric bicycles and other micromobility devices that are involved in unsafe and reckless driving behaviors.

Attachment A: Ordinance 2026-XX Chapter 30, Article III, Section 30-94 – Impoundment.

ORDINANCE 2026-XX

PROPOSED ORDINANCE CHAPTER 30, ARTICLE III, SECTION 30-94 – IMPOUNDMENT. OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the Proposed Chapter 30, Article III Section 30-94 Impoundment, of the Code of Ordinances for the Town of Wake Forest, North Carolina provide a new ordinance for impounding electric bicycles and micromobility devices that are used in an unsafe and reckless manner, provide clear legal language, and make enforcement for law enforcement easier.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances as follows:

Sec. 30-94. Impoundment.

(a) Purpose and intent. The purpose of this Article is to promote the safety of minors, pedestrians, bicyclists, motorists, and other users of the public rights-of-way by regulating the unsafe and reckless use of bicycles and micromobility devices by minors. Impoundment under this Article is intended solely as a temporary safety measure and not as a punitive forfeiture of property. Violations of this Article are enforceable by civil penalties as provided herein.

(b) Definitions.

- i. Hearing Officer** means the Wake Forest Town Manager or the Manager's designee.
- ii. Minor** means any person under eighteen (18) years of age.

- iii. **Micromobility device** means Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards, or other similar device designed for personal transportation and capable of being operated on public streets, sidewalks, greenways, or other public ways.
 - iv. **Unsafe and reckless use** means operation of a micromobility device in a manner that a reasonable person would know creates a substantial and unjustifiable risk of physical injury to any person or significant damage to property, including but not limited to:
 - a. Operating in a lane or on a roadway with a posted speed limit greater than thirty-five (35) miles per hour, where such operation is prohibited by this Code;
 - b. Failing to stop at a steady red traffic signal or stop sign and entering an intersection into the path of approaching traffic;
 - c. Weaving in and out of moving motor vehicle traffic or riding alongside moving motor vehicles in the same lane so as to impede, startle, or closely approach such vehicles;
 - d. Operating at night without lights or reflectors required by state law or this Code;
 - e. Operating without a helmet by an operator less than 16 years old;
 - f. Operating on a sidewalk or greenway at a speed or in a manner that endangers pedestrians, including intentionally riding toward or within close proximity to pedestrians in a threatening or frightening manner;
 - g. Any other conduct specified as “unsafe and reckless use” in a policy duly adopted by the Police Department, approved by the Town of Wake Forest Board of Commissioners and that is consistent with this Article and made available to the public.
 - v. **Parent or guardian** means a parent having legal custody of the minor or a court-appointed guardian.
- (c) **Unsafe and reckless use by minors prohibited.**

1. It shall be unlawful for any minor to engage in unsafe and reckless use of a micromobility device on any public street, sidewalk, greenway, or other public way within the Town.
2. A violation of this section shall subject the parent or guardian of the minor, or other person responsible for the minor, to a civil penalty as set by the Town Board in the Town's schedule of civil penalties. Each separate incident of unsafe and reckless use may be assessed as a separate violation.
3. The assessing officer may issue a civil citation to the minor, the parent or guardian, or both, advising of the violation and the applicable civil penalty. The citation shall describe the conduct constituting the violation and reference the specific subsection of this section alleged to have been violated.
4. Civil penalties imposed under this section shall be payable to the Town within thirty (30) days after service of the citation, unless the penalty is appealed to the Town Manager or designee within 10 days of the citation issue date.

(d) Authority to impound micromobility devices (safety measure).

1. In addition to the civil penalties authorized in Section 30-93, a law-enforcement officer is authorized to impound a micromobility device operated by a minor when:
 - a. The officer personally observes or has probable cause to believe unsafe and reckless use by the minor in violation of Section 30-90, 30-91, or 30-92; and
 - b. The officer reasonably determines that allowing the minor to retain possession of the device at that time would create an ongoing safety risk to the minor or to others; and
 - c. There is record of at least one prior police department warning to the same minor for unsafe and reckless use of a micromobility device by the minor in violation of this ordinance.

2. Impoundment shall consist of taking custody of the micromobility device and transporting it to a Town-designated storage facility or a designated towing facility until retrieval by a parent or guardian or as otherwise provided in this Article. Nothing in this section authorizes forfeiture of the device.
3. Impoundment under this section is a temporary exercise of the Town's police power to abate a safety hazard and to secure property pending retrieval, and shall not be used as a substitute for civil penalties.

(e) On-scene notice and parental contact. At the time of impoundment, the officer shall:

1. Inform the minor of the reason for the impoundment, citing the specific subsection of Section 30-94(b)(iv) believed to have been violated; and
2. Make a reasonable effort to contact a parent or guardian of the minor, using contact information provided by the minor or available to the officer, to advise of the impoundment and retrieval procedures.
3. If a parent or guardian cannot be reached at the time of impoundment, the officer shall proceed with written notice under Section 30-94 (f).

(f) Written impound notice. The Police Department shall prepare a written impound notice that includes:

1. The date, time, and location of the impoundment.
2. The make, model, and any serial number or identifying marks of the micromobility device, if reasonably ascertainable.
3. The name of the minor and, if known, the parent(s) or guardian(s).
4. The name and badge number of the impounding officer.
5. The specific Code section(s) alleged to have been violated and a description of the unsafe and reckless conduct observed.
6. The location where the device is stored and the days and hours during which it may be retrieved.

7. The amount and basis of any towing and storage charges to be paid upon retrieval, or a statement that such charges may be waived or reduced upon review. The amount and basis of any towing and storage charges to be paid upon retrieval, and, if a civil penalty has been assessed for the same incident, a statement that payment of towing and storage charges is separate from and does not waive the right to contest any civil penalty by the Town's standard appeal procedures.
8. A statement that the parent or guardian may request administrative review of the impoundment and instructions for making such a request, including applicable deadlines.
9. A copy of the impound notice shall be:
 - A. Provided to the minor at the time of impoundment, when practicable; and
 - B. Mailed or electronically transmitted to the last known address or email address of the parent(s) or guardian(s) within two (2) business days after impoundment.

(g) Retrieval of impounded devices.

1. Subject to subsection (2), an impounded micromobility device shall be released to a parent or guardian upon:
 - A. Presentation of reasonable proof of identity and proof of ownership or lawful possession of the device; and
 - B. Payment of any towing and storage charges authorized by the Town Board and applicable to the impoundment, unless such charges have been waived or reduced pursuant to Section (g).
2. The Police Department or designated department may require the parent or guardian to sign a receipt acknowledging release and agreeing to supervise the minor's future use of the device in accordance with this Article and applicable law.
3. The Town shall not condition retrieval on payment of any civil penalty or fine unrelated to towing or storage.

(h) Administrative review (appeal)

1. A parent, guardian, or other person claiming an ownership interest in an impounded micromobility device may request administrative review of the impoundment and related towing or storage charges.
2. The request must be submitted in writing to the Town Manager or designated hearing officer within ten (10) calendar days after the date of the impound notice.
3. Upon timely request, the hearing officer shall provide an informal hearing, which may be conducted in person or by remote means, within fifteen (15) calendar days when practicable. At the hearing, the officer who ordered the impoundment or a representative of the Police Department may present information supporting the impoundment, and the requesting party may present information contesting the basis for impoundment or the amount of charges.
4. The hearing officer shall issue a written decision within ten (10) calendar days after the hearing, either:
 - A. Upholding the impoundment and associated charges.
 - B. Upholding the impoundment but reducing or waiving some or all charges; or
 - C. Determining that the impoundment did not comply with this Article and ordering the release of the device without charges and refund of any towing or storage charges previously paid.
5. The administrative review process provided in this section is in addition to, and does not limit, any judicial remedies available under state law.

(i) Unclaimed devices.

1. If an impounded micromobility device is not retrieved within sixty (60) calendar days after the date of the impound notice, the device may be treated as abandoned property and disposed of in accordance with applicable state law and Town procedures governing unclaimed property.

2. Prior to disposition, the Town shall make a final attempt to provide notice to the parent or guardian at the address most recently provided, stating the intended disposition date.

(j) Construction; no forfeiture intended.

1. This Article shall be construed to authorize temporary impoundment of micromobility devices only as reasonably necessary to protect public safety and to secure property pending retrieval by a parent or guardian.
2. Nothing in this Article shall be construed to authorize permanent forfeiture of a micromobility device based solely on a violation of this Article.

(k) Abandonment and obstruction of micromobility devices.

1. Abandoned micromobility device defined. For purposes of this section, an “abandoned micromobility device” means any micromobility device, as defined in subsection (b)(3), left in the same location on a public street, sidewalk, greenway, or other public property within the Town for more than seventy-two (72) consecutive hours, or such other period as may be specified in a duly adopted Town policy made available to the public, without evidence of current use.
2. Obstructive placement defined. “Obstructive placement” means placement of a micromobility device in any of the following locations or manners:
 - A. In a manner that blocks or unreasonably interferes with pedestrian passage on a sidewalk, greenway, or other pedestrian path;
 - B. Within a curb ramp, within four (4) feet of the top or bottom of a curb ramp, or otherwise in a manner that blocks access to a curb ramp or marked or unmarked crosswalk;
 - C. In front of or within three (3) feet of a building entrance or exit, driveway, loading zone, fire hydrant, fire department connection, or other designated emergency access point;
 - D. Lying on its side or otherwise placed such that it presents a tripping hazard or prevents safe use of the sidewalk or other public way;
 - E. In any location signed or marked as a “no parking” or “no micromobility device parking” area.

3. Prohibited conduct. It shall be unlawful for any person to:
 - A. Leave or permit a micromobility device to become an abandoned micromobility device on any public street, sidewalk, greenway, or other public property within the Town; or
 - B. Place or leave a micromobility device in obstructive placement as defined in subsection (k)(2).
4. Civil penalties. A violation of this subsection (k) shall subject the owner of the micromobility device, or other person responsible for its placement, to a civil penalty as set by the Town Board in the Town's schedule of civil penalties. Each day that an abandoned micromobility device remains in violation may be assessed as a separate violation.
5. Authority to remove and impound. In addition to civil penalties, the Town Manager, the Manager's designee, or any law-enforcement officer is authorized to remove and impound any micromobility device:
 - A. Found in obstructive placement in violation of subsection (k)(3) when immediate removal is reasonably necessary to protect public safety, maintain pedestrian or vehicular access, or ensure access to curb ramps or emergency facilities; or
 - B. That is an abandoned micromobility device as defined in subsection (k)(1).
6. Tagging prior to removal when practicable. Except where immediate removal is reasonably necessary to prevent injury, protect accessibility, or clear an emergency access route, the Town may first affix a conspicuous tag or notice to a micromobility device believed to be abandoned, advising the owner that the device is subject to removal and impoundment if not relocated within twenty-four (24) hours. Failure to provide such a tag shall not invalidate an otherwise lawful impoundment under subsection (k)(5) where immediate removal is warranted.
7. Notice, storage, and retrieval. Micromobility devices removed under this subsection (k) shall be stored and released in accordance with the written impound notice, retrieval, administrative review, unclaimed-property, and

construction provisions of subsections (f) through (j) of this section. For purposes of subsections (f) through (j), an impoundment under this subsection (k) shall be treated the same as an impoundment based on unsafe and reckless use, except that the written impound notice shall identify the basis for impoundment as abandonment and/or obstructive placement under subsection (k).

8. Relationship to other law. Nothing in this subsection (k) limits the Town's authority to regulate or remove abandoned or junked motor vehicles pursuant to G.S. 160A-303 or 160A-303.2, or under any other applicable section of this Code.

Adopted and effective this day of 2026.

Ben Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright

Town Clerk

Nathan McKinney

Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-909-

Submitted by: David Zick, Public Safety

Submitting Department: Public Safety

Meeting Date: June 16, 2026

Subject

Ordinance amending Chapter 30, Article III Section 30-90 thru 30-93 focused on motorized scooter, electric bicycles and electric assisted bicycles, electric skateboards, and civil penalties.

Recommendation:

Vote on proposed amended ordinance at the 6/16/26 meeting.

item Summary:

ATTACHMENTS:

- [Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93.docx](#)
- [Summary_Chapter_30_Article_III_Section_30-90_thru_30-93.pdf](#)

ORDINANCE 2026-XX

ORDINANCE AMENDING CHAPTER 30, ARTICLE III, SECTION 30-90 THRU 30-93 – Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards, Pedestrian Right-of-Way On Bicycle, Electric Bicycle, Electric Assisted Bicycle, and Scooter Facilities, and Electric Skateboard, Requirements for Helmets, and Penalty. OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the current Chapter 30 Article III was last updated in 2026 through Ordinance No. 2026-01, adopted January 20, 2026; and

WHEREAS, previous adoption occurred in 2019 through Ordinance No. 2019-09, adopted January 19, 2019; and

WHEREAS, previous adoption occurred in 2005 through Ordinance No. 2005-53 adopted November 15, 2005; and

WHEREAS, Updates to Chapter 30, Article III Section 30-90 thru 30-93- Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards, Pedestrian Right-of-Way On Bicycle, Electric Bicycle, Electric Assisted Bicycle, and Scooter Facilities, and Electric Skateboard, Requirements for Helmets, and Penalty of the Code of Ordinances for the Town of Wake Forest, North Carolina edit the previous ordinance to add electric skateboards, add civil penalties, provide clear legal language, make enforcement for law enforcement easier and terminate Resolution 2026-01.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances as follows:

Sec. 30-90. Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards.

- (a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Shared streets:

All existing public or private street rights-of-way where bicycles share the roadway with motor vehicles unless otherwise prohibited by law.

Shared streets may utilize signs placed on vertical posts or markings stenciled on the pavement.

Motorized scooter:

A device with no more than three 12-inch or smaller diameter wheels that has handlebars, is designed to be stood upon or that is equipped with a seat or saddle for use by the rider, and is powered by an electric or gasoline motor that is capable of propelling the device with or without human propulsion at a speed no greater than 15 miles per hour on a paved level surface.

Electric bicycle:

A bicycle with two or three wheels that is equipped with a seat or saddle for use by the rider, no pedals for human propulsion, and an electric motor of no more than 750 watts, whose maximum speed on a level surface when powered solely by such motor is no greater than 20 miles per hour. Any electric bicycle that travels at a speed of over 20 miles per hour on level ground is defined as either a motorcycle or a moped according to N.C. General Statutes and the driver is responsible for adhering to all N.C. laws regarding the operation of same.

Electric assisted bicycle:

A bicycle with two or three wheels that is equipped with a seat or saddle for use by the rider, fully operable pedals for human propulsion, and an electric motor of no more than 750 watts, whose maximum speed on a level surface when powered solely by such motor is no greater than 20 miles per hour.

Electric skateboard:

A self-balancing, single-wheel or multi-wheeled, battery-powered personal transportation device that is propelled by an electric motor and controlled by the rider shifting body weight.

Micromobility device:

Any of the above-described devices or other similar device designed for personal transportation and capable of being operated on public streets, sidewalks, greenways, or other public ways.

- (b) Operation of motorized scooters, electric bicycles, electric assisted bicycles, and electric skateboards.
 - 1. All motorized scooters, electric bicycles, electric assisted bicycles, and electric skateboards used and operated upon and across shared streets and other designated bicycle facilities within the Town of Wake Forest's jurisdiction shall be considered vehicles and the riders of such motorized scooters shall be subject to all provisions of the Town of Wake Forest Code and Chapter 20 of the North Carolina General Statutes applicable to the driver of vehicles except those which by their nature can have no application.
 - 2. Motorized scooters, electric bicycles, electric assisted bicycles, and electric skateboards are not permitted to operate on sidewalks. Motorized scooters, electric bicycles, electric assisted bicycles, and electric skateboards may operate on shared streets, greenways, parks, multi-use paths, and bicycle lanes. The operator of a motorized scooter, electric bicycle, electric assisted bicycles, and electric skateboards using parks, greenways, or multi-use paths shall comply with all traffic regulations posted along the facility shall stop or otherwise yield the right-of-way before entering or crossing a public street.
 - 3. Motorized scooters, electric bicycles, electric assisted bicycles, and electric skateboards use or operation in Town parks that does not comply with this ordinance or is otherwise detrimental to the health, welfare, or safety of the general public in the opinion of the Town Manager or Designee may result in a suspension from Town parks pursuant to Town Ordinance Section 22-20.
 - 4. A motorized scooter, electric bicycle, or an electric skateboard may not operate on any road with a speed limit over 25 miles per hour.

5. No motorized scooter, electric bicycle, electric assisted bicycle, or electric skateboard shall not exceed a speed of 10 miles per hour while being operated on a greenway, in a park, or on a multi-use path.

Sec. 30-91. Pedestrian Right-of-Way On Bicycle, Electric Bicycle, Electric Assisted Bicycle, Scooter Facilities, And Electric Skateboard.

The operator of a bicycle, electric bicycle, electric assisted bicycle, motorized scooter, and electric skateboard shall at all times yield the right-of-way to pedestrians on and across sidewalks, parks, shared streets, greenways, bicycle lanes, and multi-use paths.

Sec. 30-92. Requirements For Helmets.

With regard to any motorized scooter, electric bicycle, electric assisted bicycle, or electric skateboard used on a public roadway, shared street, greenway, in a park, on a multi-use path, or other public right-of-way: It shall be unlawful for any parent or legal guardian of a person below the age of 16 to knowingly permit that person to operate or be a passenger on motorized scooter, electric bicycle, electric assisted bicycle, or electric skateboard unless at all times when the person is so engaged he or she wears a protective bicycle helmet of good fit fastened securely upon the head with the straps of the helmet.

Sec. 30-93. Penalty.

- (a) Impoundment: The Town Manager, the Manager's designee or any law enforcement officers of the Town may impound any bicycle, electric bicycle, electric assisted bicycle, electric skateboard, motorized scooter, moped, motorcycle or other vehicle operated pursuant to Section 30-94, and to retain possession of same until ownership is established, issue a civil penalty and dispose of the vehicle if ownership is not established and civil citations are not paid within 90 days of issuance; provided that nothing herein contained should be construed to limit the authority of law enforcement officers to take into custody any bicycle, electric bicycle, electric assisted bicycle, electric skateboard, motorized scooter, moped, motorcycle or other vehicle believed to be stolen or used in the commission of a crime separate from this chapter and as permitted by applicable law.
- (b) In addition to impoundment, an owner who knowingly operates or allows to be operated a bicycle, electric bicycle, electric assisted bicycle, electric

skateboard, motorized scooter, moped, motorcycle or other vehicle in violation of this chapter or any Town of Wake Forest town ordinance chapter will be subject to civil citations as follows:

- a. \$100 for first offense cited under this chapter.
 - b. \$200 for second offense cited under this chapter.
 - c. \$500 for third and subsequent offenses cited under this chapter.
- (c) A person cited under this Section, or the parent, guardian, or other person claiming an ownership interest in a bicycle, electric bicycle, electric assisted bicycle, electric skateboard, motorized scooter, moped, motorcycle or other vehicle involved in a citation may request administrative review of the citation and civil penalties in accordance with the procedures described in Sec. 30-94(h).

Adopted and effective this day of 2026.

Ben Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney

Consideration of an Ordinance Amending the Code of Ordinances Chapter 30, Article III, Section 30-90 Thru 30-93 – Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards, Pedestrian Right-of-Way On Bicycle, Electric Bicycle, Electric Assisted Bicycle, and Scooter Facilities, and Electric Skateboard, Requirements for Helmets, and Penalty.

Electric Assisted Bicycles, and Scooter Facilities

Item Summary:

The current Motorized Scooter Ordinance was adopted January 20, 2026. Updates will be presented to Chapter 30, Article III, Section 30-90 thru 30-93 – Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Pedestrian Right-of-way on Bicycles, Electric Bicycle, Electric Assisted Bicycles, and Scooter Facilities, and Electric Skateboard, Requirements for Helmets, and Penalty of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity, create additional regulations for riders, edit the current ordinance for electric bicycle riders, update enforcement and civil penalties.

Attachment A: Ordinance 2026-XX Chapter 30, Article III, Section 30-90 Thru 30-93 – Motorized Scooters, Electric Bicycles, Electric Assisted Bicycles, and Electric Skateboards, Pedestrian Right-of-Way On Bicycle, Electric Bicycle, Electric Assisted Bicycle, and Scooter Facilities, and Electric Skateboard, Requirements for Helmets, and Penalty.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-885-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Consideration of approval of FY 2026-2027 Budget Ordinance

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [FY 2026-2027 Budget Ordinance approval_summary.pdf](#)
- [2026-xx budget ordinance 2026-2027.docx](#)
- [FY27 Proposed Fee Changes.pdf](#)
- [Assignment of Classes_FY 27.pdf](#)

Consideration of approval of FY 2026-2027 Budget Ordinance

In accordance with N.C. General Statutes 159-13, a budget ordinance must be adopted prior to July 1 to levy taxes, estimate revenues, and appropriate expenditures for the coming fiscal year (2026-2027). The attached ordinance is reflective of the Town Manager's recommended budget as presented.

Attachments: Ordinance; Assignment of Classes and Grades; Fee Schedule Amendments

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

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

Section 1. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Current Year's Property Tax	\$51,833,300
Prior Year's Property Tax	41,000
Penalties and Interest on Property Taxes	82,500
Local Option Sales Taxes	19,778,190
Other Taxes	131,050
Utility Franchise Tax	3,916,250
Beer and Wine Tax	232,500
Permits and Fees	2,611,200
Solid Waste Fees	4,932,420
Recreation Revenues	1,103,500
ABC Revenues	205,500
Wake County – Fire Cost Share/SRO	3,527,040
Powell Bill	275,000
Go Triangle – Wake County Transit	1,241,100
Other Revenue	964,385
Sponsorship/Events Revenue	185,000
Sale of capital assets/surplus	470,000
Interest on Investments	855,500
Installment Purchase Proceeds	1,668,500
Interfund Transfers	502,065
Fund Balance Appropriated	2,989,500
Total General Fund Estimated Revenues	\$97,545,500

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

Section 2. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore established for this Town on June 16, 2026.

Board of Commissioners	\$ 302,750
Legal Services	504,080
Town Manager's Office	1,074,040
Town Clerk	314,800
Organizational Performance	799,500
Budget Management	674,000
Communications	1,556,500
Human Resources	1,510,295
Risk Management	1,325,000
Downtown Development	591,300
Financial Services	1,751,520
Information Technology	2,765,200
Building Inspections	2,341,950
Planning	6,152,520
Public Facilities	3,455,640
Police	19,819,350
Fire	15,998,500
Public Works Administration	346,350
Urban Forestry	759,130
Engineering	1,921,285
Fleet Maintenance	746,500
Streets	4,395,645
Solid Waste	7,182,500
Parks and Recreation Administration	623,430
Programs	1,650,175
Joyner Park Community Center	367,800
Park Maintenance	1,990,470
Athletics/Aquatics	1,621,430
Center for Active Aging	829,540
Transfers – Other Funds	14,174,300
Total General Fund Appropriations	\$ 97,545,500

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

Section 3. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Sale of Power	\$ 26,452,650
Interest on Investments	45,000
Other Revenue	2,308,850
Installment Purchase Proceeds	904,000
Total Electric Fund Revenues	\$ 29,710,500

Section 4. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Billing and Collections Division	\$ 988,620
Electric Distribution Division	28,167,235
Tree Trimming Division	554,645
Total Electric Fund Appropriations	\$ 29,710,500

Section 5. There is hereby levied a tax at the rate of forty-two cents (\$.42) per one hundred dollars (\$100) valuation of property as listed as "Current Year's Property Taxes" in the General Fund in Section 1 of this ordinance.

This rate is based on an estimated total valuation of \$12,529,203,095 and an estimated rate of collection of ninety-eight (98.5%).

Allocations of tax rate inclusive in this ordinance are as follows:

- One and a half cents (\$.015) are hereby authorized for transportation initiatives - \$1,851,190.
- Half cent (\$.005) is hereby authorized for housing initiatives - \$617,080.

Section 6. There is hereby levied a vehicle fee of \$30.00 in which \$20.00 of the fee is collected in the General Fund and \$10.00 will be collected in the Debt Service Fund to be used for transportation improvements debt service.

Section 7. There is hereby levied a ***solid waste fee of \$25.00*** per month for the cost of collecting solid waste, recyclables, and yard waste.

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

Section 8. There is hereby levied a tax at the rate of thirteen cents (\$.13) per one hundred dollars (\$100) valuation of property in the Wake Forest Downtown Municipal Service District. Funds are to be used for continued improvements in the downtown district.

Current Year's property tax	\$ 195,265
Investment Earnings	17,500
Total Estimated Revenues	\$ 212,765
Interfund transfers	212,765
Total Appropriations	\$ 212,765

Section 9. The following amounts are hereby appropriated in the Debt Service Fund for the payment of general fund debt service for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 9,255,945
Powell Bill Funds	1,670,630
Vehicle Fees	423,350
Investment Earnings	101,575
Total Estimated Revenues	\$ 11,451,500
Installment – Principal	\$ 4,904,170
Installment – Interest	918,610
GO Bond - Principal	3,374,250
GO Bond - Interest	1,558,150
Lease – Principal	590,700
Lease – Interest	105,620
Total Appropriations	\$11,451,500

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

Section 10. The following amounts are hereby appropriated in the Wake Forest Business and Industry Partnership (BIP) Special Revenue Fund for Economic Development initiatives and operations for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 719,750
Other Revenues	13,500
Total Estimated Revenues	\$ 733,250
WF BIP/Economic Development	\$ 733,250
Total Appropriations	\$ 733,250

Section 11. The following amounts are hereby appropriated in the Wake Forest Renaissance Centre Special Revenue Fund for the operation and activities for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Sales and Services	\$ 319,165
Other Revenue	197,500
Interfund Transfers – General Fund	930,335
Interfund Transfers – Others	90,000
Total Estimated Revenues	\$ 1,539,500
Renaissance Centre	\$ 1,539,500
Total Appropriations	\$ 1,539,500

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

Section 12. The following amounts are hereby appropriated in the Stormwater Utility Fund for the operation and activities for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Stormwater Fees	\$ 3,985,000
Investment Earnings	35,500
Total Estimated Revenues	\$ 4,020,500
Stormwater Management	\$ 4,020,500
Total Appropriations	\$ 4,020,500

Section 13. The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) He may transfer amounts between objects of expenditure within a department without limitation and amounts up to \$50,000 between departments of the same fund without a report being required.
- b) He may not transfer any amounts between funds nor from any contingency appropriation within any fund except as approved by the Board in the Budget Ordinance as amended.

Section 14. The Town Manager is hereby authorized to execute contractual documents under the following conditions:

- a) He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b) He may execute contracts for (1) purchases of apparatus, supplies and materials or equipment which are within budgeted departmental appropriations; (2) leases of personal property for a period of one year or less and within budgeted departmental appropriations; and (3) general and professional services which are within budgeted departmental appropriations.

ORDINANCE 2026-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027

- c) He may execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations unless a grantor organization requires execution by the Board of Commissioners.
- d) He may execute contracts, as the lessor or lessee of real property, which are of one-year duration or less if funds therefore are within budgeted appropriations.

Section 15. The Town's pay and classification plan is hereby amended by the attached assignment of classes and salary grades. The Town Manager is hereby authorized to fill such positions when such are vacant and make technical corrections as needed.

Section 16. The Town's fee schedule is hereby amended by the attached summary of fee modifications and additions. Unless otherwise noted on the summary, the effective date will be July 1, 2026.

Section 17. Operating funds encumbered on the financial records as of June 30, 2026, are hereby re-appropriated (carried forward) to fiscal year 2026-2027 as determined by the Chief Financial Officer.

Section 18. The Chief Financial Officer is hereby authorized to allocate one (1%) percent of eligible capital projects or improvements in conjunction with the Town's Public Art Ordinance and establish a special fund accordingly with the provisions of such ordinance.

Section 19. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the Town of Wake Forest hereby self-certifies the following micro-purchase thresholds, each of which is a higher threshold consistent with State law" under 2 C.F.R. § 200.320(a) (I) (iv) (C) for the reasons set forth:

- a) \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and
- b) \$30,000, for the purchase of "construction or repair work"; and
- c) \$30,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- d) \$50,000, for the purchase of services not subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Town of Wake Forest has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to NC G.S. 143064.32. If the exemption is not authorized, the micro-purchase threshold shall be \$ 0.

ORDINANCE 2026-xx

**BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST,
NORTH CAROLINA FOR THE FISCAL YEAR 2026-2027**

Section 20. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year of the Town of Wake Forest but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

Section 21. If the Town of Wake Forest receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Town of Wake Forest shall comply with the more restrictive threshold when expending such funds.

Section 22. The Town of Wake Forest shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

Section 23. The Chief Financial Officer and Finance Director of the Town of Wake Forest is hereby authorized, individually and collectively, to revise the Purchasing Policy of the Town of Wake Forest to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of the foregoing actions.

Section 24. This ordinance is the basis of the financial plan for the Town during the 2026 - 2027 fiscal year. The Town Manager and Chief Financial Officer shall administer the Annual Operating Budget and shall provide direction and guidance in the disbursement of funds. Furthermore, the Chief Financial Officer shall establish and maintain all records, which are in accordance with this ordinance and N.C. General Statutes.

Duly adopted this the 16th day of June 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney

TOWN OF WAKE FOREST PROPOSED FEE CHANGES

INSPECTIONS

PROPOSED RESIDENTIAL PERMIT FEES

TYPE	CURRENT FEE	PROPOSED FEE	CHANGE
NEW RESIDENTIAL DWELLINGS (Single Family, Townhomes, Duplex)			
Up to 1200 S.F.	\$500.00	\$600.00	20%
Over 1200 S.F.	\$500 + .25/sf	\$600 + .25/sf	20%
RESIDENTIAL ADDITION/RENOVATIONS (includes all trades)			
Up to 400 S.F.	\$240.00	\$300.00	25%
400 – 1200 S.F.	\$389.00	\$450.00	16%
Over 1200 S.F.	\$500.00 + .25/sf	\$600.00 + .25/sf	20%
MULTI-FAMILY DWELLINGS (includes all trades) (Subject to Commercial Plan Review Fees)			
For each unit	\$500.00	\$600.00	20%
MANUFACTURED HOUSING (including all trades)			
Modular units	\$500.00	\$600.00	20%
Mobile homes	\$240.00	\$300.00	25%
RESIDENTIAL TRADE FEES			
Building	\$65.00	\$80.00	23%
Electrical	\$65.00	\$80.00	23%
Mechanical	\$65.00	\$80.00	23%
Plumbing	\$65.00	\$80.00	23%
Residential accessory building and structures	Trade fee + .25/sf (over 200 sf)	\$80.00 + .25/sf	23%
Swimming Pool	\$130 + any trade fee	\$240.00	Flat fee
Generator Install	\$65.00 + any trade fee	\$240.00	Flat fee
PV/Solar Install	\$65.00 + any trade fee	\$240.00	Flat fee
Dwellings moved on lot	\$500.00	\$600.00	20%
Demolition	\$65.00 residential/\$240 comm.	\$240.00	Flat fee
Re-stamp plans (lost original)	\$65.00	\$100.00	54%
Plan change	50% of permit fee	\$100.00	Flat fee
Re-inspection fee	\$60.00 per inspection	\$80.00 per inspection	33%
Consultation (on-site)	\$65.00	\$80.00	23%

PROPOSED COMMERCIAL PERMIT FEES

COST PER TRADE	CURRENT FEE	PROPOSED FEE	CHANGE
\$0 – 2,500	\$120.00	\$250.00	108%
\$2,501 – 7,500	\$180.00	\$350.00	94%
\$7,501 – 20,000	\$240.00	\$500.00	108%
\$20,001 – 50,000	\$330.00	\$750.00	127%
\$50,001 – 75,000	\$530.00	\$1,500.00	183%
\$75,001 – 100,000	\$1,010.00	\$2,500.00	148%
\$100,001 – 200,000	\$2,020.00	\$3,500.00	73%
\$200,001 – 350,000.	\$3,540.00	\$4,500.00	27%
\$350,001 – 500,000.	\$4,680.00	\$6,000.00	28%
\$500,001 – 750,000	\$6,250.00	\$8,000.00	28%
\$750,001 – 1,000,000	\$7,830.00	\$10,000.00	28%
Cost over \$1,000,000.	Add .25% of each additional million dollars or portion thereof	Add .45% of each additional million dollars or portion thereof	80%

PUBLIC WORKS**PROPOSED SOLID WASTE FEE**

FEE	CURRENT FEE	PROPOSED FEE	CHANGE
Solid Waste Services	\$24/month	\$25/month	4.2%

**Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2026
General Plan**

<i>Position Title:</i>	<i>FLSA Status:</i>	<i>Grade:</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
Custodian	Non-Exempt	50	\$ 42,276	\$ 52,000	\$ 61,723
Solid Waste Collector	Non-Exempt				
Construction Worker I	Non-Exempt	51	\$ 44,390	\$ 54,600	\$ 64,809
Fleet Mechanic Apprentice	Non-Exempt				
Parks & Recreation Maintenance Specialist	Non-Exempt				
Code Enforcement Apprentice	Non-Exempt	52	\$ 47,054	\$ 57,876	\$ 68,699
Customer Service Representative	Non-Exempt				
Inventory Specialist	Non-Exempt				
Accounting Technician	Non-Exempt	53	\$ 49,877	\$ 61,349	\$ 72,820
Construction Worker II	Non-Exempt				
Customer Service Specialist	Non-Exempt				
Facilities & Landscape Technician	Non-Exempt				
Parks & Recreation Maintenance Specialist II	Non-Exempt				
Police Records Technician	Non-Exempt				
Solid Waste Equipment Operator	Non-Exempt				
Construction Worker III	Non-Exempt	54	\$ 52,870	\$ 65,030	\$ 77,190
Parking Enforcement Officer	Non-Exempt				
Senior Parks & Recreation Maintenance Specialist	Non-Exempt				
Administrative Assistant	Non-Exempt	55	\$ 55,055	\$ 69,094	\$ 83,133
Box Office Administrative Specialist	Non-Exempt				
Community Outreach Assistant	Non-Exempt				
Downtown Development Coordinator	Non-Exempt				
Equipment Mechanic I	Non-Exempt				
Evidence Technician	Non-Exempt				
Facilities Maintenance Specialist	Non-Exempt				
Human Resources (HR) Technician	Non-Exempt				
Inspections Technician	Non-Exempt				
Right of Way Supervisor	Non-Exempt				
Senior Construction Worker	Non-Exempt				
Telecommunicator	Non-Exempt				
Utility Billing Assistant	Non-Exempt				
Accounting Specialist	Non-Exempt	56	\$ 58,909	\$ 73,931	\$ 88,953
Arts Coordinator	Non-Exempt				
Code Enforcement Officer I	Non-Exempt				
Engineering Technician	Non-Exempt				
Equipment Mechanic II	Non-Exempt				
Paralegal	Non-Exempt				
Parks & Recreation Maintenance Crew Supervisor	Non-Exempt				
Parts Specialist / Service Writer	Non-Exempt				
Planning Technician	Non-Exempt				
Senior Inventory Specialist	Non-Exempt				
Special Events & Accreditation Analyst	Non-Exempt				
Special Events Coordinator	Non-Exempt				
Technical Operations Specialist	Non-Exempt				
Telecommunicator II	Non-Exempt				
Tree Trimming Technician I	Non-Exempt				
Urban Forestry Technician	Non-Exempt				

Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2026
General Plan

Accountant	Non-Exempt	57	\$	63,033	\$	79,106	\$	95,180
Applications Technician	Exempt							
Athletics Program Coordinator	Non-Exempt							
Code Enforcement Officer II	Non-Exempt							
Communications Resource Specialist	Exempt							
Communications Specialist	Exempt							
Downtown Development Specialist	Exempt							
Economic Development Specialist	Exempt							
Engineering Inspector I	Non-Exempt							
Equipment Mechanic III	Non-Exempt							
Executive Assistant	Non-Exempt							
Graphic Design Specialist	Exempt							
Marketing & Business Relations Specialist	Exempt							
Organizational Performance Specialist	Exempt							
Police Fiscal Specialist	Non-Exempt							
Quartermaster / Crime Analyst	Non-Exempt							
Radio Technician (IT)	Exempt							
Recreation Specialist (JPCC / SIP/SP. EVENTS)	Non-Exempt							
Senior Inspections Technician	Non-Exempt							
Senior Telecommunicator	Non-Exempt							
Specialized Recreation & Inclusion Coordinator	Non-Exempt							
Tree Trimming Technician II	Non-Exempt							
Vehicle Upfit and Equipment Specialist	Non-Exempt							
Victim Advocate	Non-Exempt							
Community Center Supervisor (AMC/FPCC/WFCH)	Non-Exempt	58	\$	67,445	\$	84,643	\$	101,842
Deputy Town Clerk	Non-Exempt							
Engineering Assistant	Non-Exempt							
Engineering Inspector II	Non-Exempt							
Facilities Maintenance Supervisor	Non-Exempt							
Fire Logistics Officer	Non-Exempt							
Master Mechanic	Non-Exempt							
Planner I (DS / HP / LR)	Non-Exempt							
Procurement Specialist	Non-Exempt							
Safety Coordinator	Exempt							
Solid Waste Supervisor	Non-Exempt							
Street Supervisor	Non-Exempt							
Sustainability Coordinator	Non-Exempt							
Technical Operations Manager	Non-Exempt							
Telecommunications Shift Supervisor	Non-Exempt							
Utility Accounts Supervisor	Exempt							
Zoning Enforcement Officer	Non-Exempt							
Center for Active Aging - Program Manager	Exempt	59	\$	72,166	\$	90,568	\$	108,971
Code Enforcement Officer III	Non-Exempt							
Communications Resource Supervisor	Exempt							
Economic Development Manager	Exempt							
Engineer	Non-Exempt							
Grants Program Manager	Exempt							
Human Resources (HR) Consultant	Exempt							
Marketing & Business Relations Manager	Exempt							
Planner II (DS / HP / LR)	Exempt							
Recreation Center Supervisor (JPCC)	Exempt							
Renaissance Centre Event Manager	Exempt							
Renaissance Centre Program Manager	Exempt							
Senior Engineering Inspector	Non-Exempt							
Senior Procurement Specialist	Non-Exempt							
Shop Foreman	Non-Exempt							
Stormwater Specialist	Exempt							
Town Clerk	Exempt							

**Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2026
General Plan**

Athletics & Aquatics Manager	Exempt	60	\$	77,218	\$	96,908	\$	116,599
Center for Active Aging - Community Engagement Mgr.	Exempt							
Engineering Inspection Supervisor	Exempt							
Graphic Design Manager	Exempt							
Parks & Recreation Maintenance Manager	Exempt							
Senior Accountant	Non-Exempt							
Senior Code Enforcement Officer	Non-Exempt							
Warehouse Supervisor	Exempt							
Budget & Performance Analyst	Exempt	61	\$	82,623	\$	103,692	\$	124,761
Civil Engineer	Exempt							
Code Enforcement Section Supervisor	Exempt							
Community Outreach Manager	Exempt							
Facilities Maintenance Manager	Exempt							
Financial Analyst	Exempt							
GIS Analyst I / II / III	Exempt							
Purchasing Supervisor	Exempt							
Senior GIS Analyst	Exempt							
Senior Human Resources (HR) Consultant	Exempt							
Senior Planner (DS / HP / LR / Parks)	Exempt							
Telecommunications Supervisor	Exempt							
Tree Trimming Supervisor (Urban Forestry)	Non-Exempt							
Applications Analyst I / II / III	Exempt	62	\$	88,406	\$	110,950	\$	133,493
Benefits & Compensation Manager	Exempt							
Fleet Manager	Exempt							
GIS Manager	Exempt							
HRIS Administrator	Exempt							
Information Technology (IT) Security Analyst	Exempt							
Information Technology (IT) Analyst I / II / III	Exempt							
Recreation Program Manager	Exempt							
Solid Waste Manager	Exempt							
Streets Maintenance Manager	Exempt							
Stormwater Utility Manager	Exempt							
Urban Forestry Manager	Exempt							
Capital Improvement Plan (CIP) Project Manager	Exempt	63	\$	94,595	\$	118,717	\$	142,838
Development Services Manager	Exempt							
Long Range Planning Manager	Exempt							
Project & Programs Manager	Exempt							
Safety & Risk Manager	Exempt							
Senior Budget & Performance Analyst	Exempt							
Senior Applications Analyst	Exempt							
Senior Civil Engineer	Exempt							
Senior IT Analyst	Exempt							
Applications Manager (IT)	Exempt	64	\$	101,217	\$	127,027	\$	152,838
Assistant Engineering Director	Exempt							
Assistant Finance Director	Exempt							
Assistant Human Resources Director	Exempt							
Assistant Inspections Director	Exempt							
Assistant Parks, Recreation & Cultural Resources Director	Exempt							
Assistant Planning Director	Exempt							
Assistant Public Works Director	Exempt							
Center for Active Aging Director	Exempt							
Downtown Development Director	Exempt							
Information Technology Manager	Exempt							
Renaissance Centre Director	Exempt							

**Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2026
General Plan**

Assistant to the Town Manager	Exempt	65	\$	105,774	\$	135,919	\$	166,065
Facilities Director	Exempt	66	\$	113,177	\$	145,433	\$	177,688
Budget & Performance Director	Exempt	67	\$	122,232	\$	157,068	\$	191,904
Communications & Public Affairs Director	Exempt							
Finance Director	Exempt							
Organizational Performance Director	Exempt							
Chief Technology Officer	Exempt	68	\$	130,788	\$	168,063	\$	205,337
Deputy Fire Chief	Exempt							
Deputy Police Chief	Exempt							
Economic Development Director	Exempt							
Inspections & Public Facilities Director	Exempt							
Parks & Recreation Director	Exempt							
Chief Information Officer	Exempt	69	\$	135,480	\$	176,802	\$	218,123
Electric Utility Director	Exempt							
Engineering Director	Exempt							
Planning Director	Exempt							
Public Works Director	Exempt							
Chief Financial Officer	Exempt	70	\$	142,254	\$	185,642	\$	229,029
Fire Chief	Exempt							
Human Resources Director	Exempt							
Police Chief	Exempt							
Assistant Town Manager	Exempt	71	\$	167,861	\$	219,058	\$	270,256

Town of Wake Forest
Wake Forest Police Department
Assignment of Classes to Grades (Sworn)
Effective July 1, 2026

<i>Position Title:</i>	<i>FLSA Status:</i>	<i>Grade:</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
Police Recruit	Non-Exempt	P00	\$ 48,609	\$ 55,900	\$ 63,192
Police Officer I	Non-Exempt	P01	\$ 65,535	\$ 79,378	\$ 94,221
Community Resource Officer	Non-Exempt				
Police Officer II	Non-Exempt	P02	\$ 68,762	\$ 83,347	\$ 98,933
Officer First Class	Non-Exempt	P03	\$ 71,765	\$ 87,723	\$ 104,127
Master Police Officer	Non-Exempt				
Senior Officer	Non-Exempt	P04	\$ 76,598	\$ 92,986	\$ 110,373
Police Corporal	Non-Exempt	P05	\$ 82,591	\$ 101,587	\$ 120,583
Police Sergeant	Non-Exempt	P06	\$ 88,785	\$ 109,206	\$ 129,626
Traffic Unit Sergeant	Non-Exempt				
Police Lieutenant	Exempt	P07	\$ 95,719	\$ 120,127	\$ 144,536
Police Captain	Exempt	P08	\$ 105,291	\$ 132,140	\$ 158,989

**Town of Wake Forest
Wake Forest Fire Department
Assignment of Classes to Grades (Sworn)
Effective July 1, 2026**

<i>Position Title:</i>	<i>FLSA Status:</i>	<i>Grade:</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
Fire Recruit	Non-Exempt	F00	\$ 42,275	\$ 49,250	\$ 56,226
Firefighter	Non-Exempt	F01	\$ 59,181	\$ 71,905	\$ 84,629
Firefighter First Class	Non-Exempt	F02	\$ 62,140	\$ 75,500	\$ 88,860
Master Firefighter	Non-Exempt	F03	\$ 65,247	\$ 79,275	\$ 93,303
Fire Lieutenant	Non-Exempt	F04	\$ 68,509	\$ 83,239	\$ 97,968
Fire Captain	Non-Exempt	F05	\$ 77,869	\$ 96,557	\$ 115,246
Fire Accreditation & Analysis Officer	Non-Exempt				
Training Officer	Non-Exempt				
Battalion Chief	Exempt	F06	\$ 90,378	\$ 112,972	\$ 135,567
Administrative Chief	Exempt				
Fire Services Administrator	Exempt				
Training Chief	Exempt				

**Town of Wake Forest
Wake Forest Power
Assignment of Classes to Grades
Effective July 1, 2026**

<i>Position Title:</i>	FLSA Status:	Grade:	Minimum	Midpoint	Maximum
Electric Meter Apprentice Electric Groundsman	Non-Exempt Non-Exempt	E00	\$ 53,909	\$ 65,500	\$ 77,090
Electric Power Line Technician I Tree Trimming Technician I	Non-Exempt Non-Exempt	E01	\$ 59,436	\$ 72,215	\$ 84,993
Electric Meter Technician Tree Trimming Technician II	Non-Exempt Non-Exempt	E02	\$ 64,234	\$ 79,650	\$ 95,066
Electric Power Line Technician II	Non-Exempt	E03	\$ 70,817	\$ 87,813	\$ 104,809
Electric Power Line Technician III Senior Electric Meter Technician	Non-Exempt Non-Exempt	E04	\$ 75,066	\$ 93,082	\$ 111,098
Tree Trimming Supervisor Senior Electric Power Line Technician	Non-Exempt Non-Exempt	E05	\$ 79,571	\$ 98,668	\$ 117,765
Electric Power Line Crew Supervisor Electric System Meter Supervisor	Non-Exempt Non-Exempt	E06	\$ 84,344	\$ 104,587	\$ 124,829
Electric System Division Manager Electric System Meter Manager	Exempt	E07	\$ 97,640	\$ 121,074	\$ 144,507



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-912-

Submitted by: Allison Snyder, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Authorization to purchase a portion of property necessary to construct future Ligon Mill Road Corridor pursuant to NCGS 160A-240.1, 160A-296 & 136-66.1.

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary Ligon Mill Purchase.pdf](#)
- [Attachment A Authorization to purchase a portion of property necessary to construct Ligon Mill Road Corridor](#)

Authorization to purchase a portion of property necessary to construct future Ligon Mill Road Corridor pursuant to NCGS 160A-240.1, 160A-296 and 136-66.1.

Request approval to purchase a portion of property owned by Finch Family Irrevocable Trust. Includes authorizing the Town Manager and Town Attorney to execute the instruments necessary to acquire the property in accordance with the terms and conditions of the purchase agreement and fulfill this transaction. While final survey will be completed during due diligence, we estimate 4.27 acres will be needed for a price not to exceed \$1,100,000.

Attachments:

Attachment A: Authorization to acquire property interests necessary to construct Ligon Mill Road Corridor.

RESOLUTION 2026-

AUTHORIZATION TO ACQUIRE PROPERTY INTERESTS NECESSARY TO CONSTRUCT FUTURE LIGON MILL ROAD CORRIDOR PURSUANT TO N.C.G.S. 160A-240.1, 160A-296, AND 136-66.1

WHEREAS, the Town of Wake Forest is responsible for planning, construction and maintenance of the municipal street system which consists of those streets and highways accepted by the municipality; and

WHEREAS, pursuant to N.C.G.S. § 136-66.1 and related provisions in Article 3A of Chapter 136 the Town of Wake Forest coordinates with the North Carolina Department of Transportation on the planning, construction, and maintenance of streets in its jurisdiction that are part of the state highway system; and

WHEREAS, the Town of Wake Forest has performed preliminary analysis related to the future Ligon Mill Road Corridor as it is a primary north-south connector needed to reduce traffic congestion in preparation for the Summer 2026 Comprehensive Transportation Plan update; and

WHEREAS, NCDOT and the Town of Wake Forest have been collaborating on regional transportation infrastructure improvements along the Capital Boulevard corridor since at least 2006 resulting in STIP project U-5307; and

WHEREAS, U-5307's estimated cost is approximately \$1.3 billion and requires continued regional coordination; and

WHEREAS, NCDOT has begun right-of-way acquisition on U-5307 Segments A and B; and

WHEREAS, NCDOT anticipates proceeding with right-of-way acquisition in U-5307 Segments C and D in FY 2028;

WHEREAS, the Town of Wake Forest identifies the need for an alternative north-south connection during and after construction of U-5307; and

WHEREAS, the Town's transportation planning efforts identify Ligon Mill Road as an important alternative north-south route parallel to Capital Boulevard that will help disperse traffic and reduce congestion along the Capital Boulevard corridor; and

WHEREAS, the Board finds that the Property occupies a strategic location necessary to preserve a feasible alignment for the future extension of Ligon Mill Road and that development of the Property could substantially increase future project costs and impair the Town's ability to complete the transportation connection; and

WHEREAS, the Property consists of (i) Lots 16 and 17, as shown on Book of Maps 1966, Page 221, together with all improvements thereon, containing approximately 2.61 acres and having an address of 744 Durham Road, Wake Forest, North Carolina ("Parcels 1 and 2"); and (ii) a vacant tract containing approximately 1.66 acres and having an address of 0 Durham Road, Wake Forest, North Carolina ("Parcel 3"), all as more particularly described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, the Town only plans to purchase the minimum amount of the Property needed to complete Ligon Mill Road Corridor and a final survey will determine the metes and bounds needed for right-of-way and temporary construction easements by the time of closing; and

WHEREAS, determine N.C.G.S. § 160A-240.1, in conjunction with §160A-296, authorizes the Town, at the discretion of its board of commissioners (the "Board"), to acquire real property in order to make improvements on streets within corporate limits; and

WHEREAS, the Board deems it to be in the best interests of the citizens of the Town to authorize the purchase of the Property for the purposes stated herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the acquisition of the Property described herein for a purchase price not to exceed \$1,100,000.00 and authorizes the Town Manager, in consultation with the Town Attorney, to execute all contracts, deeds, closing documents, and other instruments necessary to complete the acquisition of the Property on behalf of the Town.

Adopted and effective this the 16th day of June, 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk

EXHIBIT A

Legal Description of Property

Parcels 1 & 2

Beginning at an iron stake in the Northern boundary line of the right of way of N.C. Highway 98, the Southwest corner of Lot No. 17 of a map hereinafter referred to and runs thence North 13 degrees 26 minutes East 540.54 feet along the Western line of Lot No. 17 to an iron stake; thence North 46 degrees 39 minutes West 115.37 feet to an iron stake, the Northeast corner of Lot No. 15; thence South 13 degrees 30 minutes West 600 feet along the Eastern line of Lot No. 15 to an iron stake in the Northern boundary line of the right of way of said highway; thence South 76 degrees 34 minutes East 100 feet along the Northern boundary line of the right of way of said Highway to the beginning and being Lot No. 16 according to map recorded in Book of Maps 1941 at Page 23, Wake County Registry, as corrected by John S. Lawrence, Registered Surveyor, dated April 29, 1966, for corrections see map recorded in Book of Maps 1966, Page 221, Wake County Registry.

And

Beginning at an iron stake in the northern boundary line of the right of way of N. C. Highway 98, the Southeast corner of Lot No. 16 of a map hereinafter referred to and runs thence North 13 degrees 26 minutes East 540.54 feet to an iron stake; thence South 42 degrees 31 minutes 30 seconds East 96.66 feet to an iron stake in a rock pile; thence South 61 degrees East 26.65 feet to an iron stake, the Northwest corner of Lot No. 18; thence South 14 degrees 6 minutes West 479.32 feet along the Western line of Lot No. 18 to an iron stake in the Northern boundary line of the right of way of said highway; thence North 76 degrees 34 minutes West 100 feet along the Northern boundary line of the right of way of said Highway to the beginning and being Lot No. 17 according to map recorded in Book of Maps 1941, Page 23, Wake County Registry, as corrected and resurveyed by John S. Lawrence, Registered Surveyor, dated April 29, 1966.

Parcel 3

Beginning at an iron stake situate 32 feet from the center of N.C. Highway 98, corner of Lot Number 14 of the Mills Subdivision of the Crowder Property, and runs thence parallel with the center of said Highway South 76 degrees 34 minutes East 100 feet to an iron stake, southwest corner of Lot Number 16 of said subdivision; thence as the western line of said Lot Number 16 North 13 degrees 44 minutes 45 seconds East 606.76 feet to an iron stake in the line of John G. Mills, Jr., formerly W.W. Holding; thence as said Mills line North 77 degrees 9 minutes West 100.28 feet to an iron stake, northeast corner of said Lot Number 14, thence as the eastern line of said Lot Number 14 in a southerly direction to the beginning, and being all of Lot Number 15 of said Mills Subdivision of the Crowder property, as shown on plat of survey of the same by J.G. Carroll, dated August 31, 1940, recorded in Book of Maps 1941, at Page 23, Wake County Registry, as corrected by resurvey by John S. Lawrence, dated the 10th day of November, 1966, recorded in Book of Maps 1966, at Page 221, Wake County Registry, to which said plats reference is hereby made for a more perfect and complete description of said Lot Number 15 herein conveyed.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-910-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: June 16, 2026

Subject

Approval of a Resolution to Accept the 2025-2026 Raleigh/Wake Hospitality Tax Funding

Recommendation:

Approved as Presented

item Summary:

ATTACHMENTS:

- [Resolution - Raleigh -Wake Hospitality Tax Funds.pdf](#)
- [Summary Sheet - Raleigh - Wake Hospitality Tax Funds.pdf](#)
- [Capital Funding Agreement - TOWF Skate Park - May 2026 - Final.pdf](#)
- [Capital Funding Agreement - TOWF JB Flaherty Park Phase II - May 2026.pdf](#)

RESOLUTION 2026-XX

**APPROVAL TO ACCEPT THE 2025-2026 RALEIGH/WAKE
HOSPITALITY TAX FUNDING**

WHEREAS, in the fall of 2025 the Town of Wake Forest submitted an application to Wake County requesting hospitality tax funding for two separate town projects, and

WHEREAS, in February 2026, the Town was notified that funds would be awarded in the amount of \$4,641,000 for two Wake Forest Parks, Recreation & Cultural Resources projects that will expand Wake Forest parks facilities (\$3,891,000 for construction of a Skate Park and Pump Track and \$750,000 for Flaherty Park Phase 2).

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Town of Wake Forest authorizes the Town Manager to accept the funds as awarded for these projects.

Duly Adopted this 16th day of June 2026.

Ben Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk

Agenda Item: Approval to Accept the 2025-2026 Raleigh/Wake Hospitality Tax Funding

Summary: The Town submitted an application to secure funds through the Wake County Hospitality Tax Fund. The funds in the amount of \$4,641,000 are specifically designed to assist with two Wake Forest Parks, Recreation & Cultural Resources projects.

The amount of \$3,891,000 will be used to assist in the construction of the Town's first Skate Park and Pump Track and the remaining amount of \$750,000 will be used to assist in completing Flaherty Park Phase 2.

Attachments:

- Resolution, Agreements of Funds Awarded

CAPITAL FUNDING AGREEMENT

THIS CAPITAL FUNDING AGREEMENT is made and entered into this the ____ day of MONTH 2026, by and between the County of Wake (“Wake County”) and the Town of Wake Forest, a North Carolina municipality (“Recipient”), collectively, the “Parties.”

RECITALS

WHEREAS, pursuant to Session Law 1991-594, as amended (“Enabling Legislation”), Wake County is authorized to levy a six percent room occupancy tax and one percent prepared food and beverage tax (collectively the “Hospitality Tax Proceeds”) for the purpose of acquiring, constructing, financing, or supporting convention centers, civic centers, performing arts centers, coliseums, auditoriums, and facilities related to sports, arts, and cultural events; and

WHEREAS, in 1991, Wake County and the City of Raleigh executed an Interlocal Agreement (the “ILA”), as amended from time to time governing the joint administration collection, distribution, and use of these hospitality tax proceeds (collectively, “Interlocal Funds”); and

WHEREAS, in 2017, the ILA established the Small Capital Projects Fund wherein Wake County directs \$2,000,000 of Hospitality Tax proceeds annually for countywide capital projects that meet the enumerated purposes set forth in the Enabling Legislation; and

WHEREAS, the Parties committed an additional \$15,500,000 to the Small Capital Projects Fund through the 23rd Amendment to the ILA; and

WHEREAS, pursuant to the 23rd Amendment, Wake County and the City of Raleigh conducted a Competitive Funding Process for Raleigh/Wake Hospitality Tax Funds under RFP #25-088 for 2025-2026; and

WHEREAS, Recipient submitted a proposal in response to RFP #25-088 for construction of a new skate park and pump track (hereinafter “Project”) located in Wake County, North Carolina; and

WHEREAS, following competitive evaluation by Wake County, the City of Raleigh, and community stakeholders, the Wake County Board of Commissioners and Raleigh City Council authorized a capital funding commitment to the Recipient in the amount of \$3,891,000 (the “Funding Commitment”) for eligible capital costs of the Project, both bodies finding that the project falls within the authorized purposes set forth in the Enabling Legislation; and

WHEREAS, the Recipient accepts the Funding Commitment subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1

Project Description and Funding Commitment

- 1.1 **Project.** Wake County is providing the Funding Commitment to the Recipient for the purpose of constructing or improving the Project (see Attachment B, the Scope of Work; and Attachment C, the Recipient’s RFP Response, both of which are incorporated by reference herein). All Hospitality Tax Proceeds disbursed under this Agreement shall be used exclusively for the Project.

- 1.2 **Statutory Purpose Acknowledgement.** The Parties acknowledge that the Funding Commitment consists of Hospitality Tax Proceeds restricted by the Enabling Legislation and that the Project constitutes a qualifying purpose under the Enabling Legislation. The Recipient shall not apply any portion to a purpose that falls outside the Enabling Legislation.
- 1.3 **Funding Commitment.** The maximum amount payable to Recipient under this Agreement is \$3,891,000. No payment shall be made except as set forth in Article 2.

ARTICLE 2

Term and Method of Payment

- 2.1 **Term.** This Agreement is effective upon its execution by both parties and remains in effect until the repayment period in Section 4.3 expires, unless earlier terminated pursuant to this Agreement.
- 2.2 **Reimbursement Basis.** Payment of the Funding Amount. Payment of the Funding Commitment shall be made on a reimbursement basis following project completion. Recipient shall submit a single written payment request to the Wake County Manager's Office after the project is substantially complete, accompanied by documentation satisfying the conditions in Article 3. Wake County shall have no obligation to make payment before all conditions are satisfied.

The payment request shall include the Recipient's legal name and mailing address, a project identifier, date, and itemization of Project expenditures with supporting documentation. Acceptable documentation includes receipts, pay applications, contractor invoices, and a certificate of occupancy or equivalent evidence of completion. Expenditures submitted for reimbursement must have been incurred and paid on or after February 18, 2026. Wake County shall have no obligation to reimburse expenditures incurred before that date or outside the scope of Attachment B.

ARTICLE 3

Conditions of Funding

- 3.1 **Last Dollars In.** Hospitality Tax Proceeds are intended to be the last dollars applied to Project completion. Recipient shall exhaust all other identified funding sources before requesting disbursement of any portion of the Funding Commitment.
- 3.2 **Project Milestones.** Unless the County Manager agrees otherwise in writing, Recipient shall:
- (a) Execute a construction contract or obtain a building permit for the Project within 12 months after the Effective Date; and
 - (b) Achieve substantial completion of the Project within 36 months after the Effective Date.
- Recipient shall notify the County Manager in writing within 15 calendar days of any actual or anticipated failure to meet either obligation.
- 3.3 **Statutory Purpose Covenant.** Throughout the term of this Agreement and until the performance goals are satisfied, Recipient shall maintain and operate the Project facility for a use constituting one of the statutory purposes in the Enabling Legislation (also referenced in the Recitals). A material change in use that removes the Project from the authorized use established by the Enabling Legislation and in this Agreement shall be an "Event of Default" as described in Article 5 of this Agreement.

- 3.4 **Acknowledgement of Funding.** Recipient shall acknowledge Wake County's Hospitality Tax Funding in any Project-related signage, press materials, and marketing communications, including but not limited to social media.
- 3.5 **Ongoing Compliance and Documentation.** During the term of this Agreement and until the Performance Goals are met, Wake County may request and the Recipient shall provide within 30 calendar days, documentation demonstrating that the Funding Commitment is being used as authorized, including financial statements, performance data, and Project expenditure records. Wake County may withhold disbursement pending receipt of documentation it deems sufficient.
- 3.6 **Records Retention and Audit Rights.** Recipient shall maintain complete and accurate financial records, contracts, receipts, and other documentation relating to the Project and this Agreement for a period of five years following the later of: (a) final disbursement of the Funding Commitment; or (b) satisfaction of the Performance Goals. Recipient shall make all records available to Wake County or its designee for inspection and audit upon reasonable written notice and shall fully cooperate with any such audit.
- 3.7 **Public Records.** Recipient acknowledges that this Agreement and all related documents are public records subject to disclosure under N.C.G.S. Chapter 132.
- 3.8 **Effect of Noncompliance.** If Recipient fails to comply with a condition of this Agreement, that failure is grounds for termination and will be considered in future Wake County funding decisions. If Recipient fails to satisfy all conditions of disbursement, Wake County has no obligation to disburse the Funding Commitment. Events of Default are more comprehensively set forth in Article 5.

ARTICLE 4

Performance Reporting and Repayment

- 4.1 **Annual Reporting.** Recipient shall submit an annual report to the County Manager by September 15 of each year, covering the preceding July 1 through June 30. The report must include:
- (a) List of events held at the Project with dates and type;
 - (b) Estimated total attendance at each and estimated attendance from outside a 75-mile radius. The report should include tickets sold, if applicable;
 - (c) Estimated overnight visitors and room nights generated;
 - (e) Any material changes to the facility's operations, ownership, or use during that period.

Reports must be sent by email to hospitalitytax@wake.gov, or by U.S. Mail, return receipt requested, to:

Wake County Manager
P.O. Box 550
Raleigh, North Carolina 27602

The first report is due September 15 following the first full July 1-June 30 period after substantial completion. Failure to submit a report by the due date is an Event of Default under Article 5. If actual activity is materially below the projections in the Recipient's proposal, Recipient shall include a written explanation and remediation plan with the report. No hard targets apply; the reporting obligation exists for transparency and stewardship. The Recipient shall use the form of report as set forth in Attachment A, but may submit supplementary information.

- 4.2 **Repayment.** If the Project facility ceases to operate for purposes authorized in this Agreement, or if the Recipient transfers its interest in the Project property to a transferee that does not continue operating the facility for authorized uses, Recipient shall repay Wake County the applicable percentage of the amount actually disbursed, based on how many full July 1-June 30 periods of operation have been completed in compliance with Statutory Purposes and this Agreement at the time of cessation or transfer.

Full Periods of Authorized Use Operation Completed	Repayment Percentage
Fewer than 2	100%
2 but fewer than 4	75%
4 but fewer than 6	50%
6 but fewer than 8	25%
8 or more	None

Repayment is due within 60 calendar days after cessation or transfer. A temporary closure caused by a natural disaster, casualty, or public health emergency shall not trigger repayment if Recipient resumes authorized use within 6 months, or another timeframe approved by the County Manager in writing. Recipient shall notify the County Manager within 30 calendar days of any such event.

ARTICLE 5

Default and Termination

- 5.1 **Events of Default.** Recipient shall notify the County Manager immediately if an Event of Default occurs. Each of the following is an Event of Default:
- (a) The Project facility ceases to operate for a use authorized by the Enabling Legislation and this Agreement for more than 180 consecutive days for reasons other than renovation, casualty repair, or a declared public health emergency;
 - (b) Recipient transfers its interest in the Project property and the transferee does not continue operating the facility for a use authorized by the Enabling Legislation and this Agreement;
 - (c) Recipient materially changes the use of the Project facility in a way that takes it outside of authorized use;
 - (d) Recipient applies any portion of the Funding Commitment to a purpose other than the Project as described in Attachment A;
 - (e) Recipient fails to file an annual report by the due date under Article 4 and does not cure that failure within 30 calendar days after written notice from Wake County;
 - (f) Recipient institutes or becomes subject to any proceeding under debtor relief law, or makes a general assignment for the benefit of creditors;
 - (g) Recipient experiences a material change in mission, governance, or organizational structure that materially diminishes the Project's authorized use under this Agreement; or
 - (h) Recipient breaches any other material term of this Agreement and failure to cure the breach within 30 calendar days after written notice from Wake County.
 - (i) Recipient fails to meet any of the Project Milestones as set forth in Section 3.2.
- 5.2 **Remedies.** If an Event of Default occurs, Wake County may require repayment of Hospitality Tax Proceeds disbursed, in the applicable amount under Table 1 in Section 4.2 if the default involves cessation or transfer of the facility and may immediately terminate this Agreement without further obligation to the Recipient in Wake County's sole discretion.

- 5.3 **Transfer.** In the event of any transfer of the Project property, the transferee shall continue operating the facility for uses authorized under this Agreement.
- 5.4 **Non-Appropriation.** If Wake County does not appropriate funds sufficient to support its payment obligation, this Agreement expires automatically without penalty to the County and without prior notice. A change in the County's statutory authority that prevents performance has the same effect.

ARTICLE 6

Notices

- 6.1 All notices or other communications hereunder to recipient and to Wake County shall be sufficiently given and shall be deemed to have been received five (5) business days after deposit in the United States mail, return receipt requested, to Wake County and RECIPIENT, as the case may be, at the following addresses:

If to Wake County: Mr. David Ellis, County Manager
P.O. Box 550
Raleigh, North Carolina 27602
david.ellis@wake.gov

Mr. Roger Askew, Interim County Attorney
P.O. Box 550
Raleigh, North Carolina 27602

If to: Town of Wake Forest : Mr. Kip Padgett, Town Manager
301 South Brooks Street
Wake Forest, North Carolina 27587
kipadgett@wakeforestnc.gov

Mr. Nathan McKinney, Town Attorney
301 South Brooks Street
Wake Forest, North Carolina 27587
nmckinney@wakeforestnc.gov

ARTICLE 7

Miscellaneous

- 7.1 **Modification.** This Agreement may be rescinded, modified, or amended only by written agreement executed by all parties hereto.
- 7.2 **No Third-Party Beneficiaries.** This Agreement is made and entered into for the sole protection and benefit of Wake County and Recipient, and their respective successors and assigns. There shall be no third-party beneficiaries to this Agreement.
- 7.3 **Non-Assignment.** Recipient shall not assign all or any portion of this Agreement, including rights to payments, to any other party without the prior written consent of Wake County.
- 7.4 **Independent Contractor.** The parties acknowledge that Recipient is an independent contractor, and that nothing in this Agreement is intended, and nothing shall be construed, to create any form of partnership or joint venture relationship between Recipient and

Wake County, or to allow either to exercise control or direction over the other; notwithstanding that each party is bound by the terms and conditions of this Agreement. Neither party is an officer, agent, or employee of the other party for any purpose.

- 7.5 **Insurance Requirements.** Recipient shall obtain and maintain, at its sole expense, all insurance required in the following paragraphs and forward certification thereof to Wake County. The Recipient's signature on this agreement indicates that Recipient agrees to the terms of this insurance section and understands that failure to comply may result in cancellation of this agreement at Wake County's option.

Required insurances include:

- 1) Workers' Compensation Insurance, with limits for Coverage A: Statutory for the State of North Carolina and Coverage B, Employers Liability: \$500,000 for each accident/disease each employee/disease policy limit.
- 2) Commercial General Liability, with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 3) Commercial Automobile Liability, with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- 4) Professional Liability Insurance, applicable to any professional services provided, with limits of no less than \$1,000,000 per claim and \$2,000,000 aggregate.
- 5) ~~Abuse/Molestation, including sexual as well as other abuse, with limits not less than \$1,000,000 per claim (This may not be a requirement and can delete if you don't currently have the coverage).~~

If any coverage is on a claims-made basis, Recipient agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years if the policy expires or is canceled or non-renewed. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Recipient shall provide a Certificate of Insurance annually to Wake County indicating any claims made coverage and respective retroactive date. The duty to provide extended coverage as set forth herein survives the effective dates of this Agreement.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better or have the reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Proof of rating shall be provided to the county upon request.

Insurance with limits no less than those specified above shall be evidenced by a Certificate of Insurance issued by a duly authorized insurer representative. In the case of self-insurance, a letter of explanation must be provided to and approved by Wake County Risk Management.

Recipient shall be responsible for providing immediate notice of policy cancellation or non-renewal to the Wake County Finance Office during the term of this Agreement and for three years subsequent to any claims made coverage.

If Recipient does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Recipient must present any requests for consideration of alternate coverage prior to the effective date of this Agreement.

All insurance documentation shall be addressed to:

Wake County Finance Department
Wake County Justice Center - Suite 2900
P.O. Box 550
Raleigh, North Carolina 27602

- 7.6 **Indemnification.** Recipient agrees, to the fullest extent permitted by law, to release, defend, protect, indemnify and hold harmless Wake County, including Wake County employees and agents, against claims, losses, liabilities, damages, and costs, including reasonable attorney fees, which result from or arise out of damages or injuries to persons or property caused by the negligent acts or omissions of Recipient, its employees, or agents in use or management of the Project property. This indemnity shall survive the disbursement of the funds, as well as any termination of this Agreement.
- 7.7 **No Waiver of Sovereign Immunity.** Nothing in this Agreement shall be construed to operate as a waiver of governmental immunity nor to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted on October 6, 2003.
- 7.8 **Governing Law, Construction and Jurisdiction.** This Agreement and the other Documents and all matters relating thereto shall be governed by and construed and interpreted in accordance with the laws of the State of North Carolina, notwithstanding the principles of conflicts of law. The headings and section numbers contained herein are for reference purposes only. RECIPIENT hereby submits to the jurisdiction of the State and Federal courts located in Wake County, North Carolina and agrees that Wake County may, at its option, enforce its rights under this Agreement in such courts.
- 7.9 **E Verify.** To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.
- 7.10 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof. All recitals, exhibits, schedules and other attachments hereto are incorporated herein by reference.
- 7.11 **Severability.** In the event any provision in this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision herein.
- 7.11 **Iran Divestment and Divestment from Companies Boycotting Israel.** By signing this agreement, RECIPIENT certifies that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the N.C. Office of State Treasurer pursuant to N.C.G.S. §147 Article 6E, Iran Divestment Act, Iran Divestment Certification. RECIPIENT shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under N.C.G.S. §147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company or business, etc. that boycotts Israel. A list of companies that boycott

Israel is maintained by the N.C. Office of State Treasurer pursuant to N.C.G.S. §147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

- 7.12 **Federal Funds.** If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); and Record Retention Requirements (2 CFR § 200.334)
- 7.13 **Anti-Discrimination.** In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Agreement.

[This space left blank intentionally.]

IN WITNESS WHEREOF, the undersigned have executed this Agreement under seal through their duly authorized representatives, to be effective the day and year first above written.

**WAKE COUNTY, NORTH
CAROLINA**

By: _____
David Ellis
Wake County Manager

Date: _____

Approved as to form:

By: _____
Roger Askew
Interim Wake County Attorney

RECIPIENT

By: _____
Kip Padgett
Town Manager

Date: _____

Approved as to form

By: _____
Nathan McKinney
Town Attorney

Date: _____

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

_____ Wake County Finance Director, or designee

The person responsible for monitoring the contract performance requirements is Michael James

Department Head Initials:

Attachment A: Annual Reporting

Part 1: Performance Report

Event	Date	Estimated Attendees	Tickets Sold (If Applicable)	Estimated Attendees Outside 75 Miles	Estimated Room Nights Generated
Totals					

Part 2: Material Changes

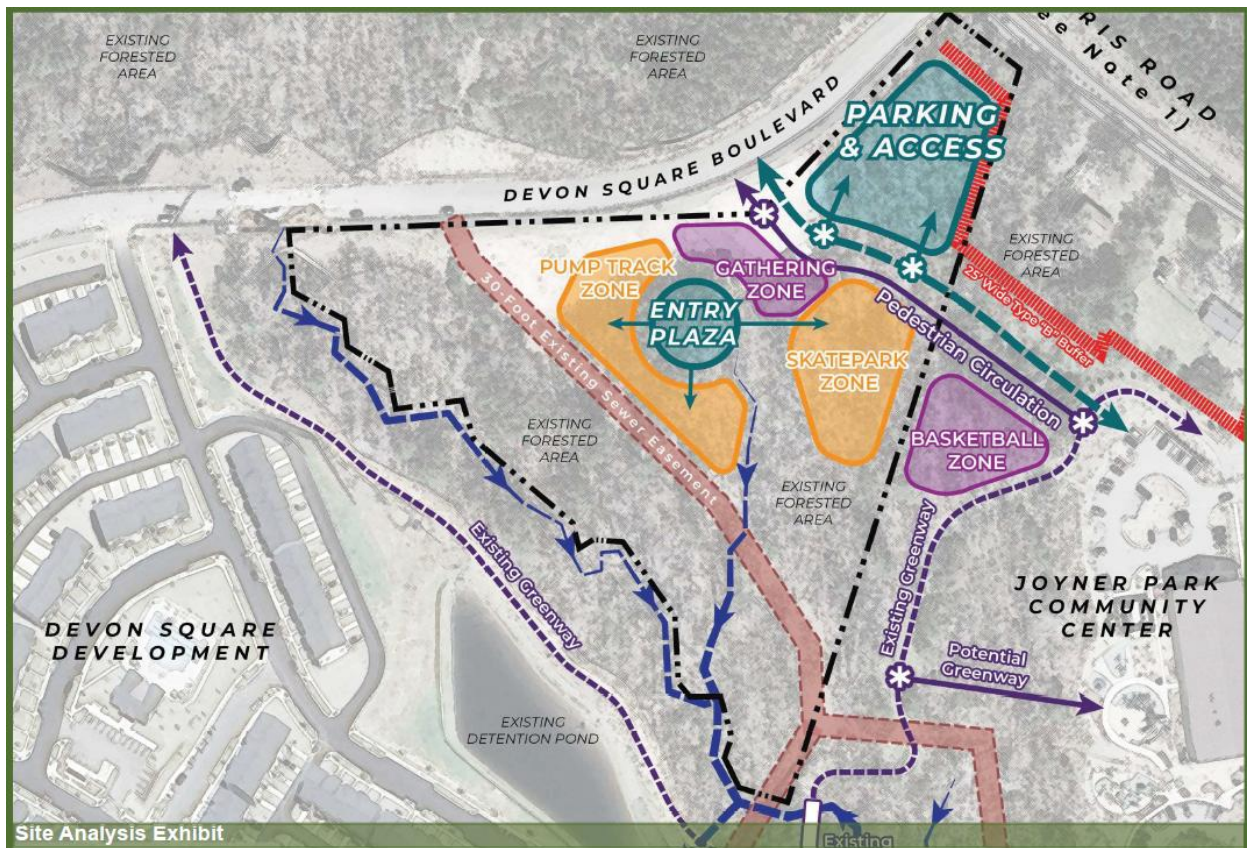
Were there any material changes to the facility's operations, ownership, or use during the reporting period? If so, please specify in your report.

ATTACHMENT B

Scope of Work

Construct an approximately 25,000 square ft. skate park and a paved, 2,700 linear foot pump track on an approximately 12 acre site located on Devon Square Boulevard in Wake Forest. The site is positioned northeast of the existing Devon Square Community and directly west of the existing Joyner Park Community Center. The facility will also include:

- Outdoor basketball courts
- A fitness equipment zone
- Restrooms



Attachment C

Recipient RFP #25-088 Response Enclosed

CAPITAL FUNDING AGREEMENT

THIS CAPITAL FUNDING AGREEMENT is made and entered into this the ____ day of MONTH 2026, by and between the County of Wake (“Wake County”) and the Town of Wake Forest, a North Carolina municipality (“Recipient”), collectively, the “Parties.”

RECITALS

WHEREAS, pursuant to Session Law 1991-594, as amended (“Enabling Legislation”), Wake County is authorized to levy a six percent room occupancy tax and one percent prepared food and beverage tax (collectively the “Hospitality Tax Proceeds”) for the purpose of acquiring, constructing, financing, or supporting convention centers, civic centers, performing arts centers, coliseums, auditoriums, and facilities related to sports, arts, and cultural events; and

WHEREAS, in 1991, Wake County and the City of Raleigh executed an Interlocal Agreement (the “ILA”), as amended from time to time governing the joint administration collection, distribution, and use of these hospitality tax proceeds (collectively, “Interlocal Funds”); and

WHEREAS, in 2017, the ILA established the Small Capital Projects Fund wherein Wake County directs \$2,000,000 of Hospitality Tax proceeds annually for countywide capital projects that meet the enumerated purposes set forth in the Enabling Legislation; and

WHEREAS, the Parties committed an additional \$15,500,000 to the Small Capital Projects Fund through the 23rd Amendment to the ILA; and

WHEREAS, pursuant to the 23rd Amendment, Wake County and the City of Raleigh conducted a Competitive Funding Process for Raleigh/Wake Hospitality Tax Funds under RFP #25-088 for 2025-2026; and

WHEREAS, Recipient submitted a proposal in response to RFP #25-088 for improvements to J.B. Flaherty Park (hereinafter “Project”) located in Wake County, North Carolina; and

WHEREAS, following competitive evaluation by Wake County, the City of Raleigh, and community stakeholders, the Wake County Board of Commissioners and Raleigh City Council authorized a capital funding commitment to the Recipient in the amount of \$750,000 (the “Funding Commitment”) for eligible capital costs of the Project, both bodies finding that the project falls within the authorized purposes set forth in the Enabling Legislation; and

WHEREAS, the Recipient accepts the Funding Commitment subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1

Project Description and Funding Commitment

- 1.1 **Project.** Wake County is providing the Funding Commitment to the Recipient for the purpose of constructing or improving the Project (see Attachment B, the Scope of Work; and Attachment C, the Recipient’s RFP Response, both of which are incorporated by reference herein). All Hospitality Tax Proceeds disbursed under this Agreement shall be used exclusively for the Project.

- 1.2 **Statutory Purpose Acknowledgement.** The Parties acknowledge that the Funding Commitment consists of Hospitality Tax Proceeds restricted by the Enabling Legislation and that the Project constitutes a qualifying purpose under the Enabling Legislation. The Recipient shall not apply any portion to a purpose that falls outside the Enabling Legislation.
- 1.3 **Funding Commitment.** The maximum amount payable to Recipient under this Agreement is \$750,000. No payment shall be made except as set forth in Article 2.

ARTICLE 2

Term and Method of Payment

- 2.1 **Term.** This Agreement is effective upon its execution by both parties and remains in effect until the repayment period in Section 4.3 expires, unless earlier terminated pursuant to this Agreement.
- 2.2 **Reimbursement Basis.** Payment of the Funding Amount. Payment of the Funding Commitment shall be made on a reimbursement basis following project completion. Recipient shall submit a single written payment request to the Wake County Manager's Office after the project is substantially complete, accompanied by documentation satisfying the conditions in Article 3. Wake County shall have no obligation to make payment before all conditions are satisfied.

The payment request shall include the Recipient's legal name and mailing address, a project identifier, date, and itemization of Project expenditures with supporting documentation. Acceptable documentation includes receipts, pay applications, contractor invoices, and a certificate of occupancy or equivalent evidence of completion. Expenditures submitted for reimbursement must have been incurred and paid on or after February 18, 2026. Wake County shall have no obligation to reimburse expenditures incurred before that date or outside the scope of Attachment B.

ARTICLE 3

Conditions of Funding

- 3.1 **Last Dollars In.** Hospitality Tax Proceeds are intended to be the last dollars applied to Project completion. Recipient shall exhaust all other identified funding sources before requesting disbursement of any portion of the Funding Commitment.
- 3.2 **Project Milestones.** Unless the County Manager agrees otherwise in writing, Recipient shall:
- (a) Execute a construction contract or obtain a building permit for the Project within 12 months after the Effective Date; and
 - (b) Achieve substantial completion of the Project within 36 months after the Effective Date.
- Recipient shall notify the County Manager in writing within 15 calendar days of any actual or anticipated failure to meet either obligation.
- 3.3 **Statutory Purpose Covenant.** Throughout the term of this Agreement and until the performance goals are satisfied, Recipient shall maintain and operate the Project facility for a use constituting one of the statutory purposes in the Enabling Legislation (also referenced in the Recitals). A material change in use that removes the Project from the authorized use established by the Enabling Legislation and in this Agreement shall be an "Event of Default" as described in Article 5 of this Agreement.

- 3.4 **Acknowledgement of Funding.** Recipient shall acknowledge Wake County's Hospitality Tax Funding in any Project-related signage, press materials, and marketing communications, including but not limited to social media.
- 3.5 **Ongoing Compliance and Documentation.** During the term of this Agreement and until the Performance Goals are met, Wake County may request and the Recipient shall provide within 30 calendar days, documentation demonstrating that the Funding Commitment is being used as authorized, including financial statements, performance data, and Project expenditure records. Wake County may withhold disbursement pending receipt of documentation it deems sufficient.
- 3.6 **Records Retention and Audit Rights.** Recipient shall maintain complete and accurate financial records, contracts, receipts, and other documentation relating to the Project and this Agreement for a period of five years following the later of: (a) final disbursement of the Funding Commitment; or (b) satisfaction of the Performance Goals. Recipient shall make all records available to Wake County or its designee for inspection and audit upon reasonable written notice and shall fully cooperate with any such audit.
- 3.7 **Public Records.** Recipient acknowledges that this Agreement and all related documents are public records subject to disclosure under N.C.G.S. Chapter 132.
- 3.8 **Effect of Noncompliance.** If Recipient fails to comply with a condition of this Agreement, that failure is grounds for termination and will be considered in future Wake County funding decisions. If Recipient fails to satisfy all conditions of disbursement, Wake County has no obligation to disburse the Funding Commitment. Events of Default are more comprehensively set forth in Article 5.

ARTICLE 4

Performance Reporting and Repayment

- 4.1 **Annual Reporting.** Recipient shall submit an annual report to the County Manager by September 15 of each year, covering the preceding July 1 through June 30. The report must include:
- (a) List of events held at the Project with dates and type;
 - (b) Estimated total attendance at each and estimated attendance from outside a 75-mile radius. The report should include tickets sold, if applicable;
 - (c) Estimated overnight visitors and room nights generated;
 - (e) Any material changes to the facility's operations, ownership, or use during that period.

Reports must be sent by email to hospitalitytax@wake.gov, or by U.S. Mail, return receipt requested, to:

Wake County Manager
P.O. Box 550
Raleigh, North Carolina 27602

The first report is due September 15 following the first full July 1-June 30 period after substantial completion. Failure to submit a report by the due date is an Event of Default under Article 5. If actual activity is materially below the projections in the Recipient's proposal, Recipient shall include a written explanation and remediation plan with the report. No hard targets apply; the reporting obligation exists for transparency and stewardship. The Recipient shall use the form of report as set forth in Attachment A, but may submit supplementary information.

- 4.2 **Repayment.** If the Project facility ceases to operate for purposes authorized in this Agreement, or if the Recipient transfers its interest in the Project property to a transferee that does not continue operating the facility for authorized uses, Recipient shall repay Wake County the applicable percentage of the amount actually disbursed, based on how many full July 1-June 30 periods of operation have been completed in compliance with Statutory Purposes and this Agreement at the time of cessation or transfer.

Full Periods of Authorized Use Operation Completed	Repayment Percentage
Fewer than 2	100%
2 but fewer than 4	75%
4 but fewer than 6	50%
6 but fewer than 8	25%
8 or more	None

Repayment is due within 60 calendar days after cessation or transfer. A temporary closure caused by a natural disaster, casualty, or public health emergency shall not trigger repayment if Recipient resumes authorized use within 6 months, or another timeframe approved by the County Manager in writing. Recipient shall notify the County Manager within 30 calendar days of any such event.

ARTICLE 5

Default and Termination

- 5.1 **Events of Default.** Recipient shall notify the County Manager immediately if an Event of Default occurs. Each of the following is an Event of Default:
- (a) The Project facility ceases to operate for a use authorized by the Enabling Legislation and this Agreement for more than 180 consecutive days for reasons other than renovation, casualty repair, or a declared public health emergency;
 - (b) Recipient transfers its interest in the Project property and the transferee does not continue operating the facility for a use authorized by the Enabling Legislation and this Agreement;
 - (c) Recipient materially changes the use of the Project facility in a way that takes it outside of authorized use;
 - (d) Recipient applies any portion of the Funding Commitment to a purpose other than the Project as described in Attachment A;
 - (e) Recipient fails to file an annual report by the due date under Article 4 and does not cure that failure within 30 calendar days after written notice from Wake County;
 - (f) Recipient institutes or becomes subject to any proceeding under debtor relief law, or makes a general assignment for the benefit of creditors;
 - (g) Recipient experiences a material change in mission, governance, or organizational structure that materially diminishes the Project's authorized use under this Agreement; or
 - (h) Recipient breaches any other material term of this Agreement and failure to cure the breach within 30 calendar days after written notice from Wake County.
 - (i) Recipient fails to meet any of the Project Milestones as set forth in Section 3.2.
- 5.2 **Remedies.** If an Event of Default occurs, Wake County may require repayment of Hospitality Tax Proceeds disbursed, in the applicable amount under Table 1 in Section 4.2 if the default involves cessation or transfer of the facility and may immediately terminate this Agreement without further obligation to the Recipient in Wake County's sole discretion.

- 5.3 **Transfer.** In the event of any transfer of the Project property, the transferee shall continue operating the facility for uses authorized under this Agreement.
- 5.4 **Non-Appropriation.** If Wake County does not appropriate funds sufficient to support its payment obligation, this Agreement expires automatically without penalty to the County and without prior notice. A change in the County's statutory authority that prevents performance has the same effect.

ARTICLE 6

Notices

- 6.1 All notices or other communications hereunder to recipient and to Wake County shall be sufficiently given and shall be deemed to have been received five (5) business days after deposit in the United States mail, return receipt requested, to Wake County and RECIPIENT, as the case may be, at the following addresses:

If to Wake County: Mr. David Ellis, County Manager
P.O. Box 550
Raleigh, North Carolina 27602
david.ellis@wake.gov

Mr. Roger Askew, Interim County Attorney
P.O. Box 550
Raleigh, North Carolina 27602

If to: Town of Wake Forest : Mr. Kip Padgett, Town Manager
301 South Brooks Street
Wake Forest, North Carolina 27587
kipadgett@wakeforestnc.gov

Mr. Nathan McKinney, Town Attorney
301 South Brooks Street
Wake Forest, North Carolina 27587
nmckinney@wakeforestnc.gov

ARTICLE 7

Miscellaneous

- 7.1 **Modification.** This Agreement may be rescinded, modified, or amended only by written agreement executed by all parties hereto.
- 7.2 **No Third-Party Beneficiaries.** This Agreement is made and entered into for the sole protection and benefit of Wake County and Recipient, and their respective successors and assigns. There shall be no third-party beneficiaries to this Agreement.
- 7.3 **Non-Assignment.** Recipient shall not assign all or any portion of this Agreement, including rights to payments, to any other party without the prior written consent of Wake County.

- 7.4 **Independent Contractor.** The parties acknowledge that Recipient is an independent contractor, and that nothing in this Agreement is intended, and nothing shall be construed, to create any form of partnership or joint venture relationship between Recipient and Wake County, or to allow either to exercise control or direction over the other; notwithstanding that each party is bound by the terms and conditions of this Agreement. Neither party is an officer, agent, or employee of the other party for any purpose.
- 7.5 **Insurance Requirements.** Recipient shall obtain and maintain, at its sole expense, all insurance required in the following paragraphs and forward certification thereof to Wake County. The Recipient's signature on this agreement indicates that Recipient agrees to the terms of this insurance section and understands that failure to comply may result in cancellation of this agreement at Wake County's option.

Required insurances include:

- 1) Workers' Compensation Insurance, with limits for Coverage A: Statutory for the State of North Carolina and Coverage B, Employers Liability: \$500,000 for each accident/disease each employee/disease policy limit.
- 2) Commercial General Liability, with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 3) Commercial Automobile Liability, with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- 4) Professional Liability Insurance, applicable to any professional services provided, with limits of no less than \$1,000,000 per claim and \$2,000,000 aggregate.
- 5) Abuse/Molestation, including sexual as well as other abuse, with limits not less than \$1,000,000 per claim (This may not be a requirement and can delete if you don't currently have the coverage).

If any coverage is on a claims-made basis, Recipient agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years if the policy expires or is canceled or non-renewed. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Recipient shall provide a Certificate of Insurance annually to Wake County indicating any claims made coverage and respective retroactive date. The duty to provide extended coverage as set forth herein survives the effective dates of this Agreement.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better or have the reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Proof of rating shall be provided to the county upon request.

Insurance with limits no less than those specified above shall be evidenced by a Certificate of Insurance issued by a duly authorized insurer representative. In the case of self-insurance, a letter of explanation must be provided to and approved by Wake County Risk Management.

Recipient shall be responsible for providing immediate notice of policy cancellation or non-renewal to the Wake County Finance Office during the term of this Agreement and

for three years subsequent to any claims made coverage.

If Recipient does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Recipient must present any requests for consideration of alternate coverage prior to the effective date of this Agreement.

All insurance documentation shall be addressed to:

Wake County Finance Department
Wake County Justice Center - Suite 2900
P.O. Box 550
Raleigh, North Carolina 27602

- 7.6 **Indemnification.** Recipient agrees, to the fullest extent permitted by law, to release, defend, protect, indemnify and hold harmless Wake County, including Wake County employees and agents, against claims, losses, liabilities, damages, and costs, including reasonable attorney fees, which result from or arise out of damages or injuries to persons or property caused by the negligent acts or omissions of Recipient, its employees, or agents in use or management of the Project property. This indemnity shall survive the disbursement of the funds, as well as any termination of this Agreement.
- 7.7 **No Waiver of Sovereign Immunity.** Nothing in this Agreement shall be construed to operate as a waiver of governmental immunity nor to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted on October 6, 2003.
- 7.8 **Governing Law, Construction and Jurisdiction.** This Agreement and the other Documents and all matters relating thereto shall be governed by and construed and interpreted in accordance with the laws of the State of North Carolina, notwithstanding the principles of conflicts of law. The headings and section numbers contained herein are for reference purposes only. RECIPIENT hereby submits to the jurisdiction of the State and Federal courts located in Wake County, North Carolina and agrees that Wake County may, at its option, enforce its rights under this Agreement in such courts.
- 7.9 **E Verify.** To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.
- 7.10 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof. All recitals, exhibits, schedules and other attachments hereto are incorporated herein by reference.
- 7.11 **Severability.** In the event any provision in this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision herein.

- 7.11 **Iran Divestment and Divestment from Companies Boycotting Israel.** By signing this agreement, RECIPIENT certifies that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the N.C. Office of State Treasurer pursuant to N.C.G.S. §147 Article 6E, Iran Divestment Act, Iran Divestment Certification. RECIPIENT shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under N.C.G.S. §147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company or business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the N.C. Office of State Treasurer pursuant to N.C.G.S. §147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.
- 7.12 **Federal Funds.** If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); and Record Retention Requirements (2 CFR § 200.334)
- 7.13 **Anti-Discrimination.** In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Agreement.

[This space left blank intentionally.]

IN WITNESS WHEREOF, the undersigned have executed this Agreement under seal through their duly authorized representatives, to be effective the day and year first above written.

**WAKE COUNTY, NORTH
CAROLINA**

By: _____
David Ellis
Wake County Manager

Date: _____

Approved as to form:

By: _____
Roger Askew
Interim Wake County Attorney

RECIPIENT

By: _____
Kip Padgett
Town Manager

Date: _____

By: _____
Nathan McKinney
Town Attorney

Date: _____

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

Wake County Finance Director, or designee

The person responsible for monitoring the contract performance requirements is Michael James

Department Head Initials:

Attachment A: Annual Reporting

Part 1: Performance Report

[illegible]

Part 2: Material Changes

Were there any material changes to the facility's operations, ownership, or use during the reporting period? If so, please specify in your report.

ATTACHMENT B

Scope of Work

J.B. Flaherty Park is one of 12 recreation facilities within the Town of Wake Forest's abundant park system. The 100 acre facility is located at 1100 North White Street, and currently includes a community center, three lighted baseball/softball fields, a playground, an outdoor fitness court, a picnic shelter, two recreational ponds, a dog park, four lighted pickleball courts, and eight lighted tennis courts. The projects includes improvements to J.B. Flaherty Park including:

- A new scoreboard and double batting cages for Field 2.
- An additional set of bleachers with incorporated shade for Field 2.
- New bullpens for fields 1, 2 and 3
- For Fields 1 and 3: New dugouts, brick backstop walls with padding, in-line pole and net system, double batting cages, covered scorer's tables, and upgraded bleachers with incorporated shared
- Additional athletic supply storage at the existing restroom building

Attachment C

Recipient RFP #25-088 Response Enclosed



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-913-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: June 16, 2026

Subject

Consideration of Flaherty Park Tennis Courts and Restrooms Project Construction Contract

Recommendation:

Approved as Presented

item Summary:

ATTACHMENTS:

- [Resolution - Flaherty Park Tennis Courts Project Construction Contract w-BAR Construction.pdf](#)
- [Summary Sheet - Flaherty Tennis Court Project Construction Contract.pdf](#)
- [2026-06.09 Letter of Recommendation.pdf](#)

RESOLUTION 2026-x

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A
CONSTRUCTION CONTRACT WITH BAR CONSTRUCTION FOR FLAHERTY
PARK TENNIS COURT RECONSTRUCTION AND RESTROOM PROJECT IN THE
AMOUNT OF \$2,191,000**

WHEREAS, in fiscal year 2024-2025, the Board approved the funds for the renovation of Flaherty Park Tennis Courts and construction of a restroom facility;

WHEREAS, the project was advertised for bids in May 2026, and the Town received six bids;

WHEREAS, Bar Construction was the lowest responsible bidder in the amount of \$2,191,000.

NOW, THEREFORE BE IT RESOLVED that the Town Manager is hereby authorized to execute on behalf of the Town of Wake Forest a construction contract with Bar Construction for the renovation of Flaherty Park Tennis Courts and construction of a restroom facility in the amount of \$2,191,000 and any change orders within the budgeted amount for the said project are hereby formally approved and that the Town Manager and Chief Financial Officer of this Municipality are hereby empowered to sign and execute the agreement with Bar Construction

Duly Adopted this 16th day of June 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben Clapsaddle
Mayor

Consideration of Contract for Flaherty Park Tennis Court and Restrooms Project

Summary

Agenda Item: Consideration of Contract for Flaherty Park Tennis Court and Restrooms Project

Summary: The Board approved the renovation of Flaherty Park Tennis Courts and the construction of a restroom facility in fiscal year 2024-2025. The project was advertised for bids in March 2026 and readvertised in May 2026. The Town received six bids; two were disqualified due to incomplete paperwork. BAR Construction was the lowest, responsible bidder in the amount of \$2,191,000.

Attachment:

- Resolution 2026-XX
- Bid Recommendation Letter

June 9, 2026

Ms. Hollie Aldridge, CLGPO
Purchasing Supervisor
Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587

Reference: Town of Wake Forest Flaherty Park
Tennis Courts and Restroom Building

Dear Ms. Aldridge:

The bid opening for the Town of Wake Forest Flaherty Park Tennis Courts and Restroom Building project was held on June 2, 2026. A copy of the certified bid tabulation along with the meeting minutes and the sign in sheet are enclosed with this letter.

We recommend that the following construction contract be awarded as a single prime contract to Bar Construction Company, Inc. We have verified the license for the contractor, and it is a current active Unlimited license.

Please note that BCS Contractors did not submit all the requirements for the bid and their submission was deemed non-responsive.

The contract can be summarized as follows:

Single Prime - Base Bid	<u>\$ 2,191,000</u>
Unit Price for Unsuitable Soils (if Encountered)	\$125 / CY
TOTAL CONSTRUCTION CONTRACT	\$2,191,000

Please call me if you have any questions or need more information.

Sincerely,

Patrick Haramija

 Digitally signed by Patrick Haramija
DN: C=US,
E=patrick.haramija@rve.com,
O=Remington & Vernick Engineers II,
LLC, CN=Patrick Haramija
Reason: I am approving this document
Date: 2026.06.09 15:57:28-04'00'

Patrick Haramija, P.E.
Regional Facilities Practice Director

Enclosures



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-906-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 16, 2026

Subject

June Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WF-TXREP-JUNE-2026-BOC-MTG.pdf](#)



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

TEL 919 856 6180
FAX 919 856 5699

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

June 2, 2026

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

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on June 1, 2026, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

A handwritten signature in cursive script, reading "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Board of Commissioners Meeting: 06/01/2026

TO: Wake County Board of Commissioners and Town Board of Wake Forest

FOR: Consideration of Requests for Value/Special Situations

Approved by: kim lombacher
DocuSigned by: 480625022394MDS...

Item #	Taxpayer(s)	Description Jurisdiction	Account#/Year For Payment Status	Appealed	Type	Recommendation Pers. Appearance
18615	WHITING, THOMAS M WHITING, KATHERINE S 1000 FEDERAL HOUSE AVE WAKE FOREST NC 27587-4627	1000 FEDERAL HOUSE AVE WAKE FOREST	0000256079 Paid in Full	\$225.00	Refund Request	Denied
18617	WHITING, THOMAS M WHITING, KATHERINE S 1000 FEDERAL HOUSE AVE WAKE FOREST NC 27587-4627	1000 FEDERAL HOUSE AVE WAKE FOREST	0000256079 Paid in Full	\$225.00	Refund Request	Denied
18619	WHITING, THOMAS M WHITING, KATHERINE S 1000 FEDERAL HOUSE AVE WAKE FOREST NC 27587-4627	1000 FEDERAL HOUSE AVE WAKE FOREST	0000256079 Paid in Full	\$225.00	Refund Request	Denied
18621	WHITING, THOMAS M WHITING, KATHERINE S 1000 FEDERAL HOUSE AVE WAKE FOREST NC 27587-4627	1000 FEDERAL HOUSE AVE WAKE FOREST	0000256079 Paid in Full	\$280.00	Refund Request	Denied
18623	WHITING, THOMAS M WHITING, KATHERINE S 1000 FEDERAL HOUSE AVE WAKE FOREST NC 27587-4627	1000 FEDERAL HOUSE AVE WAKE FOREST	0000256079 Paid in Full	\$280.00	Refund Request	Denied

This List Requires Board Action

Tax Committee Member:

Signed by: Marcus Kinrade
03C5063604D7486
Marcus Kinrade, Tax Administrator

WAKE COUNTY TAX ADMINISTRATION

04/01/2026 - 04/30/2026

Rebate Detail Report

WAKE FOREST

DATE 05/11/2026
TIME 3:00:21 PM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS												
960058	131.99	0	0.00	13.20	0.00	145.19	4/8/2026	0006870276	2025	2025	000000	GLAM INK LLC
SUBTOTALS FOR BUSINESS ACCOUNTS	131.99	0.00	0.00	13.20	0.00	145.19	145.19	1 Properties Rebated				
INDIVIDUAL PROPERTY ACCOUNTS												
959026	125.53	0	60.00	12.55	0.00	198.08	4/9/2026	0007016726	2025	2025	000000	B WELL LLC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	125.53	0.00	60.00	12.55	0.00	198.08	198.08	1 Properties Rebated				
WILDLIFE BOAT ACCOUNTS												
958493	101.98	0	0.00	10.20	0.00	112.18	4/9/2026	0004222464	2025	2025	000000	DICKERSON, JOHN HILLMAN II
962629	185.77	0	0.00	18.58	0.00	204.35	4/29/2026	0004211143	2025	2025	000000	PEDIGO, JUSTIN DANIEL
962628	195.55	0	0.00	19.55	0.00	215.10	4/29/2026	0004211143	2024	2024	000000	PEDIGO, JUSTIN DANIEL
SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	483.30	0.00	0.00	48.33	0.00	531.63	531.63	3 Properties Rebated				
TOTAL FOR WAKE FOREST												
	740.82	0.00	60.00	74.08	0.00	874.90	874.90	5 Properties Rebated for the District City				
	740.82	0.00	60.00	74.08	0.00	874.90	874.90	5 Properties Rebated for all Cities				
GRAND TOTAL	277,120.85	25,211.57	700.00	407.16	0.00	303,439.58	303,439.58	94 Properties Rebated for all Cities				



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-762-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [May 2026 Monthly Report Draft \(2\).pdf](#)

MAY 2026| Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
Total Active Members	2,093	May Collections	Amount
Number of Events Hosted	1	Classes	\$23,886
Number of Programs Hosted	426	Donations	\$338
Total Events Attendance	230	Miscellaneous	\$750
Total Programs Attendance	4,126		

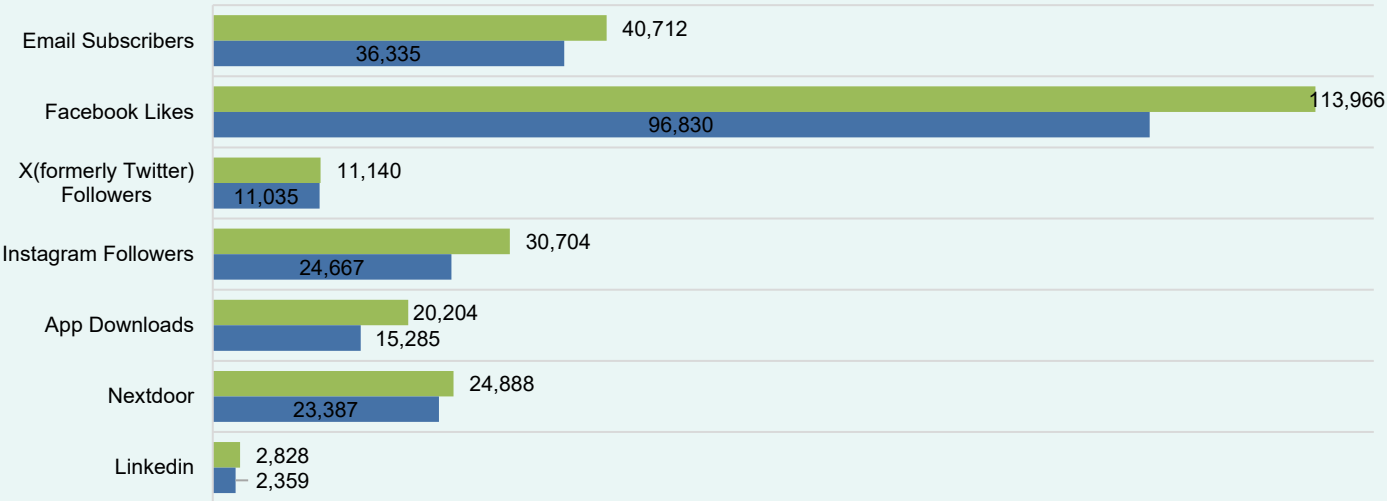
Updates: National Senior Health and Fitness Day was a huge success!

Communications

ANNOUNCEMENTS		TOP 5 VIEWED PAGES ON WEBSITE		
Media Releases	33	RANK	PAGE	VIEWS
Email Announcements	21	1	Forms & Applications	28,977
Town-to-Resident Phone Calls/Texts	21	2	Home	6,094
		3	Holding Park Aquatic Center	3,843
		4	Friday Night on White	3,603
		5	Six Sundays in Spring	2,159

SUBSCRIBERS

MAY-26 MAY-25



Downtown Development

OCCUPANCY

	APR - JUN 2026	APR - JUN 2025
Occupancy Rate in Percentage	94 %	90%

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (APR -JUN)	ATTENDANCE IN 2026	ATTENDANCE IN 2025
Friday Night on White	14,500	14,000

NEW BUSINESSES

	MAY 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	0	9
Number of Businesses Closed	1	3

Wake Forest Downtown, Inc. (WFD) held a Merchant Social on May 12, 2026, at The Cardinal Bar, with 26 attendees and 12 businesses represented.

WFD Design & Appearance Committee facilitated another phase of wheel stop art at the Center for Active Aging with assistance from students at Franklin Academy.

Three businesses have expanded or are in the process of expanding. Railway Smoke & Beverage and ReMax Legacy relocated within downtown to expand, and Magpie & Crow is expanding into the neighboring space.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

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

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

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
The Planted Bean

REQUESTS FOR INFORMATION (RFIs)

	MAY 2026	MAY 2025
Number of Responses to RFIs	0	0

Engineering

PROJECT UPDATES

Street Resurfacing	Concrete replacement work continues in various locations ahead of the asphalt resurfacing. Resurfacing efforts began in May and will continue through the summer into the fall.
S. Franklin Street	Paving and striping were completed in May, and the road has been fully opened to traffic. There may be temporary lane closures as the contractor works through the project punch list items.
Traffic Signal- Forestville Rd at Coach Lantern	Construction has begun. Soil testing at signal pole locations. Anticipated project completion in the Fall/Winter.
Wake Forest Reservoir	Project bid opening is June 2.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales & Use Tax Form E500 & Payment	05-13-2026
Food & Beverage Tax Report	05-13-2026
Utility Sales Tax Return – E500 E	05-13-2026
Gross Receipts Tax Report	05-13-2026
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	297
Number of Invoices Paid Electronically	58
Number of Invoices Paid with P-Card	951
Number of Active Grants	14

PURCHASING / WAREHOUSE

Purchase Orders Processed	36
New Vendors Set Up	23
Informal Quotes	19
\$ Received Surplus Items Sold	\$48,250
Number of Bids Placed	1
HUBSCO Reports	0

GENERAL TASKS & OTHER ITEMS

TASK	COMPLETION DATE
N/A	
N/A	

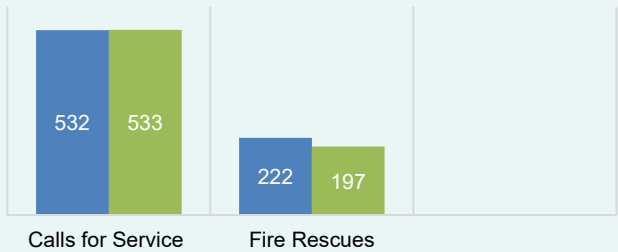
Fire

KEY STATS

	MAY 2026	MAY 2025
Calls for Service	532	533
Average Response Time	1:91	4:27

FIRE-KEY STATS

■ MAY-26 ■ MAY-25

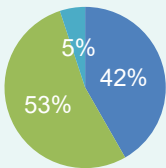


TYPES OF CALLS

	MAY 2026	MAY 2025
Fire	222	197
Medical	283	303
Motor Vehicle Accidents (MV24A)	27	33

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	MAY 2026	MAY 2025
Positions filled	456	424
Vacancies	16	30
Total Authorized Positions FY 2025–2026	472	454

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Aaron Hale	Fire Department	Fire Captain	05-10-2026
Jonathan Mestas	Fire Department	Fire Captain	05-10-2026
Casey Shoe	Fire Department	Fire Lieutenant	05-10-2026
Mary Siver	Wake Forest Power	Customer Service Representative	05-11-2026
Hunter Moore	Public Works	Administrative Assistant	05-11-2026

Information Technology

SERVICE STATS

	MAY 2026	MAY 2025
Service Requests Completed	807	774
Network Uptime Percentage	100%	99%

Inspections & Public Facilities

RESIDENTIAL PERMITS

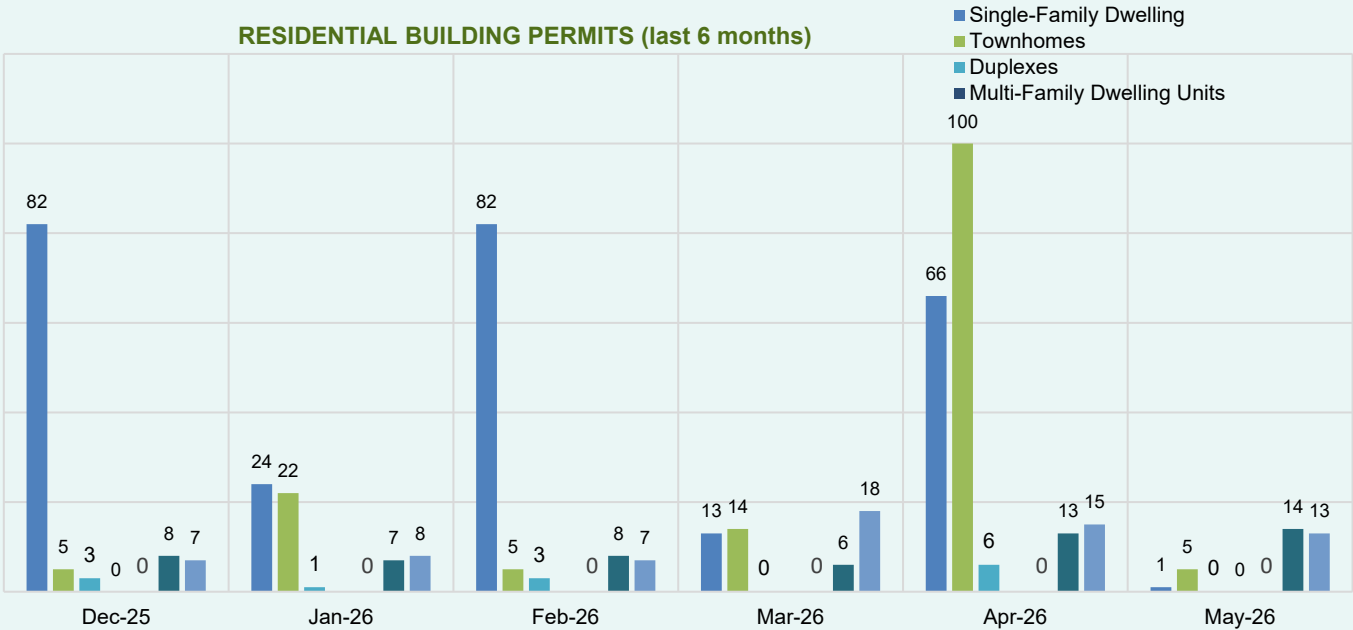
	MAY 2026	MAY 2025
Single-Family Dwelling	1	6
Townhomes	5	17
Duplexes	0	0
Multi-Family Dwelling Units	0	22
Other	111	139
Total	117	184

NON-RESIDENTIAL PERMITS

	MAY 2026	MAY 2025
New Commercial	1	0
Fit-Ups	2	0
Other	25	26
Total	28	26

Inspections & Public Facilities

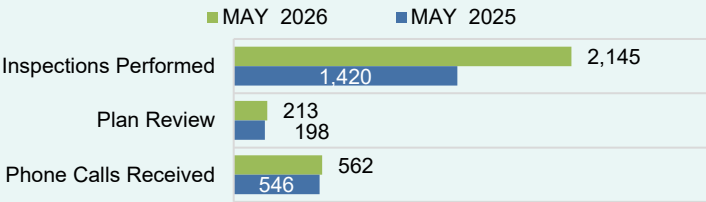
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	MAY 2026	MAY 2025
Preventative Maintenance Completed	880	672
Reactive Work Orders	129	163

DEPARTMENTAL PRODUCTIVITY



BUSINESSES	
NEW COMMERCIAL BUSINESSES	
HUNTINGTON BANK	1315 GROVE VILLAGE RD
FIT-UPS	
THE SWING BAYS	3615 ROGERS BRANCH RD
HAIR SALONS - (NO NAME GIVEN)	839 DURHAM RD C
PRE-OCCUPANCIES	
ARBORMETRICS SOLUTIONS LLC	12324 HAMPTON DR 101
SLAYE NAIL BAR (NEW NAME/OWNER)	11702 RETAIL WAY
BRIGHTVIEW ENTERPRISES INC (EXPANSION)	934 DURHAM RD E

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	26 hrs./week
Updates	Detail clean MP Stock MP - 8x Canned Food w/ WFFM Produce pickup - 4x TAM p/u - 2x Food Summit Mtg Mobile Mkt - 2x Panelist on Food Injustice
Event	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	19
Inactive	1 (Health Issues)
Onboarding	N/A
Hours (MAY)	150

Parks, Recreation & Cultural Resources

ATHLETICS

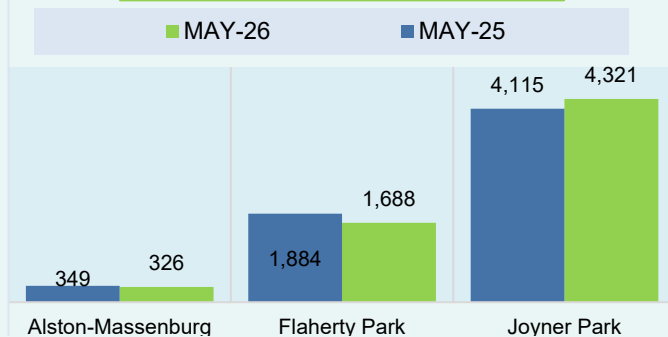
	MAY 2026	MAY 2025
Registrations Received – Youth	21	4
Registrations Received – Adult	6	4
Games Held	362	239
Revenue	\$1,825	\$2,450

[VIEW](#)

RECONNECT PROGRAM GUIDE

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

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	MAY 2026	MAY 2025
Registrations Received – Youth	160	193
Registrations Received – Adult	86	155
Classes/Programs Held	29	39
Revenue	\$5,890	\$7,843

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	5
PM Inspections & Services	25
Evening & Weekend Park Services	17

FACILITY RENTALS

	MAY 2026	MAY 2025
Athletic Fields	6	2
Joyner Park Outdoor / Open Space	5	5
General Outdoor / Open Space	0	0
Picnic Shelters	0	3
Wake Forest Community House	11	10
Joyner Park Community Center	8	2
Flaherty Park Community Center	1	1
Alston-Massenburg Center	5	2

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	MAY 2026	MAY 2025
Aquatic Center	440	899
Taylor Street Sprayground	0	814

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

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

CERTIFICATES OF APPROPRIATENESS

	MAY 2026	MAY 2025
COAs Received	1	0
COAs Approved	1	0

Police

KEY STATS

	MAY 2026	MAY 2025
Calls for Service	4,872	4,518
Vehicle Crashes	197	211

Public Works

Streets: Replaced 549 Feet of sidewalk hazards, 46 yards of concrete, grinded 435 feet of sidewalk hazards, patched 9 potholes, 54 tons of asphalt, installed 1,192' of pavement markings, moved radar signs for PD, event staffing for FNOW and Meet in the Streets, Dr Calvin Jones Hwy Litter Pickup, Maintenance/removal of bike ramps on Shady 80, cut 1,060 feet of tree canopy, inspected 26 stormwater assets, swept 108 miles of street, and CDL Training: Josh Smith and Noah Watson obtain their CDL's

Fleet: Completed 220 work orders for the month of May for a shop productivity average of 67% for billable hours. Mechanics had combined total of 19 hours of training.

Solid Waste: Yard waste quantities amped up this month. We were able to service all routes in a timely manner. With Spring, many litter kits went out to residents. Miller Park was officially opened, along with a new greenway paths to and from Flaherty Park, we will service these areas for public trash receptacles.

Urban Forestry: We have assisted Storm Water without fall repair, assisted in Public Works Week Celebration and removed 16 trees and grinded 16 stumps.

Admin: PW week was successful with La Katrina serving and having PW Olympics' core value games. Our PW Admin officially retired on 5/31/26. However, we are pleased to announce that our new PW Admin is Hunter Moore. Hunter will be a great addition to the PW team.

RECYCLING

	MAY 2026	MAY 2025
Volunteer Collected Litter	575	600
Volunteer Collected Recycling	75	50
Volunteer Hours	50	56
Volunteer Miles of Streets	1	7
Sections of Roads Cleaned (not miles)	2	1
Number of Creeks Cleaned	3	1
Number of Litter Kits Issued / Returned	27	26

SOLID WASTE

	MAY 2026	MAY 2025
New Construction Homes Added	33	30
New Cart Sets	33	30

CEMETERY

	MAY 2026	MAY 2025
Number of Plots Sold	0	0
Number of Niches Sold	0	0
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

The link to the new brochure for the 26/27 Main Stage Performance series will be available in the July newsletter (which will be sent out in August).

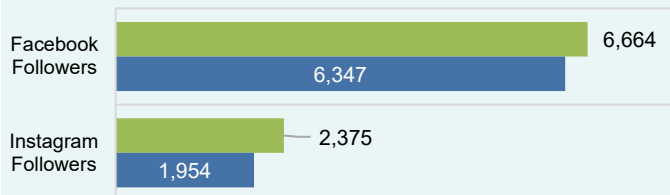
EVENT & PROGRAM ATTENDANCE

	MAY 2026	MAY 2025
Monthly In-Person Attendance	1,322	2,190
Virtual Views	868	5,985
Ticketed Events Held	18	10
Free Events Held	1	2

SOCIAL ENGAGEMENT

■ MAY-26

■ MAY-25



Highlights for May 2026 for the Renaissance Centre

For Arts in Education Month, the Wake Forest Renaissance Center worked with 13 local elementary, middle, and high schools with Arts in Education grants in visual arts, theatre, and music. Initiatives included musical theatre performances, art lessons, bespoke band workshops, art supplies acquisitions, scenery painting, carer fairs, and a student mural.

Wake Forest Power

CUSTOMER SUMMARY

	MAY 2026	MAY 2025
Electric Meters/Customers	8,521	7,968
Pre-Pay Power Customers	0	405
H.O.P.E. Participants	42	41
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED

	MAY 2026	MAY 2025
eSuite Credit Card Payments	\$0	\$150,430
Authorize.net (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$26,650	\$1,147,443
Paymentus CC Payments (Pre-Pay)	\$0	\$52,539
Tyler Payments (Traditional)	\$1,166,278	\$0

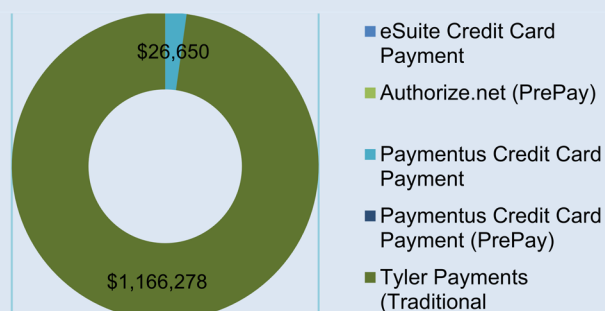
NUMBER OF TRANSACTIONS

	MAY 2026	MAY 2025
eSuite Credit Card Payments	0	258
Paymentus CC Payments	123	6,874
Paymentus CC Payments (Pre-pay)	0	1,379
Authorized.net (Pre-Pay)	0	0
Tyler Payments (Traditional)	5,572	0

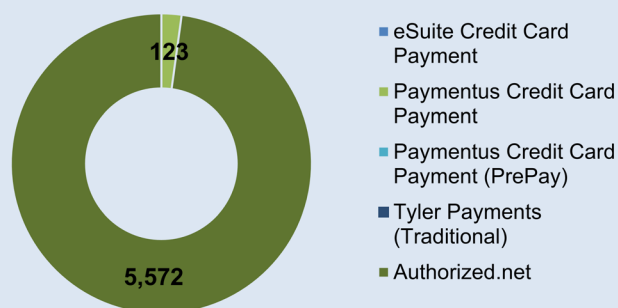
POWER OUTAGES

	MAY 2026	MAY 2025
Total Number of Customers Affected by Outages this Month	4	37
Average Number of Customers Affected per Outage	4	7

PAYMENTS RECEIVED MAY 2026



PAYMENTS RECEIVED MAY 2026



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 05/26/2026

Number of members in attendance: 5 out of 9

The HPC reviewed the 26-27 budget and finalized plans to participate in the Juneteenth celebration.

Human Relations Council

MEETINGS

Most recent meeting held 05/28/2026

Number of members in attendance: 9 out of 12

The HRC Board plans to attend the upcoming Juneteenth event scheduled for Saturday, June 20, 2026, at the Dubois School Campus, and continues to make plans for the upcoming Good Neighbor Day, scheduled for Saturday, September 19, 2026.

Public Art Commission

MEETINGS

Most recent meeting held 05/28/2026

Number of members in attendance: 8 out of 11

The wheel stop painting project at the Flaherty Dog Park area has been completed.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 05/26/2026

Number of members in attendance: 9 out of 11

Work Groups Updates: National Trails Day, June 6th – 11 days remaining, currently 410 registered for the 5k/3k, volunteer arrival at 6:30 am.

Unplugged September 6: Creating a passport to be stamped to encourage people to do more activities. Luke is checking on more prizes and how to distribute them. Balloon twisting is cheaper this year.

Juneteenth - June 19, Alston Massenburg 6 pm (The Fire of Freedom) by Mike Wiley & June 20 - Dubois School Campus 11 am.

Technology Advisory

MEETINGS

Most recent meeting held 05/26/2026

Number of members in attendance: 8 out of 13

The Board discussed Smart City Projects, citizen surveys, transparency, tech education, copier upgrades, cybersecurity, and next steps for community engagement.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-905-

Submitted by: Lisa Hayes, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Strategic Plan Quarterly Update Q3 FYE2026

Recommendation:

review

item Summary:

ATTACHMENTS:

- [Strategic Plan Quarterly Update Q3 FYE2026.pdf](#)

Town of Wake Forest Strategic Plan Dashboard



Our Vision: Wake Forest's vibrant, diverse, and welcoming community fosters its distinct character, thriving economy, and high quality of life.

Our Mission: The Town of Wake Forest is committed to delivering superior services and celebrating the diversity of our organization.

Our Values:

CARING - Demonstrating respect, honesty, understanding, helpfulness, and positivity

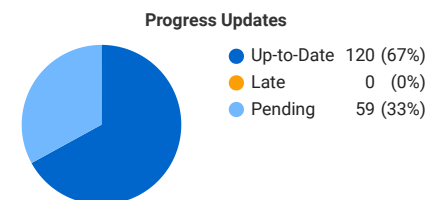
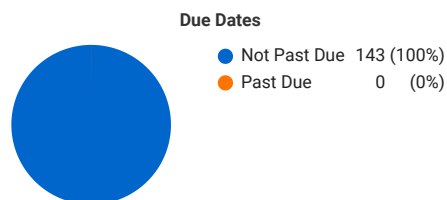
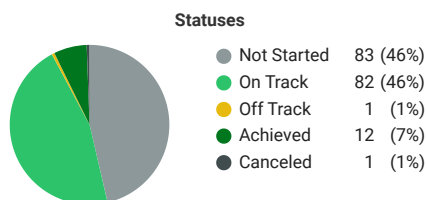
COMMITMENT - Displaying a strong sense of dedication to the organization and your fellow employees

CHARACTER - Demonstrating integrity, perseverance, and ethical behavior

COLLABORATION - Embracing the value of teamwork and interdepartmental cooperation to achieve common goals

INNOVATION - Displaying original thinking and creativity. Generates suggestions for improving work and develops innovative approaches and ideas

How are we tracking across the entire 2022-2027 Strategic Plan?



Our Goals



Our Goals & Priorities

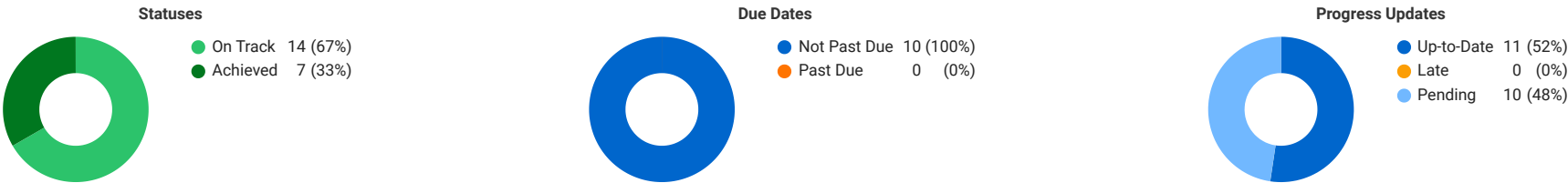
Level	Indented Name	Status
Goal	SUSTAINING EXCELLENT TOWN SERVICES	On Track
Priority	Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students	On Track
Priority	Evaluate cost effective solutions for Town Services	On Track
Priority	Maintain public safety response time as road conditions change	On Track
Goal	CREATING ACCESSIBLE HOUSING OPPORTUNITIES	On Track
Priority	Develop an Affordable Housing Plan	On Track
Priority	Develop a plan to actively advocate for redevelopment of quality public housing	On Track
Priority	Preserve naturally occurring affordable housing	On Track
Goal	FOSTERING A SAFE, DIVERSE, AND WELCOMING COMMUNITY	On Track



Priority	Create new and improved gateways and wayfinding	On Track
Priority	Implement Action Items from the Northeast Area Plan	On Track
Priority	Offer events that bring the community together and celebrate our diverse cultures	On Track
Goal	INVESTING IN TRANSPORTATION AND INFRASTRUCTURE	On Track
Priority	Develop a town-wide sustainability plan inclusive of power, water, stormwater, open space and other infrastructure	On Track
Priority	Educate the community about transportation issues, challenges and opportunities	On Track
Priority	Evaluate options for transit	On Track
Priority	Explore revenue options to support infrastructure needs	On Track
Goal	ADVANCING COMMUNITY AND ECONOMIC PROSPERITY	On Track
Priority	Develop a business attraction and retention plan that includes job creation strategies and incentives	On Track
Priority	Encourage and protect small and entrepreneurial businesses	On Track
Priority	Evaluate options for a performing arts center	On Track

Goal 1: Sustaining Excellent Town Services

How are we tracking across "Sustaining Excellent Town Services"?



All items for Sustaining Excellent Town Services

#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
1	Goal	SUSTAINING EXCELLENT TOWN SERVICES	On Track			
1.1	Priority	Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students	On Track			
1.1.1	Initiative	Work cooperatively with the Organizational Performance team to further build out the Employee Recognition Program. (minimum 1 initiative per quarter)	On Track	The Austin T. Smith Core Values in recognized 18 employees. The March newsletter recognized 8 employees.	03/06/2025	06/30/2027
1.1.2	Initiative	Will continue to review benefit offerings to remain strategic and at the forefront of creative initiatives that are attractive to employees.	On Track	Ongoing initiatives in process	03/06/2025	06/30/2027
1.1.3	Initiative	Internship & Apprentice programs to introduce students to opportunities in local government and help them gain experience for future employment. To include high school students age 18 or older.	On Track	Additional internship and apprentice opportunities will be included in FY27 proposed budget.	03/06/2025	06/30/2027
1.1.4	Initiative	Continue to work with employees to grow and learn from one another (interdivision/interdepartmental experience and education).	On Track	Event safety training was held with multiple departments including PD, FD, Organizational Performance, PRCR, PW, Risk Management, Facilities. Our Toastmasters program is going very well and is represented by many departments and a wide range of job roles.	03/06/2025	06/30/2027
1.1.5	Initiative	Teambuilding and retention strategies.	On Track	As part of the annual Board of Commissioners planning retreat, an outside facilitator worked with commissioners and directors on utilizing their strengths to work together. Downtown Development hosted a training and team building lunch with Public Works, Facilities, Electric, and Communications staff working Friday Night on White to prepare for a successful 2026 season.	03/06/2025	06/30/2027
1.1.6	Initiative	Will continue to work to address initial exposure to the organization by developing onboarding programs that are technologically advanced and attractive to new employees.	Achieved	Ongoing - Onboarding program is complete.		
1.1.7	Initiative	Work with the internal Wellness Committee to introduce the workforce to a day of Wellness featuring Fiscal Wellness and well-being to also include Art, Meditation, Yoga, etc. - this event is being planned for Spring 2023 in line with Open Enrollment initiatives.	Achieved	Complete. Possible consideration for another similar event, subject to employee survey results in 2024.		



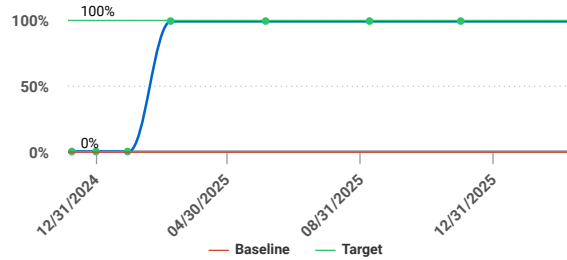
1.1.8	Initiative	Restructure positions to encourage team approach and develop career growth ladders for each area of expertise.	Achieved	Complete		
1.2	Priority	Evaluate cost effective solutions for Town Services	On Track			
1.2.1	Initiative	Update impact fees - Fire, Recreation Facilities Fees, and Multi-Modal Transportation Impact Fee. These fees help pay for cost of capital improvements resulting from growth. Note: Fire Impact Fee was updated and adopted in October 2023 with fees effective January 2024. (% complete)	Achieved	All have been completed. An ordinance and administrative manual are in the process of being developed in conjunction with the UDO. Multi-Modal transportation impact fee becomes effective July 1, 2026.	03/06/2025	06/30/2027
1.2.2	Initiative	Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements. - % complete	Achieved	The Stormwater Utility Fee took effect on July 1, 2024. Revenue from the first year of billing exceeded expectations, and with continued growth, it is expected to increase further in the coming years.	03/06/2025	06/30/2027
1.2.3	Initiative	Continue to analyze cost of providing solid waste/recycling/electricity and update fee accordingly.	On Track	This is ongoing and is done annually in conjunction with budget.	03/06/2025	06/30/2027
1.2.4	Initiative	Seek opportunities for sustainable developments that support economic interests for the Town and still continue to support community members. For example, grants for recycling cart upgrades and recycling education.	On Track	The Public Works Department has been working with Planning on the Sustainability Plan and has been gathering and submitting data for it as well as participating in community events. Additionally, the Solid Waste Department has submitted for a grant for community recycling containers and new community waste/recycle guides.	03/06/2025	06/30/2027
1.2.5	Initiative	Working with ElectriCities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.	Achieved		03/06/2025	06/30/2027
1.2.6	Initiative	Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program. - # ideas received per fiscal year	On Track	Ongoing initiatives in process	03/06/2025	06/30/2027
1.2.7	Initiative	Maintain next day inspection policy (% of next day inspections)	On Track	Continue to perform next day inspections 99% of the time.	03/06/2025	06/30/2027
1.3	Priority	Maintain public safety response time as road conditions change	On Track			
1.3.1	Initiative	Share real-time road conditions between officers in the field and the Communications Center; maintain minimum staffing to ensure adequate response times.	On Track	The Fire Department works with the Town's Communications Department and Raleigh-Wake Communications Center for real-time and predictive closure information.	03/06/2025	06/30/2027
1.3.2	Initiative	Develop pavement management program to maximize life of roadways and improve derogated roads.	Achieved	Complete		

Continue exploration of stormwater utility (and fee) to cover (or offset) costs of stormwater improvements. - % complete

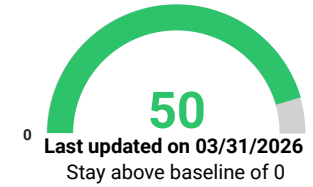
100%
✔ Achieved

Last updated 03/17/2025

Maintain next day inspection policy (% of next day inspections)

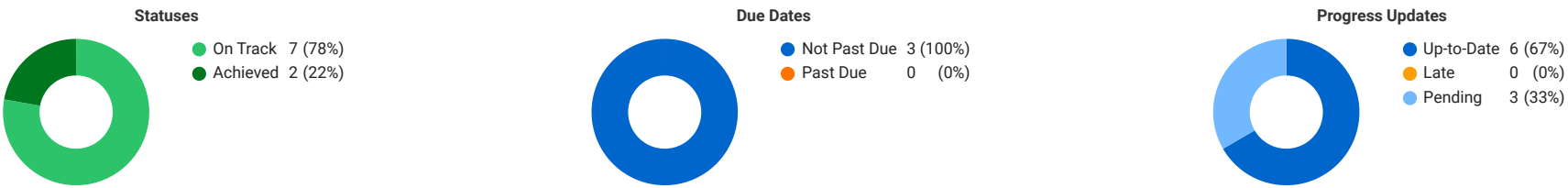


Internship & Apprentice programs to introduce students to opportunities in local government and help them gain experience for future employment. To include high school students age 18 or older.



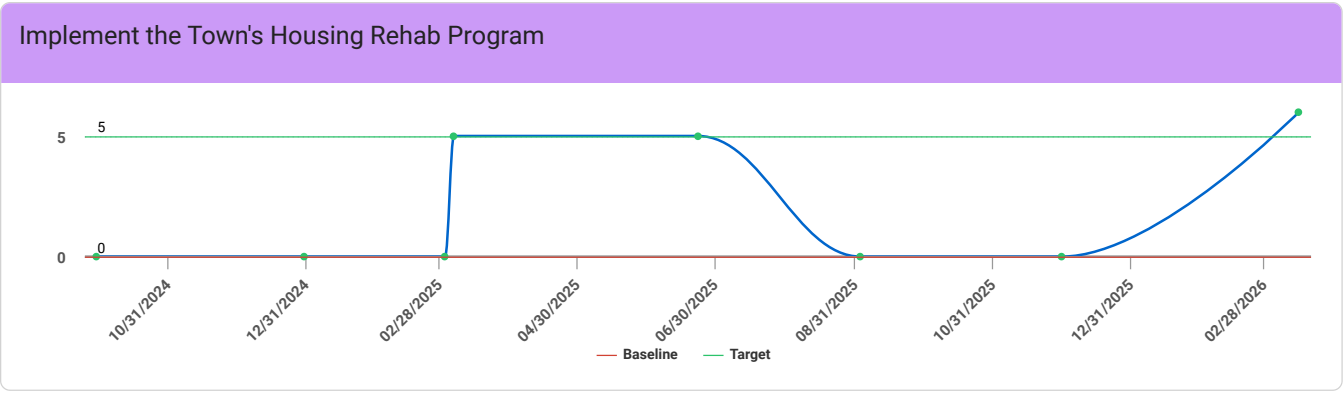
Goal 2: Creating Accessible Housing Opportunities

How are we tracking across "Creating Accessible Housing Opportunities"?

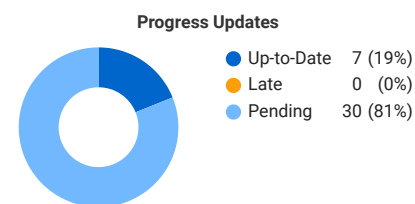


All items for Creating Accessible Housing Opportunities

#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
2	Goal	CREATING ACCESSIBLE HOUSING OPPORTUNITIES	On Track			
2.1	Priority	Develop an Affordable Housing Plan	On Track			
2.1.1	Initiative	Develop a Housing Affordability Plan.	Achieved	Complete	03/06/2025	06/30/2027
2.2	Priority	Develop a plan to actively advocate for redevelopment of quality public housing	On Track			
2.2.1	Initiative	Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program.	On Track	WCHA is conducting a physical needs assessment and will follow-up with Town staff once that process is complete.	03/06/2025	06/30/2027
2.3	Priority	Preserve naturally occurring affordable housing	On Track			
2.3.1	Initiative	Minimum Housing Program.	On Track	Planned 2 workshops. Dallas April 14 Wake Forest May 19.	03/06/2025	06/30/2027
2.3.2	Initiative	Implement the Town's Housing Rehab Program.	On Track	Preserving Home Inc. has drafted scopes of work for six homes and is currently performing work on four of them, with two soon to be underway.	03/06/2025	06/30/2027
2.3.3	Initiative	Develop SOPs for nuisance violations.	Achieved	Complete		



How are we tracking across "Fostering a Safe, Diverse, and Welcoming Community"?



#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
3	Goal	FOSTERING A SAFE, DIVERSE, AND WELCOMING COMMUNITY	On Track			
3.1	Priority	Create new and improved gateways and wayfinding	On Track			
3.1.1	Initiative	Construct greenways as part of bond referendum (% complete)	On Track	There were 4 greenway phases related to the bond referendum, Dunn Creek Phase 3 & 4 and Smith Creek Phase 2 & 3. Construction on Dunn Creek Phases 3 and 4 is currently underway and progressing well, with completion and opening anticipated in Spring 2026. Design for Smith Creek Phases 2 and 3 is ongoing; however, current cost estimates indicate that the construction budget will exceed the available funding needed to complete both phases. Additional funding has since been secured for the Smith Creek Greenway, allowing us to continue advancing these projects.	03/06/2025	06/30/2027
3.1.2	Initiative	Lead an initiative working with departments, advisory boards, consultants and stakeholders to identify areas where additional wayfinding and gateway signage may be beneficial. - % complete	On Track	Currently working on closing out Phase 1 and preparing documents for phase 2.	03/06/2025	06/30/2027
3.1.3	Initiative	Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.	On Track	Officers continue to patrol the greenways and parks. The School Resource Officers spent much of their summer patrolling the greenways and providing water to community members utilizing the greenways.	03/06/2025	06/30/2027
3.2	Priority	Implement Action Items from the Northeast Area Plan	On Track			
3.2.1	Initiative	Identify action items to evaluate during the UDO update process.	On Track	The draft UDO re-write contains development regulations specific to the Northeast Community. Staff anticipates Board consideration of the UDO re-write in Fall 2026.		
3.2.2	Initiative	Focus additional residential and non-residential growth as per Future Land Use Map recommendations and explore rezoning	On Track	Zoning map updates being explored as part of UDO update process and are on pause until the UDO update is adopted.		



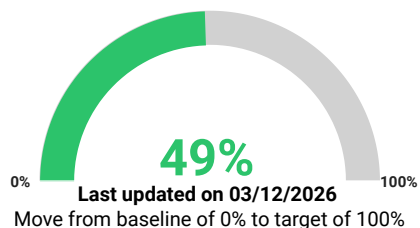
		targeted parcels to accommodate and encourage non-residential uses. (Short to Medium)				
3.2.3	Initiative	Research potential in-fill development sites that could support future affordable housing development. (Short)	On Track	Staff is currently utilizing a broker to search for viable parcels that may be suitable for affordable housing projects.	03/06/2025	06/30/2027
3.2.4	Initiative	Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium) - % complete	On Track	Currently working on closing out Phase 1 and preparing documents for phase 2.	03/06/2025	06/30/2027
3.2.5	Initiative	Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)	On Track	Ailey Young House and NE Gateway Park Vision Plan concept approved by the Board of Commissioners in March 2026. Funding included for design and construction drawings included in FY27 proposed budget.	03/06/2025	06/30/2027
3.2.6	Initiative	Explore the establishment of a historic district and/or cultural landscape to preserve the character of the community. (Short to Medium)	On Track	State National Register staff provided preliminary approval for us to submit a Study List Application for the Northeast Community Historic District. The revised boundaries are E. Juniper Avenue, N. Taylor Street, E. Spring Street, Part of E. Pine Avenue, and N. White Street. The Study List application will be reviewed by State Historic Preservation Office staff and if approved forwarded to the National Register Advisory Committee at their June 2026 meeting.	03/06/2025	06/30/2027
3.2.7	Initiative	Consider opportunities to reduce speeding along neighborhood roadways. (Short)	On Track	The police department patrols neighborhood roadways. The police department also maintains a list of streets based on input from the community where they conduct extra directed patrols in order to alleviate traffic complaints.	03/06/2025	06/30/2027
3.2.8	Initiative	Work with local organizations to identify and implement youth programming. (Short)	On Track	Staff worked with community to create design for new playground currently under construction. Staff met with community pastor to discuss partnership opportunities.	03/06/2025	06/30/2027
3.2.9	Initiative	Attend meetings and assist with events in the Northeast Community.	On Track	Staff continues to attend monthly meeting. Working closely with community to host and implement Juneteenth program.	03/06/2025	06/30/2027
3.2.10	Initiative	Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing residents flexibility in maintaining their chosen place of residence. (Ongoing)	On Track	The Housing Rehabilitation Grant Program has entered its fifth year and continues to provide funding for emergency home repairs. Staff continues to meet with Wake County staff to coordinate housing efforts, including disbursement of County resources and program outreach.	03/06/2025	06/30/2027
3.2.11	Initiative	Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)	On Track	Ailey Young House and NE Gateway Park Vision Plan concept approved by the Board of Commissioners in March 2026. Taylor Street Playground is under construction.	03/06/2025	06/30/2027
3.2.12	Initiative	Continue to implement tree planting programs. (Ongoing)	On Track	Planted 231 street trees during planting season Oct- March	03/06/2025	06/30/2027
3.2.13	Initiative	Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)	On Track	Working with the towns planning department to locate and protect trees during the plan review process. Currently taking applications for the "tree of the year" this helps recognize and preserve trees within the town.	03/06/2025	06/30/2027
3.2.14	Initiative	Identify additional historic sites in the Northeast Community. (Ongoing)	On Track	State National Register staff provided preliminary approval for us to submit a Study List Application for the Northeast Community Historic District. The revised boundaries are E. Juniper Avenue, N. Taylor Street, E. Spring Street, Part of E. Pine Avenue, and N. White Street. The Study List application will be reviewed by State Historic Preservation Office staff and if approved forwarded to the National Register Advisory Committee at their June 2026 meeting. The NE Community Walking Tour brochure has been updated with additional information. Research continues to identify historic places, people, and events in the Northeast Community.	03/06/2025	06/30/2027

3.2.15	Initiative	Identify opportunities to provide educational programming to tell the stories of local historic sites and their role in the Northeast Community and Town of Wake Forest. (Ongoing)	On Track	Staff conducted walking tours of the NE Community in observance of Black History Month in February. The NE Community walking tour brochure has been updated and will be reprinted. Two historic markers were installed in the Northeast Community to tell the history of the neighborhood.	03/06/2025	06/30/2027
3.2.16	Initiative	Continue to install historic markers or other interpretive material at historic sites. (Ongoing) - # markers/materials installed (since start of program)	On Track	Two historic markers were installed and unveiled for the history of the Northeast Community. One installed on N. White Street near the Ailey Young House and one on E. Juniper Avenue at the Ailey Mae Young Park.	03/06/2025	06/30/2027
3.2.17	Initiative	Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)	On Track	CTP is currently being updated and is under staff review.	03/06/2025	06/30/2027
3.2.18	Initiative	Perform a thorough analysis of utility infrastructure systems within the study area-including broadband network coverage. (Ongoing)	On Track	We continue to explore opportunities to expand our broadband network, most recently by adding fiber infrastructure to the Flaherty Park baseball fields and pickleball courts.	03/06/2025	06/30/2027
3.2.19	Initiative	Promote maintenance of roadways. (Ongoing)	On Track	Conducted 15 pothole repairs with 131 tons of asphalt.	03/06/2025	06/30/2027
3.2.20	Initiative	Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing) - # installations since start of SP plan - 7.1.22	On Track	The Renaissance Center, in collaboration with the Public Art Commission, continues to seek locations for public art. Recent endeavors include painting wheel stops in multiple downtown locations and the artistic repaving of the Taylor Street Sprayground to create a beautiful non-slip surface.	03/06/2025	06/30/2027
3.2.21	Initiative	Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)	On Track	NCDOT and their consultants are close to finalizing 30% construction drawings for the S-Line Mobility Hub. NCDOT has informed the Town that the Federal Railroad Administration is releasing \$58 million for engineering design funds for the S-Line corridor.	03/06/2025	06/30/2027
3.2.22	Initiative	Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)	On Track	Staff continues to meet with Wake County staff to coordinate housing efforts, including disbursement of County resources and program outreach. Staff has also connected private organizations with County housing staff to discuss potential partnerships for projects within Wake Forest.	03/06/2025	06/30/2027
3.2.23	Initiative	Work with local community organizations to understand needs and requirements for existing community celebrations, identify additional opportunities for new celebrations, identify funding sources and collaborative partners to launch new community events. (Ongoing)	On Track	Org Perf staff continues to work with community event organizers to share best practices, look for opportunities, and consider partnerships.	03/06/2025	06/30/2027
3.2.24	Initiative	Establish an overlay zoning district to align new construction with existing orientation, massing, height, etc. and determine building frontages applicable to each land use category. (Short)	Canceled	As part of the UDO update, this was evaluated and will not occur. Recommend striking.		
3.2.25	Initiative	Prepare and adopt discretionary guidelines to guide the design of residential and non-residential properties. (Short)	Achieved	As part of the UDO update, there are proposed changes to non-residential. Multifamily standards were updated. This task is complete.		
3.3	Priority	Offer events that bring the community together and celebrate our diverse cultures	On Track			
3.3.1	Initiative	Will present a variety of performances and programming that will attract and celebrate our diverse community. - (# performances/programming)	On Track	The Renaissance Center continues to offer diverse, unique performances that attract audiences across various demographics including age, race, and socioeconomic.	03/06/2025	06/30/2027
3.3.2	Initiative	Will host a variety of programs and special events throughout the year to bring the	On Track	No external events for WFD or Downtown Development in 3rd quarter.	03/06/2025	06/30/2027

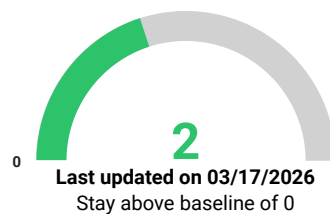


community together to celebrate diverse cultures. - (# programs/events)						
3.3.3	Initiative	Host/partner on events and community outreach initiatives to connect with citizens and bring the community together.	On Track	Downtown Development/ WFD - No external events held 3rd quarter.	03/06/2025	06/30/2027
3.3.4	Initiative	Help provide resources for events that are planned in the area such as dumpsters for events, clearstream units for waste and litter prevention at events, etc. Additionally, Public Works also provides event staffing, assistance with road closures, litter prevention programs, street signage, and more.	On Track	Public Works continues to provide staffing for various different events. Additionally, the Public Works Department continues to issue out litterer kits to the community, clearstreams and dumpsters for events, community food waste drop off locations, and 96-gallon carts for events for sanitary and efficient waste management. Also, the Public Works Department provided a presentation with waste management information for events at the event coordinator's meeting in March 2026.	03/06/2025	06/30/2027
3.3.5	Initiative	Will offer quality of life events that bring our community together (# of events)	On Track	No events were offered this quarter, but planning for 4th quarter events was in progress and Department Director attended a Municipal Special Events Summit.	03/06/2025	06/30/2027

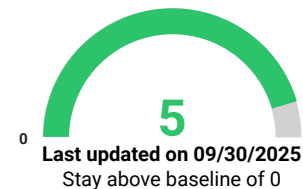
Construct greenways as part of bond referendum (% complete)



Continue to install historic markers or other interpretive material at historic sites (# markers/materials installed since start of program)

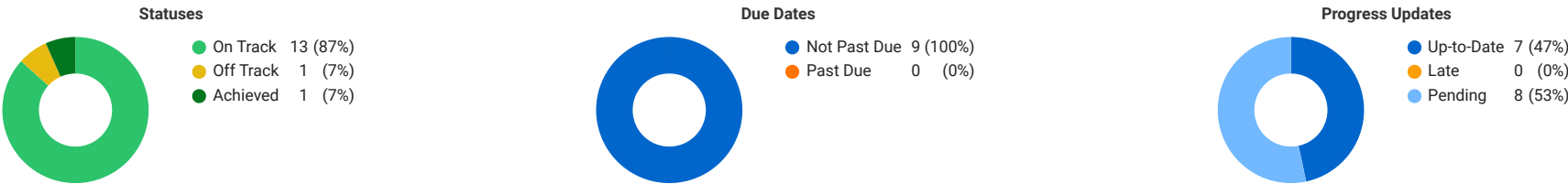


Will present a variety of performances and programming that will attract and celebrate our diverse community. - (# performances/programming)



Goal 4: Investing in Transportation and Infrastructure

How are we tracking across "Investing in Transportation and Infrastructure"?

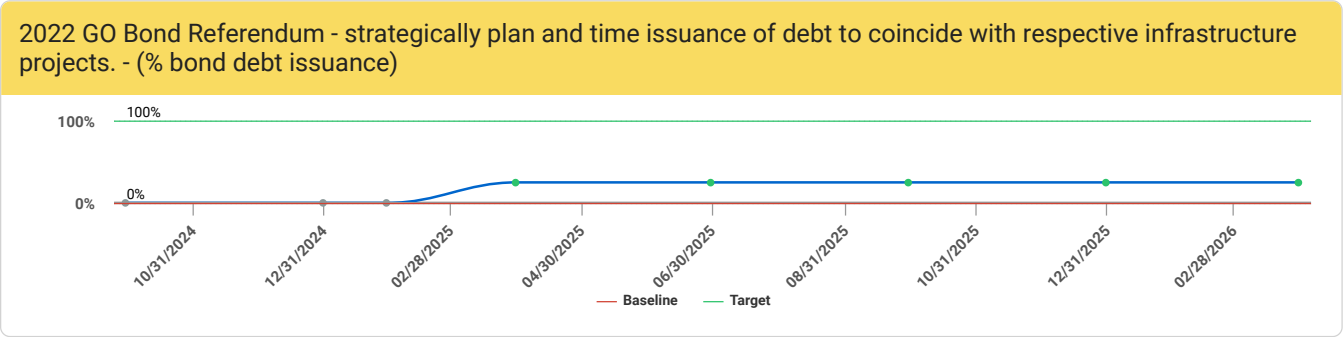


All items for Investing in Transportation and Infrastructure

#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
4	Goal	INVESTING IN TRANSPORTATION AND INFRASTRUCTURE	On Track			
4.1	Priority	Develop a town-wide sustainability plan inclusive of power, water, stormwater, open space and other infrastructure	On Track			
4.1.1	Initiative	Write Plan	On Track	Completed baseline analysis and engagement phases and presented this information to the Planning Board and Board of Commissioners in March 2026.	03/06/2025	06/30/2027
4.2	Priority	Educate the community about transportation issues, challenges and opportunities	On Track			
4.2.1	Initiative	Hold Bike Safe Riders Skills Days classes for safe motorcycle operation	On Track	A Bike Safe rider course was held on 2/27/26.	03/06/2025	06/30/2027
4.2.2	Initiative	Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.	On Track	The following projects are currently under construction and require informing the public related to lane and/or road closures: S. Franklin Street Widening, Dunn Creek Greenway Phase 3 & 4, Miller Park Stream Restoration & Greenway Improvements, City of Raleigh Water Main Improvements, Crenshaw stream restoration, Road Resurfacing, and Traffic Signal at Forestville Road and Coach Lantern Avenue. The Engineering Department has been and continues to coordinate with Communications to provide updates on these projects and any related road closures.	03/06/2025	06/30/2027
4.2.3	Initiative	Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.	On Track	Engineering is preparing an updated presentation on the Town's current traffic calming policy based on feedback provided by the Board during the August 2025 meeting. Although we anticipated presenting this update last quarter, we were unable to do so. We plan to schedule this presentation with the Board of Commissioners in the upcoming quarter to ensure they have the information needed to discuss potential policy revisions.	03/06/2025	06/30/2027
4.3	Priority	Evaluate options for transit	On Track			
4.3.1	Initiative	Continue S-line evaluation efforts	On Track	Staff continues to closely coordinate with NCDOT on S-line implementation and recently applied for a \$25 million grant for Downtown Mobility Hub construction. In preparation for the S-line, the Town issued a RFQ to complete the Downtown Traffic Study, which would evaluate the roadway network near the	03/06/2025	06/30/2027

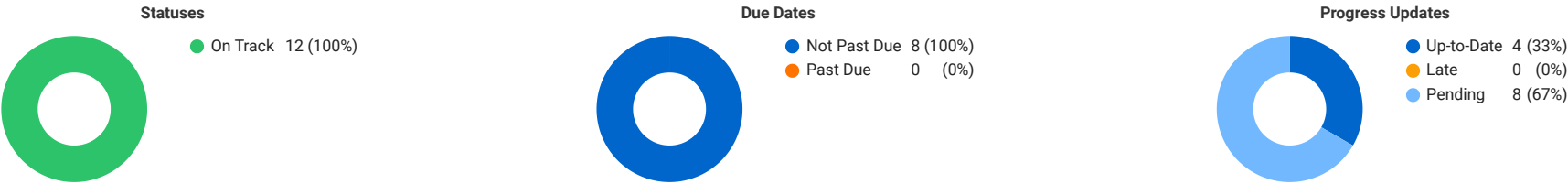


				mobility hub location. Statements of Qualification/Proposals are currently being reviewed.		
4.3.2	Initiative	Develop Transit Study (to include micro transit option).	Achieved	Plan adopted. This initiative is complete.		
4.4	Priority	Explore revenue options to support infrastructure needs	On Track			
4.4.1	Initiative	Evaluate development agreement standards as part of the UDO update	On Track	No Update.	03/06/2025	06/30/2027
4.4.2	Initiative	Evaluate and expand current Municipal Service District (MSD)	Off Track	MSD expansion was denied by BOC in February 2026. The board asked staff to bring back options excluding residential from the existing boundary. Staff is researching these questions and anticipates bringing this item before the Board in Fall 2026.	03/06/2025	06/30/2027
4.4.3	Initiative	2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects. - (% bond debt issuance)	On Track	First issuance occurred in October 2024. Next planned issuance is scheduled for Fall 2026 depending on project status.	03/06/2025	06/30/2027
4.4.4	Initiative	Partner with NCDOT to perform traffic congestion and relief analysis.	On Track	Engineering worked with the North Carolina Department of Transportation (NCDOT) to request signal timing and operational updates at the Rogers Road and S. Franklin Street intersection, and the project has been approved for funding. While the construction schedule has not yet been finalized, these improvements are expected to help alleviate congestion at this location. We will continue to advocate for additional enhancements as opportunities arise.	03/06/2025	06/30/2027



Goal 5: Advancing Community and Economic Prosperity

How are we tracking across "Advancing Community and Economic Prosperity"?



All items for Advancing Community and Economic Prosperity

#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
5	Goal	ADVANCING COMMUNITY AND ECONOMIC PROSPERITY	On Track			
5.1	Priority	Develop a business attraction and retention plan that includes job creation strategies and incentives	On Track			
5.1.1	Initiative	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host annual property owners luncheon to share successes and opportunities for downtown. - (% complete)	On Track	Community Impact Report for fiscal year 24/25 was released December 25 with key metrics and data. This report was shared via Constant Contact with property and business owners and is available on the website. Wake Forest Downtown, Inc. (WFD) hosted its annual Property Owners' Luncheon on 1.22.26, with approximately 51 people in attendance, including 19 property owners. Attendance was approximately 1/3 lower than expected based on RSVPs, which is believed to be due to the threat of inclement weather that was forecasted for that weekend. Board Chair and Committee Chairs provided their own updates during the event which was well received and the Downtown Development Director provided an overall overview, highlighting successes from the past fiscal year and progress already underway or on track for the current fiscal year.	03/06/2025	06/30/2027

5.1.2	Initiative	Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities. - (% complete)	On Track	Surveys are being utilized to gauge overall interest regarding whether to explore expansion of the current social district (days/hours), as well as confirming if new establishments want to be considered for expansion of the footprint, so that they can participate. Survey participants are also encouraged to provide input on topics for the in person meeting where successes and opportunities will be discussed. An in person meeting will be scheduled for May 2026 with all food and beverage establishments. Downtown Development Updates and Downtown Dispatch (emailed newsletters) continue to be utilized to communicate with merchants on an ongoing basis, as well as the Downtown Business Alliance closed Facebook group.	03/06/2025	06/30/2027
5.1.3	Initiative	Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.	On Track	Vacancy rate remains at 8%. Three properties are pending which may drop the vacancy rate to 6% next quarter assuming no additional vacancies occur. The Downtown Development Director continues to track vacant property and connect interested business owners with owners of vacant properties.	03/06/2025	06/30/2027
5.2	Priority	Encourage and protect small and entrepreneurial businesses	On Track			
5.2.1	Initiative	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host an annual meeting with retail business owners to discuss successes and opportunities. - (% complete)	On Track	Merchant engagement is key and we are trying different approaches from surveys, in person visits, phone calls, and in person meetings to make sure that merchants are aware of what resources are available. Audit surveys are being completed to help determine "slow times" that merchants could use extra assistance, with targeted shop local campaigns, art installations, social media campaigns, etc. We are also hoping to identify a date or time preference that works best for the majority to ensure that we are encouraging buy in and attendance at our next meeting scheduled for May or June. Downtown Development Updates and Downtown Dispatch (emailed newsletters) continue to be utilized to communicate with merchants on an ongoing basis, as well as the Downtown Business Alliance closed Facebook group.	03/06/2025	06/30/2027
5.2.2	Initiative	Downtown Development will coordinate biannual merchant socials for the purpose of merchant engagement and relationship building to support a strong sense of community. - (% complete)	On Track	The Downtown Events & Collaborative Programs Grant was implemented and shared in January 2026 in hopes of encouraging businesses to work together to create engaging events and programs that draw both new and returning visitors. It was reshared again in March, along with past example of an event that would have qualified. No socials were held 3rd quarter, but a social is tentatively planned for May 12.	03/06/2025	06/30/2027
5.2.3	Initiative	Economic Development, in partnership with the Wake Forest Business and Industry Partnership, maintains a biennial Plan of Work that aligns with Goal 5 of the Strategic Plan. Per WFBIP memo to BOC dated July 28, 2022.	On Track	WFBIP Plan of Work: https://wakeforestnc-my.sharepoint.com/:b:/g/personal/lhayes_wakeforestnc_gov/EcyWkSbuk6NLnTNIs7aF9FQBo-7oB90tSddElsw3p-kA7g?e=yUeXPL WFBIP update to the Board of Commissioners Q1 FY2025: https://wakeforestnc-my.sharepoint.com/:b:/g/personal/lhayes_wakeforestnc_gov/EfdvZaB4HZNIp-dl22PAn4wBJLqCP39v-KPI01GjONSmxQ?e=6exxwP	03/06/2025	06/30/2027
5.2.4	Initiative	Will seek partnership opportunities to work with businesses to benefit all community members (for example, business run community cleanups, promoting businesses that support the community programs run by the Public Works Department, etc. Will also work to supply resources, when possible, to help businesses achieve community support goals.	On Track	The Public Works Department continues to work with any organization, business, or group that is willing or interested in conducting a community cleanup. The Public Works Department helps these groups and organizations plan cleanup locations, provides them with cleanup tools and resources, and provides them with the means of disposal of the waste if necessary. The Public Works Department also works with these groups and organizations to provide them with educational resources to	03/06/2025	06/30/2027



				create advocacy in the community in regard to litter prevention and recycling promotion.		
5.3	Priority	Evaluate options for a performing arts center	On Track			
5.3.1	Initiative	The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community.	On Track	The Renaissance Centre continues to issue satisfaction surveys after every show to gauge audience satisfaction and room for improvements.	03/06/2025	06/30/2027

host annual property owners luncheon to share successes and opportunities for downtown

100%

➔ On Track

Last updated 03/25/2026

host annual food and beverage meeting to discuss successes and opportunities

75%

➔ On Track

Last updated 03/26/2026

coordinate biannual merchant socials for merchant engagement and relationship building

75%

➔ On Track

Last updated 03/27/2026



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-856-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 16, 2026

Subject

Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-907-

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: June 16, 2026

Subject

Closed Session: 143-318.11(6)

Recommendation:

item Summary:

ATTACHMENTS: