Wake Forest Board of Commissioners
Meeting Agenda
November 17, 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 October 6, 2026 Board of Commissioners Work Session Minutes and October 20, 2026 Board of Commissioners Regular Meeting Minutes
DRAFT BOCWSMinutes_October202606.pdf
Draft BOCMinutes_October202620.pdf

3. Presentations

3.A Recognizing the 50th anniversary of the Wake County Public School System
2026-XX Resolution Recognizing the 50th anniversary of the Wake County Public School.pdf

3.B Proclamation Recognizing Plaid Friday and Small Business Saturday
PROCLAMATION Recognizing Plaid Friday and Small Business Saturday.pdf

3.C Presentation of fiscal year ended June 30, 2026 audited financial results
Presentation of Annual Financial Report for June 30, 2026_summary.pdf

4. Public hearings / Public Comment

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

5. Consent Agenda

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

5.A Resolution 2027 TOWF Board Of Commissioners Meeting Schedule
Resolution, 2027TOWFBoardOfCommissionersMeetingSchedule_Nov2026.pdf

5.B Approval of Appointment to Planning Board, Advisory Boards and Commissions

RESOLUTION2026-XXX_Adv_Board_Appts-PB1.pdf
RESOLUTION20226-1-XXX_Adv_Board_Appts-PRCR.pdf
RESOLUTION2026-1-XXX_Adv_Board_Appts-TAB .pdf
RESOLUTION2026-1-XXX_Adv_Board_Appts-HRC .pdf
RESOLUTION2026-XXX_Adv_Board_Appts-PAC2026-1.pdf

5.C Approval of Interlocal Agreement with the Town of Youngsville for Information Technology Services
IT Services_ ILA Youngsville _summary.pdf
IT Services_Youngsville_ November 2026_A Oates.pptx
Resolution 2026-XX_Interlocal Agreement_Town of Youngsville.docx
Youngsville-Wake Forest ILA for IT Services_November 2026.docx

6. Legislative Items

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

11.A Consideration of an Ordinance Amending the Code of Ordinances Chapter 30, Article III, Section 30-90 Thru 30-93 â€“ 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.
Summary_Chapter_30_Article_III_Section_30-90_thru_30-93.pdf
Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93.docx
Attachment_B_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93 Marked up.docx

12. Other Business

12.A October Tax Report
WAKE FOREST-TXREP-OCT-2026-BOC-MTG.pdf

12.B Monthly Report
October 2026 Monthly Report.pdf

12.C 2022-2027 Town of Wake Forest Strategic Plan Final Report
Strategic Plan 2022_2027 Final Report.pdf

12.D Update on Land Swap Between WCPSS and Wake County

12.E Discussion of a Youth Leadership Advisory Board

12.F Commissioners Report

12.G Closed session pursuant to N.C.G.S. Â§143-318.11(a)(3): CLAYTON PROPERTIES GROUP, INC. D/B/A MUNGO HOMES and MUNGO HOMES OF NORTH CAROLINA, INC. v. TOWN OF WAKE FOREST, GREEN TIMBER FOUNDATION, and DRY TIMBER, LLC.

13.Adjournment

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1047
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
October 6, 2026 Board of Commissioners Work Session Minutes and October 20, 2026 Board of Commissioners Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- DRAFT BOCWSMinutes_October202606.pdf
- Draft BOCMinutes_October202620.pdf

DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 6, 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: Mayor Ben C. Clapsaddle, Commissioner Keith Shackleford, Commissioner Sliwinski, Commissioner Faith Cross, Commissioner Danny Hupp, and Commissioner Adam Wright.

Commissioners Absent: None

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Organizational Performance Director Lisa Hayes
Planning Director Jennifer Currin
Development Services Manager Patrick Reidy
Senior Planner Timothy Richards
Fire Captain Daniel Gregory
Police Captain David Zick
Police Captain Chris Minor
Grants Program Manager Jack Cassidy

	Presentations
1.1	Consideration of a resolution authorizing submission of an application for National Park Service Outdoor Recreation Legacy Partnership Program (ORLP) grant

Grants Program Manager Jack Cassidy presented the proposed National Park Service grant, administered through North Carolina State Parks, to improve outdoor recreation in eligible urban areas. The Elian Park project was estimated at approximately $5.99 million, with a 50% matching requirement supported by previously approved 2022 bond funds. Commissioner Cross clarified that the Town's matching contribution would come from already planned and approved funding.

ACTION:
Mover: Commissioner Wright moved to approve a resolution authorizing submission of an application for National Park Service Outdoor Recreation Legacy Partnership Program (ORLP) grant.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

2. Discussion of Monthly Financial Report

2.1 Discussion of August Financial Summaries

Summaries received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting October 20, 2026

The Board discussed whether a proposed resolution waiving ordinances for three street-closure events in October 2027 should be placed on the consent agenda or the regular agenda. Following a vote, the Board approved placing the item on the consent agenda by a 3–2 vote. Town Manager Kip Padgett also requested the addition of a closed session for real estate discussion be added to the agenda.

ACTION:
Mover: Commissioner Sliwinski moved to add the Special Events Policy Exception to the consent agenda.
Seconder: Commissioner
Vote: Motion carried 3-2 (Commissioner Cross and Wright opposed)

4. Other Business

4.1 PUBLIC HEARING on LEGISLATIVE CASE RZ-24-03, Franklin Street Townes Common Area, a conditional district rezoning filed by Caroline Krause-Iafrate on behalf of Franklin Street Townes, LLC, to rezone a 4.81-acre parcel located at 0 Franklin Avenue, being Wake County Tax PIN 1840571129, from Residential Mixed-Use (RMX) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Tim Richards presented the conditional rezoning request for approximately 4.81 acres at 0 Franklin Park Avenue. The proposal would replace the previously approved pool and clubhouse amenity with a playground, pavilion, benches, bicycle racks, and landscaping. Mr. Richards advised that staff reviewed the property's zoning, comprehensive plan designation, existing development approvals, and proposed master plan. He advised the Planning Board found the proposal generally consistent with the comprehensive plan and recommended approval by a 6–0 vote. Staff clarified that no formal recommendation was being made because of a prior commitment to the applicant. Commissioner Cross asked about prior neighborhood meetings and the scope of the proposed changes. Mr. Richards confirmed that the required neighborhood meeting had occurred in November 2024 and that additional meetings had taken place.

Applicant's attorney, Madeline Williams of the Law Firm of Gordon Smith, explained that the request would change only the common-area amenity, not the approved 61-townhome development. Fifty-five townhomes were complete, with six remaining. The revised plan would provide a playground, covered gathering pavilion, seating, bicycle parking, and supplemental landscaping. Ms. Williams stated that the proposed plan exceeded the applicable open-space requirements and would provide a more sustainable, year-round amenity with lower long-term maintenance and insurance costs than a pool and clubhouse. She explained that the pool was reconsidered following a developer-led feasibility review during the COVID-19 period. Subsequent discussions with residents explored alternatives, including a community garden and dog run, before the playground proposal emerged. Commissioner Wright asked if the units were sold in consideration of the pool feature. Ms. Williams advised a pool was not included in the disclosures. Ms. Williams acknowledged delays associated with the development process, staff review, and construction-related issues. The applicant expressed an intention to complete the improvements as promptly as possible but declined to commit to a fixed completion deadline. Ms. Williams indicated a willingness to consider a private-property sign and a fence near the rear slope, subject to further definition of the conditions. The applicant also expressed willingness to investigate alternative playground surfacing.

Public Hearing:
Sarah Murray – 911 South Franklin Street – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Court – Wake Forest, NC 27587

Vanessa Johnson – 849 South Franklin Street – Wake Forest, NC 27587

Commissioners proceeded to ask additional questions regarding disclosures, specifications, options requested by residents and safety surrounding the sloped land. Mr. Richards advised that staff is suggesting that the Board define the parameters of an acceptable slope.

Mayor Clapsaddle declared the public hearing closed.

4.2 Consideration of LEGISLATIVE CASE RZ-24-03, Franklin Street Townes Common Area, a conditional district rezoning filed by Caroline Krause-Iafrate on behalf of Franklin Street Townes, LLC, to rezone a 4.81-acre parcel located at 0 Franklin Park Avenue, being Wake County Tax PIN 1840571129, from Residential Mixed-Use (RMX) to Residential Mixed-Use Conditional District (RMX-CD).

Commissioner Sliwinski advised there are many more questions regarding the rezoning, and he is uncomfortable moving forward. Commissioner Wright echoed Commissioner Sliwinski's concerns. Planning Director Jennifer Currin provided alternatives to denying the request and advised of the necessary steps in the process, such as submitting a request for a special use permit. Commissioner Hupp expressed the importance of not dragging this out any further. Commissioner Wright and Commissioner Cross expressed frustration with the delay, and the solution needs to incorporate the residents' desires.

ACTION:
Mover: Commissioner Sliwinski moved to deny Legislative Case RZ-24-03 as presented with the consistency statement.
Seconder: Commissioner Wright
Vote: Motion carried 5-0

Before the meeting's adjournment, Town Manager Kip Padgett advised a sessions law passed in 2025 that discontinued the six-month waiting period and that information will be relayed to the developer.

5. Commissioner Reports

Commissioner Cross reported that the AARP Age-Friendly Committee had begun planning for a major age friendly event scheduled for the following July. She also

attended a Public Art Commission Advisory Board meeting, where members reviewed renderings of the proposed skate park, which she described as exciting. Additional updates included attending a falls-prevention event at the Center for Active Aging and the final memorial flag-raising event of the season. She also mentioned a recent coffee gathering and reminded residents that early voting begins October 15, encouraging community members to participate and use available free transportation to voting locations.

Commissioner Sliwinski reported that the recent Mental Wellness Fair attracted nearly 260 attendees. The event included a well-received panel discussion involving youth and adults on the effects of technology on mental health. Feedback was still being collected, but Commissioner Sliwinski described the event as successful and stated that planning for the following year had already begun. Commissioner Sliwinski thanked Commissioner Hupp for the invite to Discussion and Doughnuts.

Commissioner Hupp explained that he had been testing the new audio service in the Board Chamber to evaluate its ability to improve accessibility and help attendees hear meeting discussions more clearly. He acknowledged staff members working on the service and indicated that additional information would be shared in the coming weeks. Commissioner Hupp advised of an upcoming Boo Bash scheduled for October 17 and encouraged community participation. He thanked Commissioner Sliwinski for participating in a joint Discussion and Doughnuts gathering the previous Saturday. He also reported meeting with a Rolesville Commissioner Michael Paul to discuss matters of mutual interest, including food insecurity, and described the ride along with a member of the Inspections Department as informative. Commissioner Hupp commended the recent Diwali festival and reminded residents that early voting would take place October 15–31. He also encouraged residents to explore Go Wake Forest transportation options for voting, noting that he had attempted to use the service and intended to continue testing it.

Commissioner Wright advised that the Technology Board continued discussing potential uses of artificial intelligence within Town operations. Examples included reviewing service requests for possible issues, assisting with 311 calls, and developing an offline AI agent to answer frequently asked questions from residents. Commissioner Wright stated that the discussion would continue and encouraged interested residents to consider applying for upcoming Technology Board vacancies.

Commissioner Shackleford had no report.

Mayor Clapsaddle thanked the Board for supporting free transportation to voting locations during early voting. He emphasized that the program could help residents who lack transportation, including older adults, people with disabilities, and residents who are otherwise unable to travel independently. He reported that members of VFW Post 8466 were enthusiastic about the initiative and planned to share information with veterans and senior citizens. He expressed pride in Wake Forest's efforts to improve access to voting and assist residents.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett reported that Go Wake Forest had launched its Sunday service the previous day. The service recorded 155 rides, averaging approximately 13 rides per hour, with a reported 91% on-demand rate. He described the launch as a positive start.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:32 p.m.

Duly approved in open session this 17th day of November 2026.

(ATTEST)

_____
Ben C. Clapsaddle, Mayor

_____
Evelyn Wright, Town Clerk

Draft Wake Forest Board of Commissioners

Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 20, 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.

Boys Scout Troop 321 led everyone in the Pledge of Allegiance.

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

Commissioner Members Absent: None

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Captain David Zick
Fire Chief Ron Early
Planning Director Jennifer
Director of Organizational Performance Lisa Hayes
Engineering Director Tim Watson
Police Officer Chris Minor
Police Officer Alejandro Lezama
Fire Captain Daniel Gregory
WFCAA Director Brian Harrell
Development Services Manager Patrick Reidy
Grants Program Manager Jack Cassidy

1. Approval of Agenda

ACTION:
Mover: Commissioner Wright moved to approve the Agenda.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Draft BOC Minutes

- September 1, 2026, BOC Work Session and September 15, 2026, BOC Regular Meeting

ACTION:
Mover: Commissioner Wright moved to approve the minutes as presented.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

3. Presentations

3.A. Proclamation Recognizing November as National Family Caregivers Month

PROCLAMATION

Recognizing November 2026 as "National Family Caregivers Month"

WHEREAS, approximately 2.1 million North Carolinians provide care to adult family members, friends, neighbors, or loved ones, contributing an estimated 1.7 billion hours of care each year; and

WHEREAS, family caregivers provide essential daily support to loved ones, including transportation, medication assistance, household tasks, personal care, companionship, advocacy, and coordination of health and human services; and

WHEREAS, caregivers help older adults, individuals with disabilities, and people with chronic or serious health conditions remain safely and independently in their homes and connected to their communities; and

WHEREAS, caregiving responsibilities can affect caregivers' health, emotional well-being, finances, employment, and quality of life; and

WHEREAS, access to information, respite, counseling, support groups, and other resources is essential to the well-being of caregivers and those receiving care; and

WHEREAS, November is recognized as **National Family Caregivers Month**, providing an

opportunity to honor caregivers and raise awareness of available support; and

WHEREAS, the Town of Wake Forest recognizes that caregivers are an essential part of a strong and connected community and that supporting caregivers helps strengthen the ability of individuals to age with dignity, independence, purpose and connection; and

WHEREAS, the Town of Wake Forest, through the Wake Forest Center for Active Aging and its community partners, helps connect older adults, family caregivers, and their families with information, resources, programs, and supportive services that promote independence, well-being, and connections; and

WHEREAS, recognizing and supporting caregivers strengthens families, promotes independence, builds community connections, and contributes to the health, vitality, and quality of life of Wake Forest and communities throughout North Carolina; and

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, on behalf of the Board of Commissioners, do hereby proclaim November 2026 as "National Family Caregivers Month" in Wake Forest and commend its observation to all our residents.

This the 20th day of October 2026.

Attest:

_____
Ben C. Clapsaddle, Mayor

_____
Evelyn Wright, Town Clerk

3.B. Proclamation Recognizing Native American History Month

PROCLAMATION
RECOGNIZING NOVEMBER 2026 AS "NATIVE AMERICAN HERITAGE MONTH"

WHEREAS, long before Wake Forest was a town, the lands along the Neuse River and across North Carolina were home to American Indian peoples, whose care for this land, rich cultures, and enduring traditions helped shape the place we are proud to call home; and

WHEREAS, North Carolina is home to the largest American Indian population east of the Mississippi River and recognizes eight tribes: the Eastern Band of Cherokee Indians, the Coharie, the Haliwa-Saponi, the Lumbee, the Meherrin, the Occaneechi Band of the Saponi Nation, the Sappony, and the Waccamaw Siouan, each with its own history, language, and heritage; and

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and Indigenous peoples, whose contributions in agriculture, art, medicine, government, and so many other areas have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, American Indians have served in the Armed Forces of the United States at some of the highest rates of any group, and generations of Native Warriors, including the Code Talkers of both World Wars, have defended our nation with courage and honor; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich and living legacy throughout the United States, carried forward today by Elders, Families, and young people in communities like ours; and

WHEREAS, Native American Awareness Week began in 1976, and recognition was expanded by Congress and approved by President George H.W. Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, as our nation celebrates its 250th anniversary, it is fitting that we honor the First Peoples of this land, whose story has been part of America's story from its very beginning; and

WHEREAS, in honor of Native American Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned, giving all of us the chance to learn, listen, and grow together.

NOW, THEREFORE, I, Ben C. Clapsaddle, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim November 2026 as "NATIVE AMERICAN HERITAGE MONTH" in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities, and to join me in honoring the past, celebrating the present, and building a future of respect and understanding for all.

This the 20th day of October 2026.

ATTEST:

TOWN of WAKE FOREST
INCORPORATED
1909
NORTH CAROLINA

Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

4. Public hearings / Public Comment

4.A. Public Hearing on a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739517399 being approximately 16.38 acres.

Mayor Clapsaddle opened the floor for public hearing.

Commissioner Cross asked staff to clarify whether the subject property would remain zoned Light Industrial following the annexation and whether changes to the property's permitted uses would require additional Board approval. Development Services Manager Patrick Reidy explained that a 2022 rezoning established a list of approximately 12 permitted uses that could continue to be authorized administratively, provided the proposed use remained within the approved list. Any proposed use outside that list would require the applicant to return to the Board for a rezoning amendment. Staff identified the permitted uses as light industrial and light manufacturing, workshops, outdoor storage yards, indoor warehouses and storage, wholesaling and distribution, heavy equipment manufacturing, home rental and sales, minor and major vehicle maintenance and repair, body work, indoor and outdoor amusements, public safety stations, parking lots, gardens, certain classes of utilities, and wireless facilities. Commissioner Cross thanked staff for the clarification.

Mayor Clapsaddle declared the public hearing closed.

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

Mayor Clapsaddle opened the floor for general comments.

Public Comment:
Nicole Wellman – 929 Evening Snow Street – Wake Forest, NC 27587
Flavi Huff – 1004 Evening Snow Street – Wake Forest, NC 27587
Timberley Borger – 421 Rose Petal Run – Wake Forest, NC 27587
Bailey DeBarmore – 501 Friendship Chapel Road – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Court – 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 Sole-Source Exception for the purchase of Wire Puller for Wake Forest Power (Electric)

5.B Approval of Center for Active Aging General Purpose Grant

5.C **Approval of Special Event Policy Exception Request****

ACTION:
Mover: Commissioner Wright moved to approve the Consent Agenda for 5A and 5B.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

****5C was removed from the Consent Agenda to Other Business at the request of Commissioner Cross.**

6. Legislative Items

No Legislative Item presented.

7. Planning Items

7.A Consideration of a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399

being approximately 16.38 acres.

ACTION:
Mover: Commissioner Sliwinski moved to approve a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.
Seconder: Commissioner Cross
Vote: Motion carried 5-0

8. Administration and Financial Items

8.A Consideration of a resolution authorizing submission of an application for Local Land and Water Conservation Fund (LWCF) grant for Smith Creek Greenway Phases 2 and 3.

Jack Cassidy, Grants Program Manager, presented a request for authorization to submit an application for a Local Land and Water Conservation Fund grant to support Smith Creek Greenway Phases 2 and 3. He explained that the Board had previously authorized an application for a separate grant for the same project in August and that the Town was still awaiting the results of that application. The additional grant request would provide $750,000 in funding and require a matching contribution of $750,000 from the Town, along with approval of the overall project. He confirmed that funding was already available, with more than $8 million in bond funds allocated to the project.

Commissioner Hupp thanked Mr. Cassidy for his continued efforts to secure grant funding for the Town and praised the positive results associated with his work. Mayor Clapsaddle echoed those comments, commending Mr. Cassidy's contributions since joining the Town and encouraging him to continue his efforts.

ACTION:
Mover: Commissioner Hupp moved to approve a resolution authorizing submission of an application for Local Land and Water Conservation Fund (LWCF) grant for Smith Creek Greenway Phases 2 and 3.
Seconder: Commissioner Cross
Vote: Motion carried 5-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A. Consideration to Name 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) 80-Acres Property, Heritage Nature Preserve.

PRCR Director Ruben Wall presented a request to name the Town-owned property along Old Crawford Road, identified by PINs 1749287146 and 1749277047 and comprising approximately 80 acres, the Heritage Nature Reserve. He explained that the property had previously been informally referred to by names such as the "80 acres" or "Shady 80." Establishing an official name would be the first step in a broader process to prepare the property for public use and allow residents to identify it more easily through the Town's website and other communications. He reported that internal planning discussions were underway to determine next steps, with goals of making the property safe, healthy, and accessible for future public use. Commissioner Wright expressed support for the proposed name and noted having heard positive feedback about the property.

ACTION:
Mover: Commissioner Wright moved to approve naming 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) 80-Acres Property, Heritage Nature Preserve.
Seconder: Commissioner Hupp
Vote: Motion carried 5-0

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

5C. Approval of Special Events Policy Exception Request discussion resumes.

Lisa Hayes, Organizational Performance Director for the Town, explained that the Town's Special Events Policy gives Town-sponsored events priority when scheduling street closures. The Board was considering an exception to the policy for October 2027 that would allow three events to occur during the month rather than limiting street closures to two events per month. Commissioner Cross expressed opposition to granting the exception, citing concerns about the number of street closures and the impact on downtown businesses and residents as the area continues to develop. She also raised concerns about communications from the Pride Festival organizer regarding

a vendor who wished to display or sell stickers containing anti-police language and a poster depicting individuals in a manner that could be perceived as criminalizing them. Commissioner Cross acknowledged the free-speech considerations surrounding the poster but stated that the materials did not reflect the welcoming atmosphere the Town should promote at public events. She questioned whether the organizer was an appropriate partner for the Town and recommended denying the exception for a third weekend of street closures.

Commissioner Sliwinski inquired about the policy for the priority of events. Ms. Hayes explained that the Town did not have a formal policy establishing priority for recurring events from year to year, except when competing applications request the same date, in which case a previously established event receives priority. Applications for the following year's events are generally accepted in July, reviewed beginning in the fall, and typically approved by December. She confirmed that the Pride Festival organizer had submitted its application in July 2026 and that the application had not yet been approved for 2027.

Ms. Hayes also clarified that the organizer had contacted the Town to ask whether a vendor could bring the stickers in question. Town staff informed the organizer that the items were not permissible, and the materials were not displayed. She confirmed that the resolution under consideration applied only to an exception for October 2027 and did not identify a specific event.

Commissioner Sliwinski supported granting the exception, noting that the Pride Festival organizer had held events for several years and had submitted its application before the Town introduced Friday Night on White into the October schedule. He argued that the organizer should not be disadvantaged by a scheduling change made after the application was submitted. Ms. Hayes also clarified that the Town's role primarily involved issuing permits, ensuring compliance with established requirements, and coordinating public safety rather than formally sponsoring or endorsing the event. Commissioner Sliwinski expressed confidence in Town staff to administer the policy fairly and in law enforcement to address any

Commissioner Shackleford expressed concern that denying the exception could leave the Pride Festival organizer without a suitable October date, as other organizations would also be competing for available dates throughout 2027. Ms. Hayes explained that the organizer could explore alternative venues, including private property or parks, although the decision would be left to the event organizer. Commissioners discussed the potential scheduling consequences of denying the request and the importance of applying the policy fairly.

ACTION:
Mover: Commissioner Sliwinski moved to approve the Special Event Policy Exception Request for October 2027.
Seconder: Commissioner Wright
Vote: Motion carried 4-1 (Commissioner Cross opposed the motion)

12.A. September Tax Report
Received.

12.B. Monthly Reports
Received.

12.C. Advisory Boards and Commissions Annual Reports

PRCR Advisory Board Chair Felicia Roberts presented updates and thanked the Board for the continued support.

12.D Commissioners Report

Commissioner Sliwinski commended Felicia for her Parks and Recreation report and praised the department's ongoing activities, noting that his children enjoyed participating in its programs. He reported that he and Lisa Hayes hosted the Boys and Girls Club's Learning to Lead program at Town Hall the previous Tuesday. The session provided young participants with information about local government operations and opportunities for civic involvement. Although the program was scheduled for one hour, the discussion continued for approximately two hours, with participants asking numerous questions. Commissioner Sliwinski expressed interest in finding additional ways to engage the students and encourage their continued interest in local government. He also attended a fundraising event for the Warm Cafe, recognizing the organization's contributions to the community and the strong attendance in support of its work. Finally, he promoted the “Warm Your Hearts” coat drive, conducted in partnership with the Parks and Recreation Department, which runs through October 31. Residents were encouraged to donate gently used coats in good condition at designated locations, including Massenburg Flaherty Park and the Joyner Park Community Center, to help individuals and families in need.

Commissioner Hupp thanked Felicia for her report on Parks and Recreation, recognizing her work as chair and expressing appreciation for Ruben and his staff. Commissioner Hupp reported attending several community events, including a Government Affairs Committee meeting with the Chamber, where he discussed current

Town initiatives and developments. He also participated in the Tunnel to Towers 5K event and attended the Wake Forest Garden Club's Autumn and Plant Festival to support local businesses. Commissioner Hupp highlighted the installation of rectangular rapid-flashing beacons on Heritage Lake Drive, thanking Town staff for their work and reminding motorists to remain alert for pedestrians crossing the roadway. He also promoted the Active Aging Center's Sponsor a Senior holiday program and encouraged interested residents to contact Zoe Taylor for additional information. Additionally, he recognized James Triplett, Community Center Supervisor, for his assistance with a local food distribution effort in partnership with a local Baptist church and praised his continued involvement in community activities. Finally, Commissioner Hupp concluded by encouraging residents to vote and take advantage of available Go Wake Forest transportation options to reach voting locations.

Commissioner Wright

Commissioner Shackleford

Commissioner Cross

Mayor Clapsaddle was advised to evacuate the building due to a nearby gas leak. All remaining items will be moved to the November 3rd work session.

12.E Closed Session: N.C.G.S 143-318.11(5)

13. Adjournment

Mayor Clapsaddle adjourned the meeting at 6:56 pm.

Duly approved in open session this 17th day of November 2026.

(ATTEST) Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1030
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Recognizing the 50th anniversary of the Wake County Public School System

Recommendation:

item Summary:

ATTACHMENTS:

- 2026-XX Resolution Recognizing the 50th anniversary of the Wake County Public School.pdf

RESOLUTION 2026-XX

RESOLUTION

Recognizing the 50th anniversary of the Wake County Public School

WHEREAS, the Wake Forest Board of Commissioners recognizes the importance of strong public schools to the growth, prosperity and quality of life of our community; and

WHEREAS, on July 1, 1976, approximately 20,000 students from Raleigh City Schools and 33,000 students from Wake County Schools came together to form the Wake County Public School System, a unified district serving approximately 53,000 students; and

WHEREAS, during the past five decades, WCPSS has grown from approximately 53,000 students to more than 161,000 students across 203 schools; and

WHEREAS, the merger was a bold act of local leadership that advanced school integration and educational equity in North Carolina and reflected the belief that investing in every child strengthens the future of the entire community; and

WHEREAS, the Wake County Public School System has been vital to Wake County's extraordinary growth and success, and the partnership between Wake County Government and Wake County Public School System continues to support students, families, educators and the broader community; and

WHEREAS, the 50th anniversary offers an opportunity to honor the people who built and strengthened the Wake County Public School System, celebrate shared progress and inspire the community to help write the next chapter of public education in Wake County; and

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Town of Wake Forest hereby proclaim 2026 as the 50TH ANNIVERSARY OF THE WAKE COUNTY PUBLIC SCHOOL SYSTEM, and urges the residents of our community, and communities across the country, to honor the people and history of WCPSS and deepen their support for public education.

Adopted and effective this the 17th day of November 2026.

_____

Ben C. Clapsaddle
Mayor

ATTEST:

_____

Evelyn Wright
Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1041
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Proclamation Recognizing Plaid Friday and Small Business Saturday

Recommendation:

item Summary:

ATTACHMENTS:

- PROCLAMATION Recognizing Plaid Friday and Small Business Saturday.pdf

WAKE FOREST

Where Innovation Meets Opportunity

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400
wakeforestnc.gov

Proclaiming Friday, November 27, 2026, as Plaid Friday
and Saturday, November 28, 2026, as Small Business Saturday

WHEREAS, purchasing holiday gifts and shopping year-round with locally owned and independent businesses supports the economic health and resilience of our community; and

WHEREAS, shopping locally supports our neighbors, friends, and family members who are employed by local businesses; and

WHEREAS, when we support small businesses, jobs are created and our community preserves its unique culture; and

WHEREAS, just as individual threads are weak on their own but strong when woven together, so too is our community; by supporting one another while celebrating our uniqueness, we are interwoven and strong; and

WHEREAS, Plaid Friday is a fun and enjoyable alternative to the big-box "Black Friday" shopping frenzy, encouraging everyone to wear plaid and shop local and independent businesses; and

WHEREAS, Small Business Saturday is a nationwide campaign that drives customers to small merchants on the Saturday after Thanksgiving; and

WHEREAS, Plaid Friday and Small Business Saturday celebrate and support our small businesses and all they do for Wake Forest; and

WHEREAS, the Town of Wake Forest, North Carolina, proudly joins this national effort to help America's small businesses do what they do best: grow, create jobs, and keep our communities as vibrant tomorrow as they are today;

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim Friday, November 27, 2026, as PLAID FRIDAY and Saturday, November 28, 2026, as SMALL BUSINESS SATURDAY in Wake Forest, and I encourage all residents to wear their plaid, support our small businesses, and shop local on the Friday and Saturday following Thanksgiving and throughout the year.

This the 17th day of November 2026.

Attest:

_____
Evelyn Wright, Town Clerk

_____
Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1033
Submitted by: Aileen J. Staples,Finance
Submitting Department: Finance
Meeting Date:November 17, 2026

Subject
Presentation of fiscal year ended June 30, 2026 audited financial results

Recommendation:

item Summary:

ATTACHMENTS:

- Presentation of Annual Financial Report for June 30, 2026_summary.pdf

Presentation of fiscal year ended June 30, 2026 audited financial results

Scott Anderson, partner with Cherry Bekaert LLP will present the audited financial report for the year ended June 30, 2026. There will be a power point presentation summarizing the financial performance of the Town for the fiscal year 2025-2026. Staff will follow up with additional information and be available for questions.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-871-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 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.: 2026-945-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Resolution 2027 TOWF Board Of Commissioners Meeting Schedule

Recommendation:

item Summary:

ATTACHMENTS:

- Resolution, 2027TOWFBoardOfCommissionersMeetingSchedule_Nov2026.pdf

Town of Wake Forest
Resolution 2026–XX
2027 Town of Wake Forest Board of Commissioners Meeting Schedule

WHEREAS, the Wake Forest Board of Commissioners exists to conduct the business of the citizens; and

WHEREAS, the Wake Forest Board of Commissioners meetings are held the first and third Tuesday of the month at 6:00 p.m. in the Wake Forest Town Hall Chamber, 301 S. Brooks Street, unless otherwise noted; and

WHEREAS, each meeting of the Wake Forest Board of Commissioners is open to the public, except as provided by NC GS 143-318.11; and

WHEREAS, the Wake Forest Board of Commissioners may amend the yearly meeting schedule in accordance with NC GS 143-318.12:

Town of Wake Forest
2027 Calendar
Board of Commissioners Meetings

Month	Meeting #1	Meeting #2
January	January 5, 2027	January 19, 2027
February	February 2, 2027	February 16, 2027
March	March 2, 2027	March 16, 2027
April	April 6, 2027	April 20, 2027
May	May 4, 2027	May 18, 2027
June	June 1, 2027	June 15, 2027
July	July 6, 2027	July 20, 2027
August	August 3, 2027	August 17, 2027
September	September 7, 2027	September 21, 2027
October	October 5, 2027	October 19, 2027
November	November 4, 2027	November 16, 2027
December	December 7, 2027	December 21, 2027

Annual Retreat: January 15, 2027, 9:00 a.m. at the Wake Forest Renaissance Centre.

NOW THEREFORE BE IT RESOLVED that the Wake Forest Board of Commissioners hereby adopts the 2027 Town of Wake Forest Board of Commissioners Meeting Schedule as presented.

Duly adopted this 17th day of November 2026 while in regular session.

ATTEST:

Ben Clapsaddle, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1021
Submitted by: Ella Dowtin,Planning
Submitting Department: Planning
Meeting Date:November 17, 2026

Subject
Approval of Appointment to Planning Board, Advisory Boards and Commissions

Recommendation:

item Summary:

ATTACHMENTS:

- RESOLUTION2026-XXX_Adv_Board_Appts-PB1.pdf
- RESOLUTION20226-1-XXX_Adv_Board_Appts-PRCR.pdf
- RESOLUTION2026-1-XXX_Adv_Board_Appts-TAB .pdf
- RESOLUTION2026-1-XXX_Adv_Board_Appts-HRC .pdf
- RESOLUTION2026-XXX_Adv_Board_Appts-PAC2026-1.pdf

RESOLUTION 2026 - XXX

ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Planning Board
Adam Redler - ETJ
(January 2027 – December 2028)
Subject to Wake County Board of Commissioners Approval

Elaine Sheppard
(January 2027 – December 2029)

Matt Davis
(January 2027 – December 2029)

Duly resolved this 17th day of November 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

RESOLUTION 2026 - XX

ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Parks, Recreation & Cultural Resources

Luke Kemp
(January 1, 2027 – December 31, 2029)

Jim Lalik
(January 1, 2027 – December 31, 2029)

Gordon Blackwell
(January 1, 2027 – December 31, 2029)

Ellen Chupik (Partial)
(January 1, 2027 – December 31, 2027)

Duly resolved this 17th day of November 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

RESOLUTION 2026-XX

ADVISORY BOARD/COUNCIL APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards and committees, boards, and/or Councils:

Technology Advisory Board
April Benavidez
(January 2027 – December 31, 2029)

Keane Colman
(January 2027 – December 31, 2029)

Zee khan
(January 2027 – December 31, 2029)

Duly resolved this 17th day of November 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

RESOLUTION 2026 - XX

ADVISORY BOARD/COUNCIL APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Human Relations Council
Wesley Harris
(January 1, 2027 – December 31, 2029)

Laura Moseley
(January 1, 2027 – December 31, 2029)

Melanie Velez
(January 1, 2027 – December 31, 2029)

Bryson Coleman (Youth Member)
(January 1, 2027 – December 31, 2029)

Duly resolved this 17th day of November 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

RESOLUTION 2026 - XX

ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Public Art Commission

Denise Williams
(January 1, 2027 – December 31, 2029)

Vivian Jones
(January 1, 2027 – December 31, 2029)

Christopher Calnon
(January 1, 2027 – December 31, 2029)

Justus Grace (Youth Representative)
(January 1, 2027 – December 31, 2029)

Lily Cross (Youth Representative)
(January 1, 2027 – December 31, 2029)

Emilie Price (Youth Representative)
(January 1, 2027 – December 31, 2029)

Duly resolved this 17th day of November 2026.

_____
Ben C. Clapsaddle
Mayor

ATTEST:

_____
Evelyn Wright
Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1046
Submitted by: Aileen J. Staples,Information Technology
Submitting Department: Information Technology
Meeting Date:November 17, 2026

Subject
Approval of Interlocal Agreement with the Town of Youngsville for Information Technology Services

Recommendation:
Approval as submitted

item Summary:

ATTACHMENTS:

- IT Services_ ILA Youngsville _summary.pdf
- IT Services_Youngsville_ November 2026_A Oates.pptx
- Resolution 2026-XX_Interlocal Agreement_Town of Youngsville.docx
- Youngsville-Wake Forest ILA for IT Services_November 2026.docx

Approval of Interlocal Agreement with the Town of Youngsville to provide Information Technology Services

Staff presented opportunity and information shared with the Town of Youngsville to provide information technology (IT) services through an interlocal agreement at the November 3 work session. It was the consensus of the Board to proceed.

Attachments: Power Point; Resolution; Interlocal Agreement

Information Technology Services
Town of Youngsville

ADAM OATES
CHIEF INFORMATION OFFICER
NOVEMBER 3, 2026

AGENDA

- Purpose/Opportunity
- Timeline
- Questions/Next Steps



Purpose/Opportunity

- Youngsville – contracts IT services
- Opportunity for Wake Forest to provide services with our IT staff
- Additional revenue for Wake Forest - $58,500



Timeline

- July 2026 – Wake Forest staff met with Youngsville
- August 2026 – Submitted proposal for IT services to Youngsville
- September 2026 – Youngsville draft interlocal agreement draft and wants to proceed
- October 2026 – Received draft agreement



Next Steps

- November 2026:
  - Finalize agreement
  - Wake Forest and Youngsville governing bodies approve agreements
- January 2027 – Wake Forest begins providing IT services to Town of Youngsville



Questions/Discussion

Adam Oates, Chief Information Officer

919-435-9501 – aoates@wakeforestnc.gov

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE TOWN OF YOUNGSVILLE FOR INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Town of Wake Forest Information Technology Department has submitted a proposal to provide information technology services and support to the Town of Youngsville; and

WHEREAS, pursuant to Chapter 160A, Article 20 of the North Carolina General Statutes, the Town of Wake Forest and the Town of Youngsville are authorized to enter into interlocal agreements to jointly exercise any power, function, public enterprise, right, privilege, or immunity granted to local governments by the General Assembly; and

WHEREAS, information technology systems, infrastructure, and resources are essential to the effective delivery of governmental services and the performance of municipal operations; and

WHEREAS, the Towns of Wake Forest and Youngsville desire to establish an interlocal agreement pursuant to which the Town of Wake Forest will provide information technology services and support to the Town of Youngsville.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Town is hereby authorized to enter an Interlocal Agreement with the Town of Youngsville for the provision of information technology services and support.

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized to carry out the Interlocal Agreement, together with any related documents necessary to implement the agreement, subject to review and approval by the Town Attorney.

Duly adopted this 17th day of November 2026.

_____

Ben C. Clapsaddle
Mayor

(ATTEST)

_____

Evelyn Wright

Town Clerk

INTERLOCAL AGREEMENT BETWEEN THE TOWN OF YOUNGSVILLE AND THE TOWN OF WAKE FOREST FOR INFORMATION TECHNOLOGY SERVICES

This Interlocal Agreement (the "Agreement") is entered between and among the **Town of Youngsville**, North Carolina, a municipal corporation and public body politic of the State of North Carolina, with its principal offices located at 134 U.S. Hwy. 1-A South, Youngsville, NC 27596 ("Youngsville"), the **Town of Wake Forest**, North Carolina, a municipal corporation and public body politic of the State of North Carolina, with its principal offices located at 301 S. Brooks St., Wake Forest, NC 27587 ("Wake Forest") (collectively, Youngsville and Wake Forest may be referred to as the "Parties" and each individually as a "Party").

RECITALS

WHEREAS, Youngsville and Wake Forest have the authority pursuant to Chapter 160A, Article 20 of the North Carolina General Statutes to enter contracts to jointly execute any undertaking related to any power, function, public enterprise, right, privilege, or immunity granted to local governments by the General Assembly.

WHEREAS, information technology systems and resources are necessary to support important governmental functions and may be the subject of an interlocal agreement between local governments.

NOW THEREFORE, for and in consideration of the promises and covenants contained in this Interlocal Agreement, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I.

SCOPE OF SERVICES and RELATED OBLIGATIONS

1.1 Purpose. The Parties seek to have the Wake Forest Information Technology Department ("IT Department") provide information technology support services to Youngsville as described in this Agreement.

1.2 Access to Wake Forest**.** Youngsville shall timely provide Wake Forest, through its authorized personnel, with all access, information, permissions, and authorizations reasonably necessary to perform the information technology services under this Agreement, including access to existing software licenses and subscriptions; administrative accounts, usernames, passwords, and multifactor authentication mechanisms; networks, systems, devices, applications, and data; configuration records and technical documentation; and relevant vendor accounts and support contacts. Youngsville shall maintain all licenses, subscriptions, and third-party permissions necessary to authorize such access and use, cooperate in obtaining any required vendor approvals, and promptly notify Wake Forest of any changes affecting access. Credentials and other sensitive information shall be conveyed using secure methods, and access shall be limited to authorized personnel and used solely to perform services under this Agreement.

1.3 Services. Wake Forest, through its IT Department, shall provide the following services to Youngsville ("Services") in accordance with the “Proposed Information Technology Services” document included as Attachment 1 to this agreement:

a. Technical Assistance: Routine troubleshooting, diagnostics, and maintenance of systems, software, and network connectivity related to Youngsville's operations.
b. Software Support: Installation, configuration, and updates of approved software.
c. User Support: Assistance to Youngsville employees, including remote and on-site help during normal Wake Forest business hours, and after-hours assistance on an emergency basis as described below.
d. Network and Security: Monitoring of network performance and basic cybersecurity support consistent with Wake Forest IT standards. Cyber security services rendered in compliance with said standards shall fully
e. Vendor Coordination: Liaison services with third-party vendors providing software or system support for Youngsville.
f. Backup and Recovery: Assistance in implementing and maintaining data backup procedures, consistent with mutually agreed standards.
g. Policies: To the degree necessary for the proper rendering of services, dissemination of Wake Forest policies for reference for Youngsville employees.
h. User Administration: Complete lifecycle management of employee technology accounts to ensure timely provisioning, secure access, and consistent offboarding procedures.
i. Microsoft 365 Administration: Administration of the Microsoft 365 environment, including license management, secure access, and reliable collaboration.

1.4 Emergency Services. Emergency shall include but not be limited to the following:

a. Cybersecurity attack / system compromise.
b. Manmade or natural disaster, unless said disaster prevents Wake Forest access or availability.

Local, area, or regional power outage, line damage, or other event affecting IT services.

1.5 Information Technology Policies and Procedures.

a. Wake Forest shall inform and give notice to Youngsville regarding any IT procedures, protocols, security measures, and other Wake Forest requirements for Information Technology. Said notice shall be given in writing.

b. Youngsville shall at all times ensure its Information Technology operations are in alignment with Wake Forest IT’s security protocols and other cybersecurity policies and procedures. Exceptions to this Section 1.4(b) may be made by written agreement of the Parties.

1.6 Tracking Incident Volume.

a. Wake Forest may track its service delivery in a manner that can be referenced by both Parties. If Wake Forest elects to track service delivery, it will submit a monthly report to Youngsville.

b. Both Parties may use said tracking information to measure its respective value given and received under this Agreement for purposes of reporting to its respective Boards, for amending or extending this Agreement, or for any other such purpose as may be useful to the Parties.

ARTICLE II.

FEES AND COSTS

2.1 Fees. The fee shall be $58,500 annually. Fees are further described in the Scope of Work.

2.2 Costs. Except as otherwise provided for herein, each Party shall bear its own respective costs incurred under this Agreement.

2.3 Payment. Payments shall be made monthly (1/12) due by the 20th of month.

2.4 Additional Charges.

a. The annual service fee includes the Services required by this Agreement, including emergency response, except for additional charges expressly authorized under this Section or elsewhere in this Agreement. Wake Forest may charge Youngsville for additional incident-response or remediation services only to the extent such services are reasonably necessary and result directly from Youngsville's material failure to comply with a written security requirement applicable under this Agreement. The requirement must have been provided to Youngsville with a reasonable implementation deadline that has expired, and no written exception may be in effect.

b. Wake Forest shall document the noncompliance, its causal relationship to the incident, and the additional work required. Except for emergency measures authorized below, Wake Forest shall obtain prior written approval from Youngsville's Town Manager or other duly authorized representative for the scope of additional work and either a fixed price or a not-to-exceed amount calculated using rates agreed upon in writing by the Parties.

c. When immediate action is reasonably necessary to contain an active security incident or prevent imminent material harm, Wake Forest may perform additional work without prior approval up to an aggregate amount of **$10,000** per incident, calculated using rates previously agreed upon in writing, and shall notify Youngsville's designated emergency contact as soon as practicable and no later than twenty-four hours after beginning that work. Any expenditure above that limit requires prior written approval. No additional charge shall be imposed to the extent the additional work results from Wake Forest's breach of this Agreement or failure to perform an assigned responsibility, or solely because an incident occurred.

d. Invoices shall itemize the work performed, applicable rates, supporting causation information, and required approvals. Youngsville may dispute a charge by written notice describing the basis of the dispute within thirty days after receipt of the invoice; the Parties' Town Managers shall confer promptly to resolve the dispute, and Youngsville shall pay undisputed amounts when due. Wake Forest shall not

withhold required Services, incident-containment measures within the agreed scope, or access to Youngsville's systems or data solely because an additional charge is disputed. All approvals and expenditures under this Section remain subject to applicable budget, appropriation, preaudit, and contracting requirements.

ARTICLE III.

TERM AND TERMINATION

3.1 Effective Date. This Agreement shall become effective as of the date the Agreement has been approved by the Parties' governing bodies and signed by all Parties.

3.2 Term. Except as expressly provided otherwise herein, this Agreement shall have an initial term of three (3) years, which shall be automatically extended for no more than two (2) successive one-year terms, unless otherwise terminated or amended by the Parties. The annual costs shall be reviewed on an annual basis and may be adjusted by written agreement of the Parties.

3.3 Termination. Except to the extent expressly provided otherwise herein, this Agreement may be terminated upon the occurrence of the following:

1.3.1. *Default*. Either Party may terminate the Agreement upon an event of default which has not been cured within sixty (60) days following delivery of written notice thereof in accordance with the procedures set forth in Article V herein. Notice of intent to terminate for default must be approved by the terminating Party's governing board and delivered pursuant to the notice provisions of this Agreement no later than 30 days prior to effective date of the termination. Such notice will trigger the Duties Upon Termination provisions in Section 3.4 herein, which duties shall survive the termination of this Agreement.

1.3.2. *Convenience*. Either Party, upon approval of their governing board, may terminate the Agreement by providing a written notice unilaterally withdrawing the Party from the Agreement at least 90 days prior to the effective date of such termination, with the duties and rights of the parties under this Agreement continuing through such effective date.

3.4 Duties Upon Expiration or Termination. Upon expiration or termination of this Agreement for any reason, the Parties shall comply with Article V, Ownership, Use, and Disposition of Personal and Intangible Property, including its transition requirements. Those obligations shall survive to the extent provided in that Section.

ARTICLE IV.

4.1 Notice

Addresses. Any written or electronic notice required by this Agreement shall be delivered to the Parties by U.S. Mail, return receipt requested, personal delivery, or electronic mail, at the following addresses:

William Doerfer, Town Manager

PO Box 190

Youngsville, NC 27596

4.2 Successors. Any notice provision requiring delivery to a particular individual holding an office or position for a Party shall automatically substitute their successor in the position.

Notice by Electronic Mail.

William Doerfer, Town Manager

wdoerfer@youngsvillenc.gov

ARTICLE V.

PROPERTY

5.1 Ownership, Use, and Disposition of Personal and Intangible Property

a. Existing Property. Except as expressly provided in this Agreement, each Party shall retain its ownership of, and other rights in, all equipment, software, documentation, intellectual property, and other personal or intangible property owned or licensed by that Party before the Effective Date or acquired independently of this Agreement. Neither the use of such property in performing or receiving the Services nor its installation at the other Party's facilities shall transfer ownership or expand any license rights.

b. Equipment Acquired for the Services. Equipment purchased directly by Youngsville or purchased by Wake Forest specifically for Youngsville using funds separately authorized and paid by Youngsville for that purchase, shall be Youngsville's property, subject to applicable purchase, financing, or lease terms. Equipment acquired by Wake Forest using its own funds to perform the Services shall remain Wake Forest's property unless the Parties expressly agree otherwise in writing. Payment of the annual service fee, without a separately identified equipment purchase, shall not convey an ownership interest in Wake Forest's equipment. Neither Party shall acquire jointly owned property under this Agreement unless a written amendment identifies the property and specifies the Parties' ownership interests, responsibility for expenses, and disposition upon expiration or termination.

c. Software, Subscriptions, and Third-Party Rights. Ownership and use of third-party software, cloud services, subscriptions, and other licensed products shall remain subject to the applicable third-party agreements. To the extent commercially available and

consistent with an approved procurement, products acquired specifically for Youngsville and separately paid for by Youngsville shall identify Youngsville as the customer, subscriber, or licensee. Before using a Wake Forest enterprise license, shared subscription, or other nontransferable arrangement to support a material Youngsville function, Wake Forest shall disclose in writing any known restriction that would materially affect Youngsville's continued use or transition to a successor provider. Neither Party shall be required to transfer rights it does not possess, and neither Party may bind the other to a license, subscription, renewal, or purchase without that Party's prior written authorization.

d. Youngsville Information and Administrative Control. As between the Parties, Youngsville shall retain all ownership and other rights it holds in its data, records, domain names, and Youngsville-specific accounts and technology environments. Wake Forest's administrative access shall be limited to performing the Services and carrying out other activities authorized by Youngsville or required by law. Where supported by the applicable system and license terms, Youngsville shall retain designated owner-level or emergency administrative access to its own environments through secure procedures agreed upon by the Parties. Wake Forest shall not assert an ownership interest or contractual lien in Youngsville's data, records, or accounts by reason of providing the Services.

e. Configurations and Service Deliverables. As between the Parties, Youngsville shall own the configurations, network diagrams, system inventories, operating instructions, recovery procedures, and other documentation created specifically for Youngsville in performing the Services ("Youngsville Deliverables"), excluding Wake Forest Materials and third-party materials described below. To the extent Wake Forest holds transferable intellectual property rights in Youngsville Deliverables, Wake Forest hereby assigns those rights to Youngsville. Wake Forest may retain and use its general knowledge, skills, methods, and experience, provided that such use does not disclose Youngsville's confidential information or compromise the security of Youngsville's systems.

f. Inventory and Custody. Each Party shall exercise reasonable care over the other Party's property in its possession or control and shall promptly report its loss, material damage, or unauthorized disposition. Neither Party shall sell, encumber, materially alter, or dispose of the other Party's property without prior written authorization.

g. <u>Transition and Disposition Upon Expiration or Termination</u>

1. Initiation and Coordination. Upon delivery of a notice of termination or nonrenewal, or promptly upon either Party otherwise becoming aware that this Agreement will expire or terminate, the Parties shall begin planning for the orderly transfer of the Services to Youngsville or its designated successor provider. Youngsville shall timely identify its successor provider, if any, and provide the decisions, authorizations, access, and cooperation reasonably necessary to complete the transition.
2. Written Transition Plan. The Parties shall prepare and agree upon a written transition plan within thirty (30) days of termination.

3. Continuity Before the Effective End Date. Through the effective date of expiration or termination, Wake Forest shall continue performing the Services required by this Agreement, and Youngsville shall continue performing its corresponding obligations, including payment obligations. The Parties shall coordinate changes affecting the transition and shall not intentionally disable or materially impair systems, accounts, licenses, backups, or access needed for Youngsville's continued operations. This provision does not prohibit reasonably necessary emergency security measures, actions required by law, or changes approved through the transition process. A Party taking emergency action affecting the transition shall promptly notify the other Party and cooperate in establishing a secure alternative.
4. Property, Documentation, and Access. Each Party shall retain its own property and return or make available for secure retrieval property belonging to the other Party according to the transition plan.
5. Credentials and other sensitive materials shall be transferred through secure methods to persons authorized by the Parties.
6. Wake Forest shall not be required to transfer rights it does not possess or guarantee a third party's performance.
7. The transition plan shall identify any agreed restoration or other testing and the Party responsible for performing it.
8. Youngsville shall promptly identify material deficiencies discovered during verification.
9. Delays and Limited Extension. Neither Party shall be obligated to continue or purchase Services beyond the effective end date without a written agreement approved by the officials or governing bodies whose approval is required and supported by legally available funding.
10. Any such agreement shall specify the duration, scope, charges, security responsibilities, and final handoff date.
11. Neither Party shall condition the return of the other Party's property, or delivery of Youngsville's data, Youngsville Deliverables, or administrative access, upon resolution of a payment dispute. This restriction does not waive any lawful claim for payment.
12. Lawful Disposition; Survival. Nothing in this Section authorizes a transfer or disposition of public property contrary to applicable law, a disclosure prohibited by law, or destruction of records contrary to applicable retention requirements or preservation obligations. The ownership provisions, continuing licenses, use restrictions, and return, transfer, and disposition obligations in this Section shall survive expiration or termination of this Agreement.

ARTICLE VI.

INSURANCE AND INDEMNIFICATION

6.1 Insurance Requirements. Both parties shall maintain at minimum $2,000,000 general liability and name the other party as additional insured.

6.2 Indemnification. Neither party agrees to indemnify or hold harmless the other party. However, to the extent permitted by law, each party agrees to be responsible for its own acts or

omissions and any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds which may result from or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that party, its employees, subcontractors, or representatives, in the performance or omission of any act of responsibility of that party under this Agreement. Nothing in this Agreement shall be construed to create any obligation on one party to pay or satisfy any claim or liability attributable to the conduct of the other party. In the event that a claim is made against both parties it is the intent of both parties to cooperate in the defense of said claim. However, either party shall have the right to take any and all actions they believe necessary to protect their interest arising out of the performance or nonperformance of this Agreement. This provision shall survive the termination of this Agreement. Notwithstanding the above, neither party waives its governmental immunity, or any other immunity to the full extend granted by law, and all parties reserve the same unto themselves.

ARTICLE VII

RECORDS AND AUDIT

7.2 Audit. Wake Forest shall maintain records of all services performed, and charges incurred under this Agreement. Such records shall be available for inspection and audit by Youngsville upon reasonable notice during regular business hours and retained for at least three (3) years following termination of this Agreement.

ARTICLE VIII

RELATIONSHIP OF PARTIES

8.01 Youngsville and Wake Forest are and shall remain independent contractors with respect to any service or function performed under this Agreement. Except as provided for in this Agreement, each party shall select the means, method, and manner of performing their respective services herein. Each party is an independent contractor and shall not represent itself or be deemed as an officer, agent or employee of the other party for any purpose. Nothing under this Agreement is intended or should be construed in any manner to create a partnership or venture between the Parties. Each party agrees that it will obey all State and Federal statutes, rules and regulations which are applicable to any responsibility or duty outlined herein.

ARTICLE IX

NON-ASSIGNMENT

9.01 Neither party shall assign any portion of this Agreement or the rights and responsibilities hereunder to another person or entity who is not a party to this Agreement without the prior written consent of the other party to this Agreement.

ARTICLE X

NON-APPROPRIATION

10.01 Wake Forest and Youngsville are governmental entities, and the contract validity is based upon the availability of public funding under the authority of their respective statutory mandates. In the event that funds are not available and not appropriated to the program specified in this Agreement, then this Agreement shall automatically expire without penalty to either party. In the event of a legal change in either party's statutory authority, mandate, and mandated functions which adversely affects the authority to continue performing obligations under this Agreement, then this Agreement shall automatically expire without penalty to either party.

ARTICLE XI

FORCE MAJEURE

11.1 For purposes of this Agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party (other than a strike or other labor unrest that affects only that party, an increase in prices or other change in general economic conditions, a change in law, or an event or circumstance that results in that party's not having sufficient funds to comply with an obligation to pay money) and any consequences of that event or circumstance.

11.2 If a Force Majeure Event prevents a party from complying with anyone or more obligations under this Agreement, that inability to comply will not constitute breach if: (a) That party uses reasonable efforts to perform those obligations; (b) That party's inability to perform those obligations is not due to its failure to: (1) Take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event; or (2) Develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event; and (c) That party complies with its obligations under Section 11.3.

If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of the occurrence of that Force Majeure Event, its effect on performance, and how long the noncomplying party expects it to last. Thereafter the noncomplying party shall update that information as reasonably necessary. During a Force Majeure Event, the noncomplying party shall use reasonable efforts to limit damages to the other party and to resume its performance under this Agreement.

If there is a conflict between any of the documents that make up this Agreement, the documents will prevail in the following order: (a) The body of this Interlocal Agreement for Information Technology Services; (b) The SOW; and (c) Any other documents or specifications that are attached to and expressly incorporated by reference into this Agreement.

ARTICLE VII.
Miscellaneous

3.5 Governing Law and Venue. The Parties agree that North Carolina law shall govern this Agreement. Venue for any disputes arising under this Agreement shall be in the courts of Franklin County, North Carolina.

3.6 Appointment Of Personnel. Except to the extent provided otherwise in this Agreement, it is agreed that the Wake Forest Town Manager shall designate persons to carry out Wake Forest's obligations under this Agreement, and the Youngsville Town Manager shall designate persons to carry out Youngsville's obligations under this Agreement.

3.7 Severability. If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

3.8 Entire Agreement, Amendments. This Agreement constitutes the entire Agreement between the Parties. No amendment to this Agreement may be effective unless in a writing signed by both parties and approved by the parties' governing boards.

3.9 No Third-Party Beneficiary. This Agreement is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the Parties hereto, and shall not confer any rights or remedies upon any person or entity other than the Parties hereto.

3.10 Non-Waiver. The failure of either party at any time to require performance by the other party of any provision of this Agreement will in no way affect the right to require such performance at any time thereafter nor will the waiver by either party of a breach of any provision be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

3.11 No Waiver of Immunity. Nothing in this Agreement shall be construed to mandate purchase of insurance by the Towns pursuant to N.C.G.S. § 160A-485; or to be inconsistent with any policy of a Party concerning non-waiver or preservation of immunity; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against a Party for any reason if otherwise available as a matter of law.

3.12 Real Property. This Agreement does not involve the acquisition or ownership of real property.

3.13 Counterparts; Electronic Signatures; Effective Date. This Agreement may be executed in counterparts and on different dates, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The Parties consent to execution by electronic signature and to delivery of executed counterparts by electronic transmission, including PDF, with the same force and effect as an original signature and physical delivery. Unless a later effective date is expressly stated in this Agreement, this Agreement shall become effective on the date the last Party signs, provided that both Parties' governing bodies have approved this Agreement and all required preaudit certifications have been completed. Representations and Warranties. The Parties each represent, covenant and warrant for the others' benefit as follows:

(a) Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and this Agreement has been authorized by resolution spread upon the minutes of each Party's governing body. This Agreement is a valid and binding obligation of each Party.

(b) To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation

of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which either Party is now a Party or by which either is bound, or constitutes a default under any of the foregoing.

(c) To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such Party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

[Signature pages follow]

SCOPE OF WORK

Microsoft License	**$ 10,000.00**
Jump Cloud (Active Directory, MDM, Remote Management)	**$ 9,900.00**
Endpoint Security	**$ 9,000.00**
Unlimited Remote Support	**$ 20,000.00**
On-site support (8 hours monthly, $100hr for additional)	**$ 9,600.00**
Total	**$ 58,500.00**

IN WITNESS WHEREOF, the Towns of Wake Forest and Youngsville, North Carolina, acting through their duly authorized representatives, have executed this Interlocal Agreement as of the dates set forth below.

TOWN OF WAKE FOREST, NORTH CAROLINA

By: _____

Name: _____

Title: Mayor or Town Manager

Date: _____

ATTEST:

Town Clerk

Date: _____

APPROVED AS TO FORM:

Town Attorney

Date: _____

TOWN OF YOUNGSVILLE, NORTH CAROLINA

By: _____

Name: _____

Title: Mayor or Town Manager

Date: _____

ATTEST:

Town Clerk

Date: _____

APPROVED AS TO FORM:

Town Attorney

Date: _____

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1042
Submitted by: David Zick,Public Safety
Submitting Department: Public Safety
Meeting Date:November 17, 2026

Subject
Consideration of an Ordinance Amending the Code of Ordinances Chapter 30, Article III, Section 30-90 Thru 30-93 â€“ 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.

Recommendation:
Vote on proposed amended ordinance at the 11/17/26 meeting.

item Summary:

ATTACHMENTS:
- Summary_Chapter_30_Article_III_Section_30-90_thru_30-93.pdf
- Attachment_A_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93.docx
- Attachment_B_Ordinance_2026_XX_Chapter_30_Article_III_Section_30-90_thru_30-93 Marked up.docx

Agenda Item: 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.

Summary: The current Motorized Scooter Ordinance was adopted June 16, 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 edit the previous ordinance to conform the Town's regulations concerning electric assisted bicycles to North Carolina law, provide clear classifications and operating requirements, establish consistent safety requirements, and facilitate enforcement by law enforcement officers and repeal Ordinance 2026-09.

Attachments:

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.

Attachment B: 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. (Marked Up)

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

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. 2026-09, adopted June 16, 2026; and

WHEREAS, previous adoption occurred 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 conform the Town's regulations concerning electric assisted bicycles to North Carolina law, provide clear classifications and operating requirements, establish consistent safety requirements, and facilitate enforcement by law enforcement officers and repeal Ordinance 2026-09.

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.

Multi-Use Path:

A hard-surfaced pathway that runs parallel to a roadway, is physically separated from motor vehicle traffic, and is designed to accommodate travel in both directions by pedestrians and a variety of non-motor vehicles.

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 Statues 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, that meets the requirements of one of the following three classes:

1. Class 1 electric assisted bicycle. – A bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to assist once the bicycle reaches a speed of 20 miles per hour.

2. Class 2 electric assisted bicycle. – A bicycle equipped with a motor that may propel the bicycle without pedaling but ceases to assist once the bicycle reaches a speed of 20 miles per hour.

3. Class 3 electric assisted bicycle. – A bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to assist once the bicycle reaches a speed of 28 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, town 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, mopeds as defined by N.C. G.S. 20-4.01(27) j, 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, town greenways, parks, multi-use paths, and bicycle lanes. Mopeds as defined by N.C. G.S. 20-4.01(27) j and motor vehicles defined by N.C. G.S. 20-4.01(23) are not permitted to operate on town greenways or multi-use

paths. The operator of a motorized scooter, electric bicycle, electric assisted bicycles, and electric skateboards using parks, town 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 exceed a speed of 10 miles per hour while being operated on a town 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.

(a)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, town greenways, bicycle lanes, and multi-use paths. The operator of a bicycle, electric bicycle, electric assisted bicycle, motorized scooter, and electric skateboard shall reduce their speed when approaching or passing pedestrians and shall exercise due caution to ensure the safety of all people using the town greenway.

Sec. 30-92. Requirements For Helmets.

(a)With regard to any motorized scooter, electric bicycle, electric assisted bicycle, or electric skateboard used on a public roadway, shared street, town 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 bicycle helmet that complies with the

U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

(b) Notwithstanding subsection (a), a person under the age of 16 operating or riding as a passenger on a motorized scooter, electric bicycle, Class 1 or 2 electric assisted bicycle, or electric skateboard shall wear a bicycle helmet that complies with the U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

(c) Notwithstanding subsection (a and or b), a person under the age of 18 operating or riding as a passenger on a Class 3 electric assisted bicycle shall wear a bicycle helmet that complies with the U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

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 sperate 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:

_____

Evelyn Wright

Town Clerk

APPROVED AS TO FORM:

_____

Nathan McKinney

Town Attorney

ORDINANCE 2026-XX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

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. 2026-09, adopted June 16, 2026; and

WHEREAS, previous adoption occurred 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 conform the Town's regulations concerning electric assisted bicycles to North Carolina law, provide clear classifications and operating requirements, establish consistent safety requirements, and facilitate enforcement by law enforcement officers and repeal Ordinance 2026-09.

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

Multi-Use Path:

A hard-surfaced pathway that runs parallel to a roadway, is physically separated from motor vehicle traffic, and is designed to accommodate travel in both directions by pedestrians and a variety of non-motor vehicles.

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 Statues 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, that meets the requirements of one of the following three classes:

1. Class 1 electric assisted bicycle. – A bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to assist once the bicycle reaches a speed of 20 miles per hour.

2. Class 2 electric assisted bicycle. – A bicycle equipped with a motor that may propel the bicycle without pedaling but ceases to assist once the bicycle reaches a speed of 20 miles per hour.

3. Class 3 electric assisted bicycle. – A bicycle equipped with a motor that provides assistance only when the rider is pedaling and ceases to assist once the bicycle reaches a speed of 28 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, town 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.

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town greenways, parks, multi-use paths, and bicycle lanes. Mopeds as defined by N.C. G.S. 20-4.01(27) j and motor vehicles defined by N.C. G.S. 20-4.01(23) are not permitted to operate on town greenways or multi-use paths. The operator of a motorized scooter, electric bicycle, electric assisted bicycles, and electric skateboards using parks, town 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 town 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.

(a)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, town greenways, bicycle lanes, and multi-use paths. The operator of a bicycle, electric bicycle, electric assisted bicycle, motorized scooter, and electric skateboard shall reduce their speed when approaching or passing pedestrians and shall exercise due caution to ensure the safety of all people using the town greenway.

Sec. 30-92. Requirements For Helmets.

(a)With regard to any motorized scooter, electric bicycle, electric assisted bicycle, or electric skateboard used on a public roadway, shared street, town 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 bicycle helmet that complies with the U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

(b) Notwithstanding subsection (a), a person under the age of 16 operating or riding as a passenger on a motorized scooter, electric bicycle, Class 1 or 2 electric assisted bicycle, or electric skateboard shall wear a bicycle helmet that complies with the U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

(c) Notwithstanding subsection (a and or b), a person under the age of 18 operating or riding as a passenger on a Class 3 electric assisted bicycle shall wear a bicycle helmet that complies with the U.S. Consumer Product Safety Commission Safety Standard for Bicycle Helmets, 16 C.F.R. Part 1203, as amended, and that is properly fitted and securely fastened to the rider's head.

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 sperate 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

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1011
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
October Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- WAKE FOREST-TXREP-OCT-2026-BOC-MTG.pdf

WAKE COUNTY
NORTH CAROLINA

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

October 6, 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 October 5, 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,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

08/01/2026 - 08/31/2026

Rebate Detail Report

WAKE FOREST

DATE 09/17/2026

TIME 3:11:54 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

975852	155.66	0	0.00	0.00	0.00	155.66	8/12/2026	0007076177	2026	2026	000000	MATTHEW A SCHMID DC PA
SUBTOTALS FOR BUSINESS ACCOUNTS	**155.66**	**0.00**	**0.00**	**0.00**	**0.00**	**155.66**	**155.66**		**1 Properties Rebated**			

INDIVIDUAL PROPERTY ACCOUNTS

977542	59.14	0	30.00	0.00	0.00	89.14	8/27/2026	0007075477	2026	2025	000000	COUSINS, WILLIAM THOMAS JR
974913	143.72	0	30.00	0.00	0.00	173.72	8/6/2026	0007084705	2026	2025	000000	CELLA, VINCENT JOHN
976395	46.33	0	0.00	0.00	0.00	46.33	8/17/2026	0007086083	2026	2025	000000	DANDIWAL, SHVAIT SINGH
977541	210.09	0	30.00	0.00	0.00	240.09	8/26/2026	0007089559	2026	2025	000000	WRIGHT, BEVERLY ANISSA
976935	29.76	0	30.00	0.00	0.00	59.76	8/21/2026	0007089787	2026	2025	000000	SIRKIN, DOMINIC JOSEPH
977367	191.30	0	30.00	0.00	0.00	221.30	8/21/2026	0007087044	2026	2025	000000	BRUCE, JOHN WALLACE
976748	59.88	0	0.00	0.00	0.00	59.88	8/24/2026	0007084705	2026	2025	000000	CELLA, VINCENT JOHN
976926	80.51	0	30.00	0.00	0.00	110.51	8/24/2026	0007077369	2026	2025	000000	JENCKS, BOBBY WAYNE
977366	218.29	0	30.00	0.00	0.00	248.29	8/26/2026	0007087226	2026	2025	000000	BRUCE, LESLIE WATSON
976027	72.80	0	30.00	0.00	0.00	102.80	8/12/2026	0007086083	2026	2025	000000	DANDIWAL, SHVAIT SINGH
976562	145.92	0	30.00	0.00	0.00	175.92	8/17/2026	0007086817	2026	2025	000000	CREACY, SANDRA LAVOYN
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**1,257.74**	**0.00**	**270.00**	**0.00**	**0.00**	**1,527.74**	**1,527.74**		**11 Properties Rebated**			

INDIVIDUAL REAL ESTATE ACCOUNTS

977171	726.70	0	0.00	0.00	0.00	726.70	8/27/2026	0000248801	2026	2026	000000	MADDOX, PATRICIA
977158	711.53	0	0.00	0.00	0.00	711.53	8/27/2026	0000306092	2026	2026	000000	GASPAR, DIANE E
977140	189.00	0	0.00	0.00	0.00	189.00	8/27/2026	0000426786	2026	2026	000000	BURRUSS, VINCENT
977137	1,949.92	0	0.00	0.00	0.00	1,949.92	8/27/2026	0000424851	2026	2026	000000	BROWN, ALBERTA
977731	189.00	0	0.00	0.00	0.00	189.00	8/31/2026	0000306080	2026	2026	000000	SCOTT, FRANCINE TRUSTEE
975661	9.82	0	0.00	0.00	0.00	9.82	8/31/2026	0000508497	2026	2026	000000	MORTEO, SAMIA
977197	1,113.77	0	0.00	0.00	0.00	1,113.77	8/31/2026	0000318255	2026	2026	000000	WRIGHT, BERNICE
977720	752.70	0	0.00	0.00	0.00	752.70	8/31/2026	0000231440	2026	2026	000000	QUINONES, DEBORAH A
977739	189.00	0	0.00	0.00	0.00	189.00	8/31/2026	0000507129	2026	2026	000000	MILDRED SHORT, ZYDET MARIE
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**5,831.44**	**0.00**	**0.00**	**0.00**	**0.00**	**5,831.44**	**5,831.44**		**9 Properties Rebated**			

WILDLIFE BOAT ACCOUNTS

975247	121.80	0	0.00	0.00	0.00	121.80	8/6/2026	0004226721	2026	2026	000000	BRADLEY, JOSEPH
SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	**121.80**	**0.00**	**0.00**	**0.00**	**0.00**	**121.80**	**121.80**		**1 Properties Rebated**			

	7,366.64	0.00	270.00	0.00	0.00	7,636.64	7,636.64	22 Properties Rebated for the District City
TOTAL FOR WAKE FOREST	7,366.64	0.00	270.00	0.00	0.00	7,636.64	7,636.64	22 Properties Rebated for all Cities
GRAND TOTAL	400,234.14	6,892.46	990.00	287.78	0.00	408,404.38	408,404.38	179 Properties Rebated for all Cities

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-992
Submitted by: Ella Dowtin,Administration
Submitting Department: Administration
Meeting Date:November 17, 2026

Subject
Monthly Report

Recommendation:

item Summary:

ATTACHMENTS:
- October 2026 Monthly Report.pdf

OCTOBER 2026| Department Monthly Report

Center for Active Aging

ACTIVITY	
ACTIVITIES	
Total Active Members	2,715
Number of Events Hosted	2
Number of Programs Hosted	69
Total Events Attendance	82
Total Programs Attendance	4,434

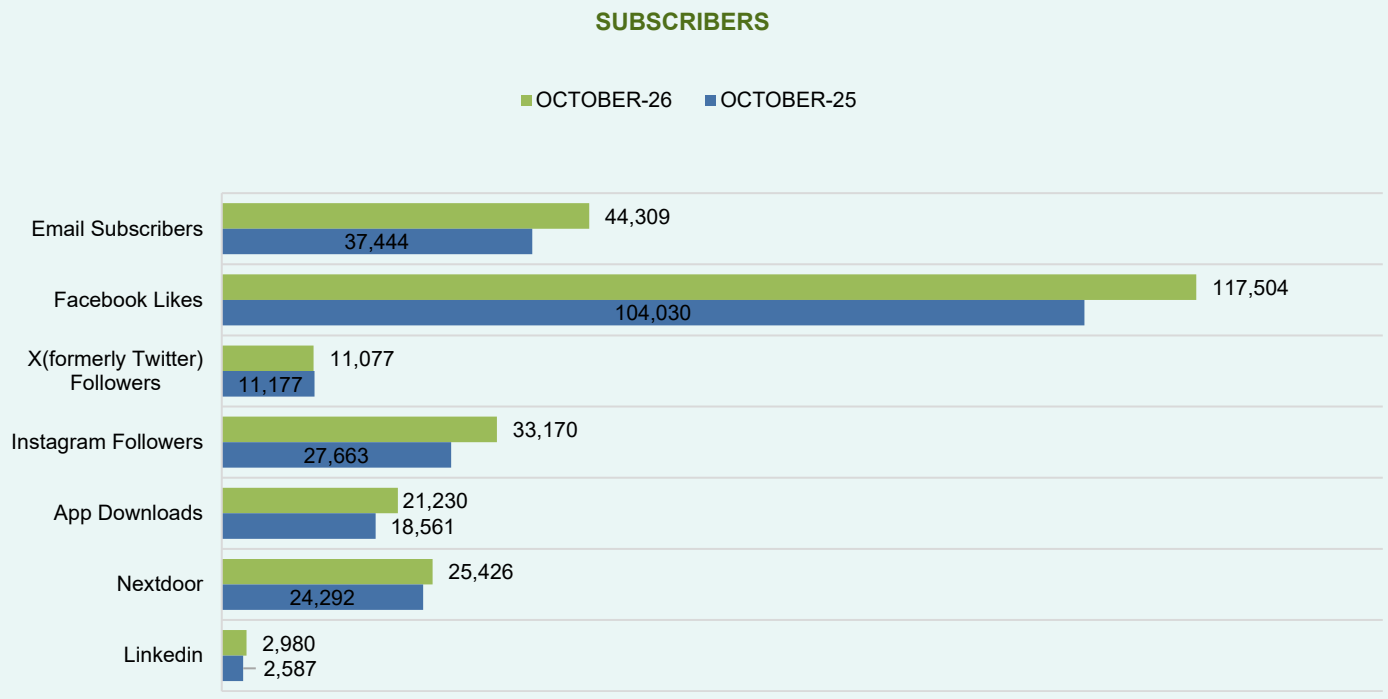
REVENUE COLLECTED	
COLLECTIONS AMOUNT	
Classes	$16,155
Donations	$272
Miscellaneous	$1,000

N/A

Communications

ANNOUNCEMENTS	
Media Releases	37
Email Announcements	24
Town-to-Resident Phone Calls/Texts	20

TOP 5 VIEWED PAGES ON WEBSITE		
RANK	PAGE	VIEWS
1	Forms & Applications	43,099
2	Home	6,399
3	Voter Election Information	3,113
4	Halloween Boo Bash	2,479
5	Jobs	1,652



Downtown Development

OCCUPANCY

	OCT - DEC 2026	OCT - DEC 2025
Occupancy Rate in Percentage	92 %	91%

NEW BUSINESSES

	OCTOBER 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	4	4
Number of Businesses Closed	3	5

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (OCT-DEC)	ATTENDANCE IN 2026	ATTENDANCE IN 2025
Spirits of Wake Forest	609	668

A meeting was held with downtown business and property owners on October 26 at the request of Commissioner Wright. The meeting provided an overview of the Downtown Plan adopted in November 2024 and highlighted accomplishments to date and initiatives currently underway. Discussion topics included downtown parking, the S-Line, and timelines for upcoming projects impacting downtown. Twelve people attended representing eight businesses and six property owners.

Wake Forest Downtown, Inc. (WFD) in partnership with the Public Art Commission issued a call to artists for Downtown Public Art Banners. We received 46 art submissions from 21 artists. Committee will vote and make their final selections in November and the new public art banners will be displayed starting in January 2027.

WFD hosted the 7th annual Spirits of Wake Forest Haunted History Walking Tours and partnered with Firebox Theatre to provide storytellers. 609 tickets were sold which generated over $9000 in revenue for WFD after expenses.

Downtown merchants hosted Goodies for Goblins on Saturday, October 17, 2026, and WFD provided $1000 in candy for the 30 participants.

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.

REQUESTS FOR INFORMATION (RFIs)

	OCTOBER 2026	OCTOBER 2025
Number of Responses to RFIs	2	2

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
D1 Training Wake Forest
BMC Stormwater

Engineering

PROJECT UPDATES	
Street Resurfacing	Project is substantially complete. Working through punch list items and anticipating completion by end of November.
S. Franklin Street	RRFBs are installed at intersection with Heritage Greens Drive. Working through punch list items and final plantings.
Traffic Signal- Forestville Rd at Coach Lantern	Project is substantially complete. Coordinating power to the signal and working through punch list items. Once power is connected signal will operate in flash mode for a limited time to acclimate drivers to the new signal.
Wake Forest Reservoir	Notice to proceed with construction has been issued in October.

Finance

FINANCIAL TASKS COMPLETED

External Report Submissions	Submission Date
BLS Department of Labor Report	10-22-2026
ORBIT/LGERS Report – NC State Treasurer	10-06-2026
NC Sales and Use Tax Form E500	10-15-2026
Utility Sales Tax Return – E500 E	10-15-2026
Gross Receipts Tax Report	10-15-2026
Food & Beverage Tax Report	10-15-2026
ARPA Treasury Report	10-28-2026
NC – 5Q	10-06-2026
Federal 941	10-06-2026
Unclaimed Property	10-27-2026
NCESC	10-31-2026

GENERAL UPDATES

Staff will continue to work on the FY-26 audit.

NOTE: Several data points were removed from the Monthly report and will instead appear as Performance Measures and Workload Indicators in the annual budget document and on the Open Data Portal.

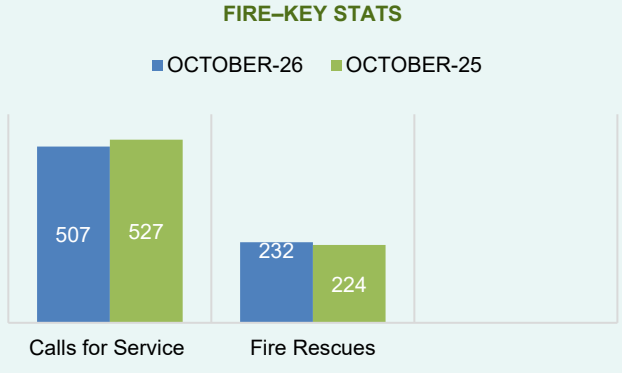
Fire

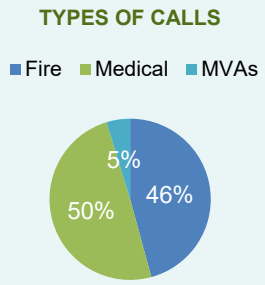
KEY STATS

	OCTOBER 2026	OCTOBER 2025
Calls for Service	507	527
Average Response Time	3:12	2:76

TYPES OF CALLS

	OCTOBER 2026	OCTOBER 2025
Fire	232	224
Medical	251	269
Motor Vehicle Accidents (MV24A)	24	34





Human Resources

EMPLOYMENT

	OCTOBER 2026	OCTOBER 2025
Positions filled	477	443
Vacancies	20	29
Total Authorized Positions FY 2025–2026	**497**	**472**

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
N/A			

Information Technology

SERVICE STATS

	OCTOBER 2026	OCTOBER 2025
Service Requests Completed	589	861
Network Uptime Percentage	99%	100%

Inspections & Public Facilities

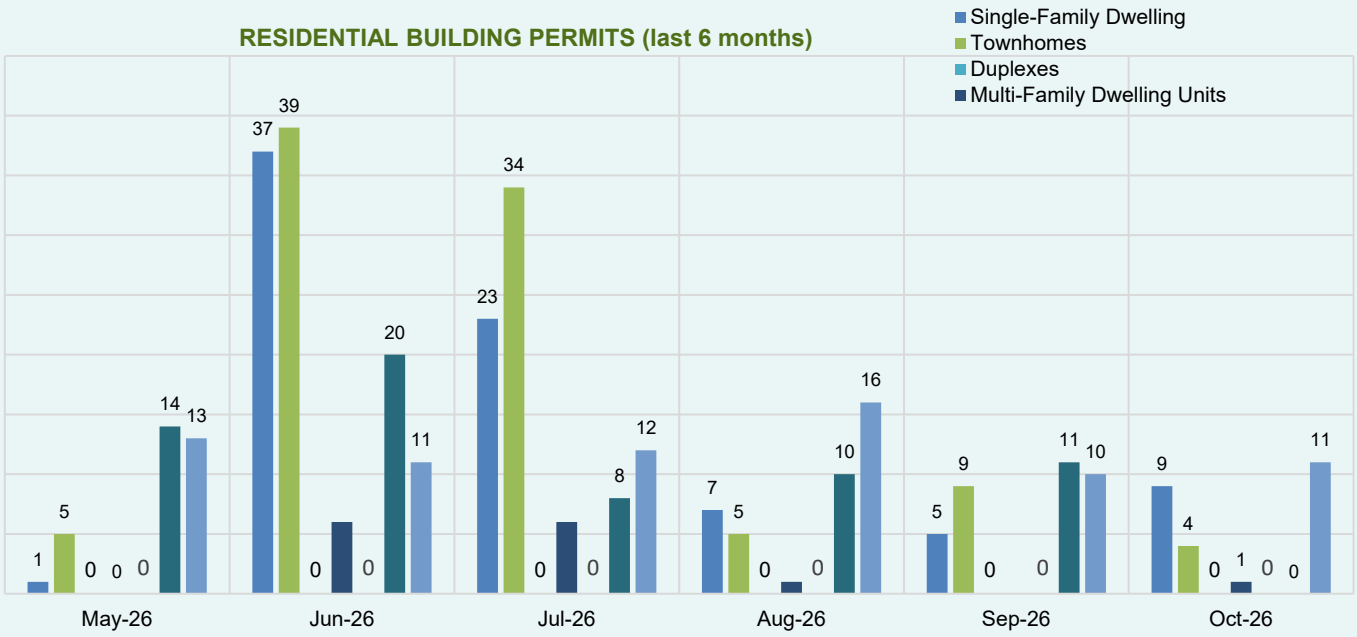
RESIDENTIAL PERMITS

	OCTOBER 2026	OCTOBER 2025
Single-Family Dwelling	9	13
Townhomes	4	25
Duplexes	0	1
Multi-Family Dwelling Units	1	13
Other	109	110
Total	**134**	**162**

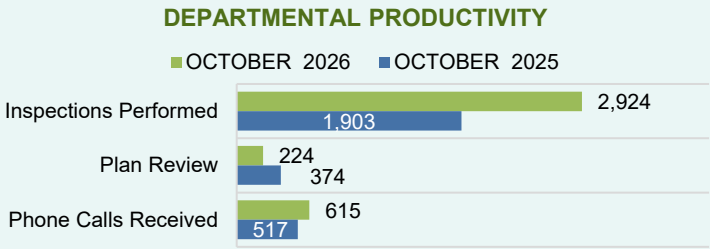
NON-RESIDENTIAL PERMITS

	OCTOBER 2026	OCTOBER 2025
New Commercial	0	0
Fit-Ups	1	1
Other	50	42
Total	**51**	**43**

Inspections & Public Facilities



PUBLIC FACILITIES		
	OCTOBER 2026	OCTOBER 2025
Preventative Maintenance Completed	720	635
Reactive Work Orders	139	128



BUSINESSES	
NEW COMMERCIAL BUSINESSES	
None	
FIT-UPS	
JEWEL RECYCLE	11721 RETAIL DR 105
PRE-OCCUPANCIES	
HEART TO HOME MEALS	745 MERRITT CAPITAL DR 103
UNWINED ON WHITE (OWNER CHANGE)	153 S WHITE ST
ACPM LLC (OWNER POWER CHANGE)	12400 WAKE UNION CHURCH RD 04
PRIMERICA/LH ASSOCIATES	833 WAKE FOREST BUSINESS PK D
HARMONY 360 COUNSELING (POWER CHANGE)	12339 WAKE UNION CHURCH RD 111

Organizational Performance

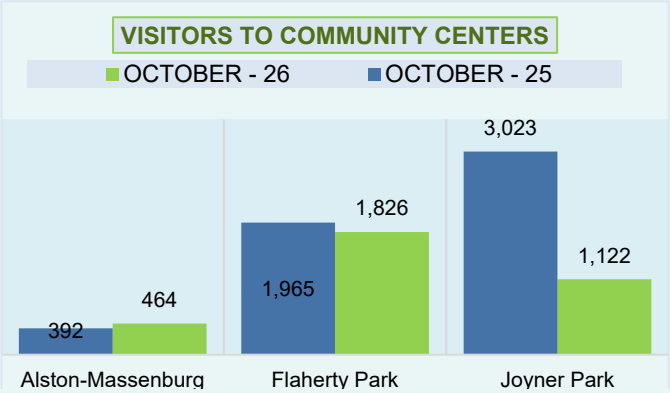
NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)	
Staff Hours	26 hrs./week
Updates	Mobile Market x2 - NCFST Food Summit f/u Can Do Food Drive - TAM P/U x 2 - Farmers Market P/U x4 - Mini-Pantry stock x 12
Event	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM	
Active	21
Inactive	N/A
Onboarding	N/A
Hours (October)	168

Parks, Recreation & Cultural Resources

ATHLETICS

	OCTOBER 2026	OCTOBER 2025
Registrations Received – Youth	30	3
Registrations Received – Adult	0	0
Games Held	172	127
Revenue	$8,665	$330



VIEW

RECCONNECT PROGRAM GUIDE

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

PROGRAMS

	OCTOBER 2026	OCTOBER 2025
Registrations Received – Youth	134	170
Registrations Received – Adult	142	151
Classes/Programs Held	44	36
Revenue	$6,805	$8,890

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	2
Reactive Maintenance	3
PM Inspections & Services	17
Evening & Weekend Park Services	5

FACILITY RENTALS

	OCTOBER 2026	OCTOBER 2025
Athletic Fields	12	10
Joyner Park Outdoor / Open Space	7	3
General Outdoor / Open Space	0	0
Picnic Shelters	5	0
Wake Forest Community House	12	9
Joyner Park Community Center	3	4
Flaherty Park Community Center	1	0
Alston-Massenburg Center	3	4

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	OCTOBER 2026	OCTOBER 2025
Aquatic Center	0	0
Joey McCrea Wiggins Park Sprayground	0	0

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

	OCTOBER 2026	OCTOBER 2025
COAs Received	1	1
COAs Approved	1	1

Police

KEY STATS		
	OCTOBER 2026	OCTOBER 2025
Calls for Service	4,864	4,330
Vehicle Crashes	230	185

Public Works

Streets: Streets staff completed annual snow equipment training in preparation for the upcoming winter season. Crews also performed undergrowth removal at NE Gateway Park at the request of Planning and assisted with Holding Village signage and pavement markings at the request of Engineering. Throughout October, crews completed 868 feet of pavement markings, swept 158 miles of roadway, and collected 35 loads of debris. Staff also upgraded 51 signs and replaced 8 signs throughout Town. Additional work included replacing 628 feet of sidewalk, utilizing 44.5 yards of concrete, and completing seasonal flow.

Fleet: Fleet completed 236 work orders in October, achieving a combined shop productivity rate of 81%. The department also participated in the Town's Leadership Academy, supporting continued professional development and leadership growth among staff.

Solid Waste: Loose-leaf collection began October 5, with crews maintaining consistent service throughout the month and delivering leaves to farms and personal properties. Seasonal yard waste volumes increased, including numerous brush piles, with all collections completed on schedule. David Hagerty joined the Solid Waste team as a new collector on October 26. Additionally, numerous litter kits were distributed to residents to encourage community cleanup efforts and help maintain clean roadways and public areas.

Urban Forestry: Urban Forestry planted 60 trees throughout the month to support the Town's beautification and tree canopy goals. The team also assisted the Planning Department with the Ailey Young Park project and supported the Stormwater Department in completing Year 1 of its cycle.

Admin: Administration mailed Collections Assistance Program (CAP) audit letters to participants to update records, verify eligibility, and ensure program information is current. Hunter was also officially sworn in by the State as a Notary Public and is now available to assist residents and Public Works staff with notary services.

RECYCLING		
	OCTOBER 2026	OCTOBER 2025
Volunteer Collected Litter	200	475
Volunteer Collected Recycling	50	25
Volunteer Hours	25	98
Volunteer Miles of Streets	2	4
Sections of Roads Cleaned (not miles)	1	5
Number of Creeks Cleaned	1	2
Number of Litter Kits Issued / Returned	13	45

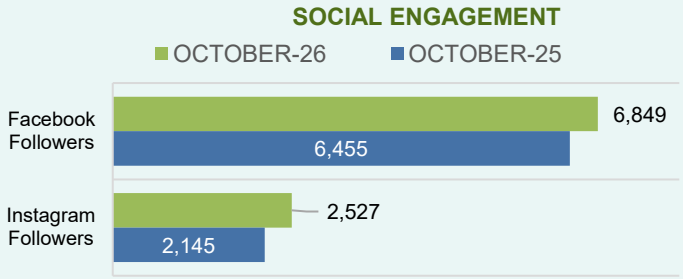
SOLID WASTE		
	OCTOBER 2026	OCTOBER 2025
New Construction Homes Added	24	13
New Cart Sets	24	13

CEMETERY		
	OCTOBER 2026	OCTOBER 2025
Number of Plots Sold	0	0
Number of Niches Sold	0	1
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE VIEW

EVENT & PROGRAM ATTENDANCE	OCTOBER 2026	OCTOBER 2025
Monthly In-Person Attendance	2,566	2,158
Virtual Views	5,763	1,060
Ticketed Events Held	7	9
Free Events Held	1	4



Highlights for October 2026 for the Renaissance Centre

In October, the Wake Forest Renaissance Centre began the month with Misery by Stephen King, presented by Firebox Theatre from October 2-4. The production was followed by Diggery's Dino Adventure on October 10, a family-focused performance featuring interactive dinosaurs, puppetry, music, and magic. Throughout October, the Renaissance Centre also partnered with Wake Forest Pride to feature LGBTQIA+ artists in the Arts Annex gallery. The month concluded with Of Blood and Bone on October 30, an evening of spooky storytelling by Donna Washington paired with themed desserts for attendees.

Wake Forest Power

CUSTOMER SUMMARY	OCTOBER 2026	OCTOBER 2025
Electric Meters/Customers	8,661	8,117
N.C. GreenPower Participants	16	369
H.O.P.E. Participants	40	42
		16

NUMBER OF TRANSACTIONS	OCTOBER 2026	OCTOBER 2025
Tyler Payments (Traditional)	6,930	0

POWER OUTAGES	OCTOBER 2026	OCTOBER 2025
Total Number of Customers Affected by Outages this Month	60	2,013
Average Number of Customers Affected per Outage	20	403

PAYMENTS RECEIVED	OCTOBER 2026	OCTOBER 2025
Tyler Payments (Traditional)	$1,928,761	$0

Historic Preservation Commission

MEETINGS	
Most recent meeting held	10/27/2026
Number of members in attendance: 5 out of 9	

Historic Preservation staff provided an update on the draft UDO and proposed changes to Section 106 of the National Historic Preservation Act.

Human Relations Council

MEETINGS	
Most recent meeting held	10/22/2026
Number of members in attendance: 5 out of 12	

Without a full quorum - The Human Relations Council met to begin plans for the upcoming Minority & Women Owned Business Expo as well as hear presentations from individuals interested in joining the council. Council members have received instructions on how to vote for new members.

Public Art Commission

MEETINGS	
Most recent meeting held	10/22/2026
Number of members in attendance: 9 out of 11	

Art selection in the new skatepark is pending. New Commissioner applicants were interviewed.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS	
Most recent meeting held	10/26/2026
Number of members in attendance: 10 out of 11	

The Board conducted candidate interviews for the members to be selected.
The board voted to use the same race timing company again next year for the National Trails Day 5k/3k.
The November Staff Holiday Luncheon will be held on Nov. 23rd at noon, at the WF Community House.
The Advisory Board will have its Potluck meeting on Nov. 23rd.
The Board Planning Session is scheduled for Feb. 20, 2027, at 9am-1pm (Breakfast starts at 8:30am).

Technology Advisory

MEETINGS	
Most recent meeting held	10/26/2026
Number of members in attendance: 7 out of 13	

The meeting covered board membership, strategic planning, responsible technology adoption, AI, community engagement, education, ongoing town initiatives, event planning, and future meeting logistics.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1045
Submitted by: Lisa Hayes,Administration
Submitting Department: Administration
Meeting Date:November 17, 2026

Subject
2022-2027 Town of Wake Forest Strategic Plan Final Report

Recommendation:
review

item Summary:

ATTACHMENTS:
- Strategic Plan 2022_2027 Final Report.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

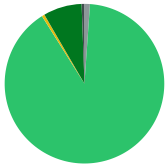
CHARACTER - Demonstrating integrity, perseverance, and ethical behavior

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

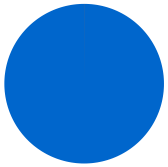
How are we tracking across the entire 2022-2027 Strategic Plan?

Statuses



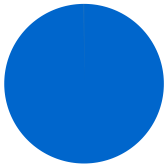
Not Started	2	(1%)
On Track	161	(90%)
Off Track	1	(1%)
Achieved	14	(8%)
Canceled	1	(1%)

Due Dates



Not Past Due	141	(100%)
Past Due	0	(0%)

Progress Updates



Up-to-Date	179	(100%)
Late	0	(0%)
Pending	0	(0%)

Our Goals



Our Goals & Priorities

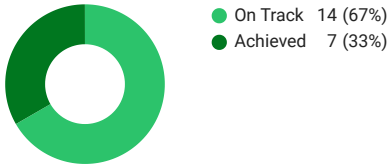
Level	Indented Name	Status
Goal	SUSTAINING EXCELLENT TOWN SERVICES	On Track
Priority	Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students	On Track
Priority	Evaluate cost effective solutions for Town Services	On Track
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

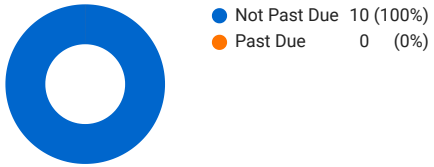
Goal 1: Sustaining Excellent Town Services

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

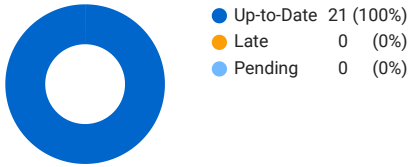
Statuses



Due Dates



Progress Updates



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 initative per quarter)	On Track	The Austin T. Smith Core Values semi-annual breakfast recognized 16 employees, with an additional 17 employees recognized in their respective departments. The Powering Performance employee newsletter regularly recognizes multiple individuals in each issue.	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		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	We are steadily increasing the number of internships across the organization each year.	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	The second biannual "Empowering Leaders" leadership academy began in September.	03/06/2025	06/30/2027
1.1.5	Initiative	Teambuilding and retention strategies.	On Track	The Senior Leadership team participated in a session in September held by an outside facilitator on leveraging strengths and working collaboratively. Departments routinely include team building activities throughout the year.	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.		

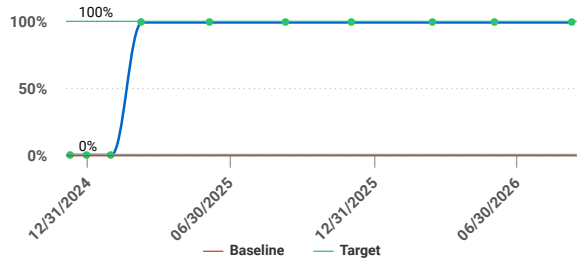
1.1.8	Initiative	Restructure positions to encourage team approach and develop career growth ladders for each area of expertise.	Achieved	Complete		
1.2	Priority	Evaluate cost effective solutions for Town Services	On Track			
1.2.1	Initiative	Update impact fees - Fire, Recreation Facilities Fees, and 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	Plans are underway to complete an electric cost of service and rate study update this fiscal year. Staff is working with ElectriCities to retain consultant.	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 continues to seek opportunities that support economic interests such as receiving the CWRAR grant from the NCDEQ for recycling carts in public areas. The public works department is currently working to seek new grant opportunities. Additionally, the public works department has been supporting the sustainability plan process that may open additional opportunities for grants.	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	Officers in the field continue to share real-time road conditions with other officers and the communications center to help mitigate delayed response times. The police department also maintains minimum staffing levels to help ensure we are maintaining adequate response times.	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.

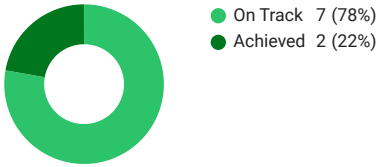


Last updated on 09/30/2026
Stay above baseline of 0

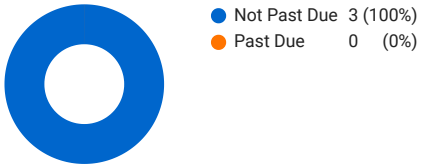
Goal 2: Creating Accessible Housing Opportunities

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

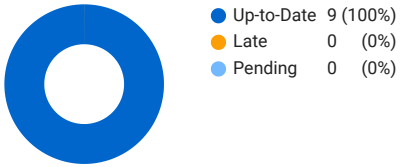
Statuses



Due Dates



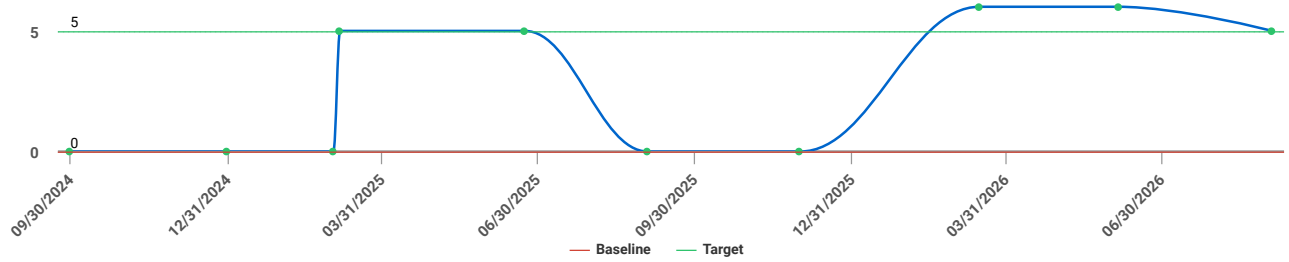
Progress Updates



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	Town staff reach out in August to the Housing Authority for a status update on the Physical Needs Assessment being conducted by them. Town Staff has yet to hear back, but will continue to reach out.	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	We have been finalizing the conference to be held October 4-7 and also have started planning for the spring workshops.	03/06/2025	06/30/2027
2.3.2	Initiative	Implement the Town's Housing Rehab Program.	On Track	Renewing contract with Preserving Home for another multi-year campaign of housing rehabilitation	03/06/2025	06/30/2027
2.3.3	Initiative	Develop SOPs for nuisance violations.	Achieved	Complete		

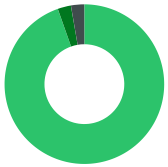
Implement the Town's Housing Rehab Program



Goal 3: Fostering a Safe, Diverse, and Welcoming Community

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

Statuses



- On Track 35 (95%)
- Achieved 1 (3%)
- Canceled 1 (3%)

Due Dates



- Not Past Due 29 (100%)
- Past Due 0 (0%)

Progress Updates



- Up-to-Date 37 (100%)
- Late 0 (0%)
- Pending 0 (0%)

All items for Fostering a Safe, Diverse, and Welcoming Community

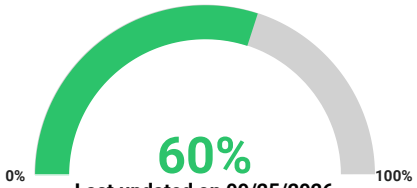
#	Level	Indented Name	Status	Last Update's Comment	Start Date	Due Date
3	Goal	FOSTERING A SAFE, DIVERSE, AND WELCOMING COMMUNITY	On Track			
3.1	Priority	Create new and improved gateways and wayfinding	On Track			
3.1.1	Initiative	Construct greenways as part of bond referendum (% complete)	On Track	There 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 complete open to the public. 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	Project currently out to bid.	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 give out water. Last quarter was busy in this aspect as it covered the summer months. School is out and our two SROs focus heavily on the greenways during the summer months.	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 Winter 2026.		

3.2.2	Initiative	Focus additional residential and non-residential growth as per Future Land Use Map recommendations and explore rezoning targeted parcels to accommodate and encourage non-residential uses. (Short to Medium)	On Track	Zoning map updates being explored as part of UDO update process and are on pause until the UDO update is adopted		
3.2.3	Initiative	Research potential in-fill development sites that could support future affordable housing development. (Short)	On Track	Town Staff is developing a community land trust RFQ for a Town-owned site	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	Bids have been received for Phase Two and are currently being evaluated. This project will take approximately 18 - 24 months to complete.	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	Funding was approved for design, structural analysis, and construction drawings included in FY27 budget. Projects and Programs Division and Historic Preservation staff began meeting regularly to develop the scopes of work and begin the procurement process for the design, structural analysis and construction drawings.	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	The “East End Historic District” study list application was approved by the North Carolina National Register Advisory Committee on June 11, 2026. The next steps will be to conduct outreach with the residents to determine if they want to move forward with formal National Register listing of the historic district. Staff sent notification letters to residents with a FAQ about the NC Study List and National Register and attended the NECC meeting on August 17, 2026 to inform the community of the status and answer questions.	03/06/2025	06/30/2027
3.2.7	Initiative	Consider opportunities to reduce speeding along neighborhood roadways. (Short)	On Track	The police department maintains a spreadsheet of areas where citizens have called in complaints and focus enforcement and maintain a high-visibility in these areas. We also maintain and place speed signs which help gather data and hopefully make people aware of their speed and reduce it voluntarily.	03/06/2025	06/30/2027
3.2.8	Initiative	Work with local organizations to identify and implement youth programming. (Short)	On Track	Playground and spray ground upgrades project completed Hosted Juneteenth cultural arts event Continue to work with local pastors on community outreach in the Northeast Community	03/06/2025	06/30/2027
3.2.9	Initiative	Attend meetings and assist with events in the Northeast Community.	On Track	PRCR and Organizational Performance continue to attend monthly meetings and assist with programming as needed.	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 Town is renewing another five-year contract for housing rehabilitation with Preserving Home. The program was recently expanded Town-wide. Further, the Town intends to pursue a community land trust project in the Northeast Community. Town staff remains in communication with Wake County on other possible resources related to housing/homelessness.	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	Funding for the NE Gateway Park was approved for design, structural analysis, and construction drawings included in FY27 budget. Projects and Programs Division and Historic Preservation staff began meeting regularly to develop the scopes of work and begin the procurement process for the design, structural analysis and construction drawings.	03/06/2025	06/30/2027
3.2.12	Initiative	Continue to implement tree planting programs. (Ongoing)	On Track	The urban forestry division completed preparations for plantings for the planting season of fall. This includes stump removals, tree disease identification and assessments, and determining what trees need to be replaced. The urban forestry division also helps residents with tree related questions to help them better understand tree maintenance and care.	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	The urban forestry division continues to advocate for the protection of mature trees during the planning approval process and thoroughly reviews plans to ensure that tree planting policy is being met through the planning process. Urban forestry staff members work to care for and maintain mature trees to benefit their health and protect their longevity.	03/06/2025	06/30/2027
3.2.14	Initiative	Identify additional historic sites in the Northeast Community. (Ongoing)	On Track	Historic Preservation staff identified a historic district in the NE Community roughly bounded by E. Juniper Avenue, N. Taylor Street, E. Spring Street, and N. White Street. The application to add the district to the NC Study List was approved at the June 11, 2026, National Register Advisory Committee meeting. The next step is public outreach to determine if the community is in favor of National Register listing. The Study List recognizes that a property or area is potentially eligible for listing in the National Register of Historic Places.	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	Members of the Wake Forest Historic Preservation Commission participated in Community Arts Day at the Renaissance Centre on September 12, 2026. They passed out activity books and walking tour brochures. Staff applied for a NC Humanities Grant to create an interactive tour app for the Ailey Young House. Historic Preservation staff began monthly meetings with the Wake Forest Historical Museum staff to share ideas and maintain partnerships on local history initiatives.	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	There are two approved markers that require a sign easement or encroachment agreement. Staff is working on these issues. No markers were approved or install during this reporting period. We have installed eleven historic markers to date.	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	The Town's Comprehensive Transportation Plan (CTP) update was presented to the Planning Board, Historic Preservation Commission, Parks & Rec Advisory Board, and Board of Commissioners. The CTP update was approved in September. Additionally, the Town officially commenced the Downtown Traffic Study on July 1, 2026.	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	Patched 196 tons of asphalt, repaired 38 potholes	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	This quarter we worked with students to create more decorative ceiling tiles for public buildings, repaired the Saturn's Toybox sculpture, and worked with Arts Access Inc to create audio descriptions of our current public art assets for folks with sight impairment.	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	Town staff continues to work with NCDOT on the S-Line project, including the associated Downtown Mobility Hub (Amtrak station). A final Mobility Hub concept plan was published by NCDOT (not currently available on NCDOT website). Town staff recently met with NCDOT Rail staff to discuss further collaboration as the project moves forward.	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	Town staff met with Wake County Housing Affordability & Community Revitalization staff to discuss Wake County program updates and opportunities. Staff remains in communication with Wake County on other possible resources related to housing/homelessness.	03/06/2025	06/30/2027
3.2.23	Initiative	Work with local community organizations to understand needs and requirements for	On Track	The Organizational Performance Department continues to play a leading role on the NCFST and held a food security	03/06/2025	06/30/2027

		existing community celebrations, identify additional opportunities for new celebrations, identify funding sources and collaborative partners to launch new community events. (Ongoing)		summit in August to bring all the partnerships together. A Mental Wellness Fair was held in September and was a collaboration with outside organizations.		
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 Centre (RC) continued to offer high-quality programing in Q1. Shows at the RC included America's Sweethearts, Murder Mystery Interactive Theatre, and Celebration of the Arts featuring Grey Seal Puppets. Classes/camps included Summer Stage musical theatre camp, mosaics, clay, and pottery.	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 community together to celebrate diverse cultures. - (# programs/events)	On Track	Downtown Development planned and facilitated three Friday Night on White (FNOW) events during July, August, and September. We continue to see a diverse mix of attendees of all ages and races that include both residents and visitors.	03/06/2025	06/30/2027
3.3.3	Initiative	Host/partner on events and community outreach initiatives to connect with citizens and bring the community together.	On Track	The Quality of Life team regularly partners with outside groups to host events and programming.	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	The public works department continues to provide resources for disposal for community events. Through this program, we can decrease litter issues at community events. Throughout the FNOW season, the public works department provided staffing to the events and provided disposal options for the event. The public works department has also arranged dumpsters for events that may need additional disposal options such as the Independence Day event where there was no major disposal option on site. Additionally, this season, the public works department provided litter pickers to staff to help clean up the area after the event. The public works department also has and continues to provide necessary signage and road blocking needs for events in the community.	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	Downtown Development planned and facilitated three Friday Night on White (FNOW) events during July, August, and September. This quality of life event continues to draw a diverse mix of attendees of all ages and races that include both residents and visitors.	03/06/2025	06/30/2027

Construct greenways as part of bond referendum (% complete)



Last updated on 09/25/2026

Move from baseline of 0% to target of 100%

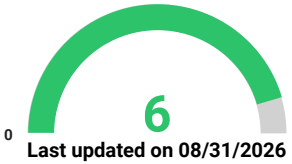
Continue to install historic markers or other interpretive material at historic sites (# markers/materials installed since start of program)



Last updated on 09/16/2026

Stay above baseline of 0

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



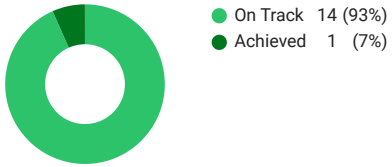
Last updated on 08/31/2026

Stay above baseline of 0

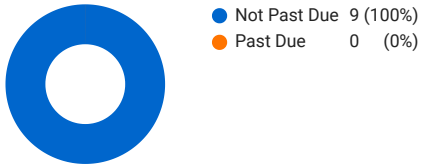
Goal 4: Investing in Transportation and Infrastructure

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

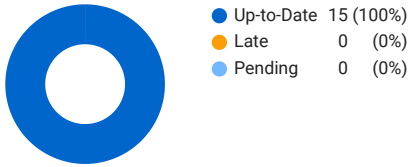
Statuses



Due Dates



Progress Updates

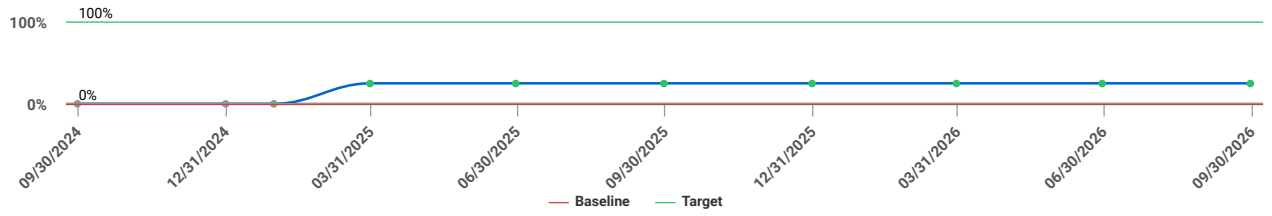


All items for Investing in Transportation and Infrastructure

#	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	Public engagement open house sessions were held in August and draft plan content refinement is advancing.	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	Police Department offers these classes on an ongoing basis.	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, City of Raleigh Water Main Improvements, 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 working with Public Works on the installation of a Pilot Traffic Calming Project. We will be evaluating this over the next few months and will follow up with a presentation to the Board of Commissioners 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	Town staff continues to work with NCDOT on the S-Line project, including the associated Downtown Mobility Hub (Amtrak station). A final Mobility Hub concept plan was published by NCDOT (not currently available on NCDOT website). Town staff recently met with NCDOT Rail staff to discuss further collaboration as the project moves forward.	03/06/2025	06/30/2027
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)	On Track	Staff is compiling information to bring forward for Board discussion.	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	In September 2026, meeting was held with staff to determine project status. Based on project schedules, the next planned issuance will be May 2027. Staff is working with LGC, bond attorney, and financial advisors to issue $19 million in GO bonds.	03/06/2025	06/30/2027
4.4.4	Initiative	Partner with NCDOT to perform traffic congestion and relief analysis.	On Track	Engineering will continue to advocate for traffic relief enhancements as opportunities arise.	03/06/2025	06/30/2027

2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects. - (% bond debt issuance)



Goal 5: Advancing Community and Economic Prosperity

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

Statuses



- On Track 12 (100%)

Due Dates



- Not Past Due 8 (100%)
- Past Due 0 (0%)

Progress Updates



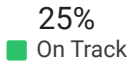
- Up-to-Date 12 (100%)
- Late 0 (0%)
- Pending 0 (0%)

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	Downtown Development in coordination with Wake Forest Downtown, Inc. is exploring reimagining the annual property owners lunch to be more inclusive of downtown business owners. This will be scheduled for 3rd quarter 2028. A Downtown Meeting is scheduled for October 26, 2026 with business and property owners to provide overview and updates on approved Downtown Plan.	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	An in person meeting will be scheduled 3rd or 4th quarter with all food and beverage establishments. Downtown Development Updates and Downtown Dispatch (emailed newsletters) continue to be utilized to communicate with businesses 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 is currently 8% with projects planned or in progress for six of the vacancies. There was recently retail space available and a current downtown business owner has acquired the lease for expansion. Business interest in downtown continues and Downtown Development works to connect interested businesses with available 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	On Track	An in person meeting will be scheduled for 3rd or 4th quarter. Downtown Development Updates and Downtown Dispatch	03/06/2025	06/30/2027

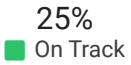
		business owners to discuss successes and opportunities. - (% complete)		(emailed newsletters) continue to be utilized to communicate with merchants on an ongoing basis, as well as the Downtown Business Alliance closed Facebook group.		
5.2.2	Initiative	Downtown Development will coordinate biannual merchant socials for the purpose of merchant engagement and relationship building to support a strong sense of community. - (% complete)	On Track	A merchant social will be scheduled for 2nd quarter.	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-KPiO1GjONSmxQ?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 seeks opportunities to work with organizations on partnerships for the community and works to provide education in these partnerships. For examples, home school groups and high school students participated in organized litter collection groups over the duration of the summer and education regarding the importance of litter prevention was provided to these groups to assist with community advocacy.	03/06/2025	06/30/2027
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 conducted a satisfaction survey after every mainstage performance, class, and camp.	03/06/2025	06/30/2027

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



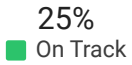
Last updated 09/24/2026

host annual food and beverage meeting to discuss successes and opportunities



Last updated 09/24/2026

coordinate biannual merchant socials for merchant engagement and relationship building



Last updated 09/24/2026

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1064
Submitted by: Jennifer Currin,Planning
Submitting Department: Planning
Meeting Date:November 17, 2026

Subject
Update on Land Swap Between WCPSS and Wake County

Recommendation:

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1036
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Discussion of a Youth Leadership Advisory Board

Recommendation:

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-860-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1060
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 17, 2026

Subject
Closed session pursuant to N.C.G.S. Â§143-318.11(a)(3): CLAYTON PROPERTIES GROUP, INC. D/B/A MUNGO HOMES and MUNGO HOMES OF NORTH CAROLINA, INC. v. TOWN OF WAKE FOREST, GREEN TIMBER FOUNDATION, and DRY TIMBER, LLC.

Recommendation:

item Summary:

ATTACHMENTS: