



**Wake Forest Board of Commissioners
Meeting Agenda
November 18, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact 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, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A October 7, 2025 BOC Work Session October 21, 2025 BOC Regular Meeting
[DRAFT BOCWSMinutes_October20257.pdf](#)
[DraftBOCMinutes_OCTOBER202521 .pdf](#)

3. Presentations

- 3.A Wake Forest Social District Review
- 3.B Proclamation Recognizing Friday, November 28, 2025, as Plaid Friday and Saturday, November 29, 2025, as Small Business Saturday.
[SBS and Plaid Friday Proclamation November 2025.docx](#)

4. Public hearings / Public Comment

- 4.A Public hearing for a request by Elizabeth B. and Robert N. Ford to designate their property, the William Royall Powell House at 546 N. Main Street, as a Wake Forest Local Historic Landmark. HPC Case Number LL 25-01.
[Agenda Summary - LL 25 01- LLD William Royall Powell House.pdf](#)
[BOC Staff Report - LL 25-01 LLD William Royall Powell House.pdf](#)
[Attachment A Application.pdf](#)
[Attachment B SHPO Correspondence.pdf](#)
[Ordinance 2025-XXX Designating Local Landmark.docx](#)
- 4.B Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

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

- 5.A Waiver of the Code of Ordinances Sec. 20-2. Public Consumption, Possession,

etc., of Alcohol for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.

[Attachment A 2026 FNOW VENUE MAP.pdf](#)

[Attachment B Friday Night on White 2026 Series Alcohol Ordinance Waiver Request.docx](#)

[Resolution for Open Container Waiver Friday Night on White 2026 Series.docx](#)

[Item Summary Friday Night On White 2026 Series Alcohol Ordinance Waiver.docx](#)

5.B Approval of the 2026 Board of Commissioners Meeting Schedule

[Resolution, 2026TOWFBoardOfCommissionersMeetingSchedule_Nov202518.pdf](#)

5.C Approval of Appointment to Planning Board

[RESOLUTION2026-XXX_Adv_Board_Appts-PB.pdf](#)

6. Legislative Items

6.A Consideration of Appointment of Candidates for the Planning Board

[2025_PB_Applicant Updated.pdf](#)

[Planning_Board_Candidates_List_2025 Updated.pdf](#)

7. Planning Items

7.A Consideration of a Request by Elizabeth B. and Robert N. Ford to Designate their Building and Lot, known as the William Royall Powell House, 546 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 25-01

8. Administration and Financial Items

8.A Approval of the Amended Personnel Policies & Procedures

[Item Summary - HR 111825.docx](#)

[Resolution_-_Policies_111825.docx](#)

[TOWF Personnel Policy 10.28.2025.pdf](#)

[Policy Update Presentation 111825.pptx](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A Department Monthly Reports

[October 2025 Monthly Report.pdf](#)

12.B November Tax Report

[WF-TXREP-NOV-2025-BOC-MTG..pdf](#)

12.C Capital Improvement Plan Quarterly Update
[CIP Project Tracker - Q1 2025-26.pdf](#)
[CIP Project Tracker - Completed Projects.pdf](#)

12.D Commissioner Reports

13. Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-659-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: November 18, 2025

Subject

October 7, 2025 BOC Work Session
October 21, 2025 BOC Regular Meeting

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_October20257.pdf](#)
- [DraftBOCMinutes_OCTOBER202521 .pdf](#)



DRAFT Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 7, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at 6:01 p.m.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Ben Clapsaddle, Commissioner Adam Wright and Commissioner Nick Sliwinski.

Commissioners Absent: None

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinneey
Fire Chief Ron Early
Planning Director Jennifer Currin
Police Chief Julius Jefferson
Police Captain David Zick

Long Range Planning Manager Brad West
Senior Planner Tim Richards
Planner II Emma Linn
Projects and Programs Manager Kari Grace
Police Captain Matt Perkinson
Development Services Manager Patrick Reidy

Presentations

1.1 Presentation of the Wake One Water Plan

Projects and Programs Manager Kari Grace introduced Nancy Daley, Water Resource Manager of Wake County, to give the presentation of the Water One Water Plan (“the Plan”). Ms. Daley advised the Plan was developed in collaboration with municipalities across Wake County and the community. Ms. Daley advised the Plan is necessary to prepare for challenges that exist for water resources as water is a limited resource. Ms. Daley gave an overview of the Wake County 50-year Water Plan created by the Wake

County Board of Commissioners in 2022. The Plan takes a holistic approach to water treatment and water supply. Ms. Daley advised that as Wake County continues to grow there will need to be additional investments in water supply and water treatment facilities. Clean water should be accessible to everyone. Ms. Daley advised the Plan looks at keeping water clean and affordable as well as considering the impact of floods, droughts, and fire on the water supply. Ms. Daley advised the population and the need for water supply will more than double in the next 50 years. The land use resulting in loss of space will strain natural resources and have an impact on water quality and water supply. Ms. Daley advised that the need to combat toxic chemicals in water supply will require investment in water treatment facilities and water supply. Collaboration and partnership will be paramount to increase resilience and to be prepared. The Plan focuses on four areas: optimized water supply, water quality and hydrology improvement, land conservation and preservation, and flood resilience. Ms. Daley asked for continued support through subject matter experts and Town staff.

Mayor Jones inquired if a vote will be required once the Plan is complete. Ms. Daley advised, though not mandatory, they are asking the Board to endorse the Plan.

Commissioner Cross inquired about the large quantity of water used by data centers. Ms. Daley advised that a large amount of heat is produced and the water is used by the cooling towers, noting that water and energy go hand in hand.

Mayor Jones asked if there were any additional questions. None were heard.

1.2 Sustainability Plan Kickoff Presentation

Projects and Programs Manager Kari Grace introduced Rich Swanson and Cisco Tomasino of Blue Strike Environmental to present on the Sustainability Plan. Mr. Swanson explained the Sustainability Plan, its purpose, and the process. There will be data gathering to determine where Wake Forest is today and determine the best path forward. Mr. Swanson advised of the three phases: the baseline, engagement, and strategy. Mr. Tomasino outlined the overall timeline that will culminate into the strategy plan. There will be assessments that include peer review, greenhouse gas inventory, and risk assessment. Mr. Tomasino advised phase two will consist of community and staff engagement. Phase three will consist of recommendations based on feedback. Mr. Tomasino advised the next steps will consist of condition analysis, stakeholder engagement, community and staff focus groups, and the December 4th open house.

Commissioner Cross advised she is looking forward to the evaluation of where the Town is and how to move forward.

Commissioner Clapsaddle advised he is interested in the data regarding the greenhouse gas causes and effects and how the data is captured from elements that can't be controlled, like pass-through traffic.

Commissioner Cross inquired if there will be data presented from comparable municipalities for comparison. Mr. Tomasino advised it is very difficult to look peer to peer due to the differences in transportation, traffic, population sizes, etc. Commissioner Cross inquired if there is a target for the greenhouse emission reduction. Mr. Tomasino advised it is the intent to move in that direction and adhere to county and state mandates for greenhouse gases, however, it is ultimately up to the Town to determine how aggressive it is to be with the reduction. Commissioner Cross confirmed that the Board will be advised of any state mandates that exist. Mr. Tomasino confirmed.

Mayor Jones advised she is looking forward to reviewing the data that is obtained.

Mayor Jones asked if there were any additional questions. None were heard.

- 1.3 Presentation on LEGISLATIVE CASE RZ-18-15, Grove 98 PUD Amendment #4, a request submitted by Jordan Petersen on behalf of Wegmans Food Markets, Inc., to amend the existing Grove 98 Planned Unit Development (PUD) District for approximately 14.0 acres located at 11051 Ligon Mill Road, being Wake County Tax PIN 1830769192.

Long Range Planner Tim Richards presented the application for Grove 98 PUD Amendment. Mr. Richards advised the property is located in the commercial corridor and gave an overview of the specific modification requested in the amendment. The first modification is contained in the Circulation Plan. The first request is for another driveway access onto Forbes Grove Way. The second request is for off-street parking area between the west building frontage and Forbes Grove Way. And, finally, the enhancement design element is a request for permeable pavers, curb cuts connected to rain gardens, and twice the number of plantings required by the UDO. The Planning Board recommends approval of the amendment. Mr. Richards advised the staff recommends denial of the amendment as it is found to be generally inconsistent with the Comprehensive Plan and not in the public interest as it is inconsistent with the Community Plan.

Commissioner Clapsaddle requested clarity of the intended users of the additional parking. Mr. Richards advised the intended users are Wegman's employees. Commissioner Clapsaddle inquired if there is a safety issue with having the 80 ft. frontage opposed to a 100 ft. frontage. Mr. Richards advised the area can be quite busy and there is a change in topography, but 100 ft. is what is required by the UDO. Commissioner Clapsaddle inquired if the amendments are in line with the Town's goal of becoming more sustainable. Mr. Richards advised that the best option is to have grass in the area, however, if there is going to be parking, this is the best outcome for the Plan.

Commissioner Cross inquired if the staff recommendation of denial is due to safety and being too close to the road. Commissioner Cross clarified that the reason for double planting is for the area to be screened. Mr. Richards confirmed that is the reason. Commissioner Cross confirmed the parking area will be a one-way flow of traffic and there will be employee parking signage. Mr. Richards confirmed.

Mayor Jones chimed in and stated, as it relates to the 80 ft. versus 100 ft. frontage, the one-way traffic should alleviate the issue with the flow of traffic at the intersection.

Commissioner Cross confirmed the road is not divided. Mr. Richards advised it is a right turn only out of the road with a speed limit of 35 MPH.

Mayor Jones asked if there were any additional questions. None were heard.

1.4 UDO Adoption Update

Planning Director Jennifer Currin presented the update. Ms. Currin advised that during evaluation, the General Assembly passed the law SB382/Sessions Law 2024-57 pertaining to down zoning. The passage of the law caused a halt in the UDO update until it was determined if and how the new law would impact the UDO. Ms. Currin advised legislative approval is being sought to either exempt the Town from SB382 or come to a compromise for government entities related to down zoning and tech and zoning amendments. Ms. Currin advised that based on community input, feedback, and cost put into the UDO, there is a need to move forward with the complete UDO repeal and adoption. Due to SB382 down zoning language, there will need to be modifications made to the UDO. Ms. Currin advised the timeline to bring the UDO update before the Board will be 9 months, and a new zoning map will be presented thereafter.

Commissioner Wright inquired about the best way to submit ideas for the UDO. Ms. Currin advised that feedback can be emailed to Planning (Jennifer Currin or Tim Richards), as soon as possible to conduct further research, if necessary.

Commissioner Sliwinski inquired about the best ways to engage Wake Forest. Ms. Currin advised the UDO has been available online since August. Ms. Currin advised that they will utilize postcards and continue notifying citizens of public comment sessions at the Planning Board meetings. Ms. Currin advised the engagement phase will last approximately three months.

Mayor Jones asked if there were any additional questions. None were heard.

1.5 Go Wake Forest Fare Proposal

Long Range Planning Manager Brad West introduced Severine Koen of Via to present the service performance review of Go Wake Forest. Ms. Koen advised that Go Wake Forest, which has been in service for one year, has 96% five-star ratings. Go Wake Forest has been growing in ridership since its launch. Ms. Koen advised that Go Wake Forest is driving down the cost per ride and Go Wake Forest is in the top tier of service. Ms. Koen advised, based on survey responses, Go Wake Forest has been able to service the most vulnerable members of the community. Ms. Koen emphasized that Go Wake Forest is a valuable public service. Ms. Koen advised, considering the positives, Go Wake Forest is undersupplied due to rapid use. There are high unmet demand and delays during peak service hours. Ms. Koen advised, to meet demand, there will be a fare introduction launched in January 2026. Ms. Koen advised the fares would allow Go Wake Forest to increase supply. Ms. Koen presented projection improvement by way of fares to add vehicles to the fleet to meet demand.

Commissioner Wright inquired if Via has a program that would help cut down on traffic. Ms. Koen advised that 60% of Go Wake Forest rides are rideshares and that eliminates the number of private vehicles on the road. However, Ms. Koen advised they are not opposed to looking at other transportation mechanisms.

Commissioner Cross inquired about “hotspots” for travelers converging in one location and traveling to a common destination. Ms. Koen advised that data can be reviewed to make that determination. Commissioner Cross inquired about the low income being less than \$25k and how it was derived. Ms. Koen advised that it is a statistic from the survey relating to various thresholds. Mr. West advised that, when discussing discounts, the median household income for four is \$40k. Mr. West advised there will

be a qualification process separate from Via's data to ascertain eligible recipients. Commissioner Cross inquired about the frequency of the evaluation. Mr. West advised recipients would requalify annually. Commissioner Cross inquired about residents living beyond the four-mile radius being eligible for discount. Ms. Koen confirmed those residents, if they qualify, will receive the discounted fare. Commissioner Cross inquired about how the fare rates were determined. Ms. Koen advised there was an evaluation of what was being done locally in other jurisdictions. Commissioner Cross inquired about methods of payment for riders. Ms. Koen advised, ideally, it will be a cashless system, however, there will be options for payment. Mr. West advised residents will be able to go to Customer Service at Town Hall and make payments or purchase passes.

Commissioner Sliwinski inquired about additional feedback from those that relied on the service for transport to work and were not able to utilize Go Wake Forest. Ms. Koen advised the feedback is a component of the reason to introduce fares to improve service.

Commissioner Cross inquired about having a survey to assess riders' willingness to pay a fee for the ride. Ms. Koen advised that it is possible.

Commissioner Clapsaddle confirmed that adjustments can be made throughout the year as the Town sees fit to make. Ms. Koen confirmed changes can be made.

Mayor Jones asked if there were any additional questions. None were heard.

1.6 Discussion of Guidelines for Public Comment

Town Attorney Nathan McKinney gave an overview of the proposed policy for Public Comment and outlined any addition/deletions from the current policy. Mr. McKinney discussed each of the three options.

Commissioner Cross inquired about the limitation to 30 minutes for public comments. Mr. McKinney advised it is a discretionary suggestion and emphasized the purpose is for decorum and order of the meeting.

Commissioner Clapsaddle inquired about the distinction between an individual and a group. Mr. McKinney explained the proposed policy would give an individual, whether they are a part of a group or not, three minutes to speak. Commissioner Clapsaddle inquired about the submission deadline for videos being the Friday before a board meeting due to security. Mr. McKinney confirmed.

Commissioner Cross advised she wants the public comment time to be more than 30 minutes. Commissioner Sliwinski agreed with Commissioner Cross, however, he understands the need to have a time guideline.

Town Manager Kip Padgett interjected and advised there were additional options presented in the draft policy and requested direction from the Board. The Board discussed the additional options. Commissioner Shackleford inquired about an alternative to receiving videos from the public. Mr. Padgett advised the video can be referenced in the after-meeting summary provided by the Town's Communications Department. Commissioner Sliwinski inquired if the video could be provided upon request. Mr. McKinney advised he will research the matter and provide feedback. Commissioner Shackleford requested that the exclusion of "video" be made clear in the proposed policy. The Board agreed to explore option 2 of the draft policy.

Mayor Jones asked if there were any additional questions. None were heard.

~~1.7 Ordinance amending Chapter 30, Article III Section 30-1, and 30-90 thru 30-92 focused on motorized scooter, electric bicycles and electric assisted bicycles, pedestrian right of way and requirements for helmet.~~

Item moved to the November 6th BOC work session.

2. Discussion of Monthly Financial Report

2.1 Discussion of August Financial Summaries

Monthly Financial Report Received.

Mayor Jones asked if there were any questions or comments. No questions were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting October 21, 2025

Town Manager Kip Padgett inquired about the draft Public Comment Policy being added to the meeting agenda. The Board agreed. Mr. Padgett also advised a closed session may need to be added to the agenda and will update the Board when he has more information.

Mayor Jones asked if there were any questions or comments. No questions were heard.

4. Other Business

None

5. Commissioner Reports

5.1 Commissioner Wright advised the Wake Forest Area Chamber has a trip to Washington, D.C. coming up and he is requesting to attend and represent the Town. Commissioner Wright advised the trip was not originally in the budget and would need to be approved. Commissioner Sliwinski advised he would also like to attend. Commissioner Wright moved to approve the funding for the trip. The motion was seconded by Commissioner Sliwinski. The motion carried in 5-0 vote. Commissioner Wright, after discussion with various residents, requested a review of ideal locations for pedestrian bridges in Wake Forest to make the Town more walkable. Commissioner Shackleford inquired about limiting the evaluation to specific locations. Commissioner Wright agreed to the limitation of the review.

Commissioner Cross advised she attended the Olive Branch Baptist Church historic marker dedication that was great. Commissioner Cross attended the Women in STEM program at Heritage Highschool and participated on the panel as a result of her 25 year career as a nurse. Commissioner Cross reminded everyone of the Coat Drive starting October 13th through October 25th where gently used coats can be donated at the Alston-Massenburg Center, Joyner Park, and Flaherty Park.

Commissioner Shackleford advised that he attended the men and women Pickleball Tournaments and was reminded of the importance of the Parks & Recreation system. Also, it was refreshing to see the courts filled with the community as it speaks to the core of one of the Town's missions.

Commissioner Clapsaddle extended appreciation to the staff for all that they do.

Commissioner Sliwinski advised there was a fantastic turnout at the Mental Wellness Fair, extended appreciation to his colleagues for attending, and is looking forward to next year's event. Commissioner Sliwinski advised he attended the National Night Out

event and enjoyed the Pickleball Tournament with Commissioner Shackelford. Commissioner Sliwinski extended appreciation to the Fungo Team's representation of the Town.

Mayor Jones advised she received a letter from a Red Cross representative informing her that they are prepared to offer resources in the event of the storm causing an issue. Mayor Jones advised she is grateful that the Town was being thought of by the Red Cross. Mayor Jones attended the "Triangle Tech Night" at the Loading Dock and it was interesting hearing about the Department of Defense opportunities in Wake Forest. Mayor Jones hopes that Wake Forest Founders continue to have this kind of event. Mayor Jones advised that GoTriangle will take over the WRX route from Wake Forest to Raleigh on an hourly schedule starting in November. Mayor Jones extended appreciation to Ann Welton for her continued efforts in ensuring the Town remains an accessible community for the AARP project. Mayor Jones advised she met with the North Wake College and Career Academy students, along with Human Resources and Lisa Hayes, to inform them about working for the government. Mayor Jones advised Good Neighbor Day was great. Mayor Jones advised that next Saturday will be a Celebration of the Arts at the Wake Forest Renaissance Centre and the Pride Festival will be downtown.

Town Manager Kip Padgett reminded everyone that the November work session will be held on Thursday November 6th due to the Municipal Election on Tuesday November 4th. Also, Mr. Padgett introduced the new Planner, Rayvon Walker.

6. Adjournment

The Board of Commissioners adjourned the meeting at 8:22 p.m.

Duly approved in open session this 18th day of November 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



DRAFT Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 21, 2025**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett	Director of Organizational
Assistant Town Manager Candace Davis	Performance Lisa Hayes
Assistant Town Manager Allison Snyder	Police Captain Matt Perkinson
Assistant Town Manager Aileen Staples	Police Captain Brandon High
Town Attorney Nathan McKinney	Development Services Manager
Town Clerk Evelyn Wright	Patrick Reidy
Engineering Director Tim Watson	Long Range Planning Manager Brad
Deputy Town Clerk Ella Dowtin	West
Police Captain David Zick	Downtown Development Director
Planning Director Jennifer Currin	Jennifer Herbert
Chief Jeremy Blake	Senior Planner Tim Richards

1. Approval of Agenda

ACTION:

Mover: Commissioner Wright moved to approve the agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Board of Commissioner January 2025 Retreat Minutes

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2.B. Draft BOC Minutes

- September 2, 2025, Work Session
- September 16, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

3. Presentations

3.A. Proclamation Recognizing November 2025 as “Native American Heritage Month”

**PROCLAMATION
RECOGNIZING NOVEMBER 2025 AS
“NATIVE AMERICAN HERITAGE MONTH”**

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

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

***WHEREAS**, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.*

***NOW, THEREFORE**, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina do hereby proclaim November 2025 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.*

This the 21st day of October 2025.

ATTEST:

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor

3.B. Presentation of Annual Reports from the Town's Advisory Boards

No Advisory Board members presented.

Mayor Jones advised we can be proud of what the Advisory Boards are doing. Mayor Jones commended the Historic Preservation Commission for the work on cemetery workshops looking at the Town’s historic cemeteries. Mayor Jones also recognized the Public Arts Commission for their work in engaging the community in public art. Mayor Jones advised she loves the wheel stop paintings as it was a great idea.

3.C. Introduction of Candidates for the Board of Adjustment and Planning Board

No Board of Adjustments candidates were present.

Planning Board Candidates:

- Brandon Panameno—800 N. Franklin St—Wake Forest, NC 27587
- Brian Weiner—528
- Sun Meadow Drive—Wake Forest, NC 27587
- Heather Bradley—208 Rose Petal Run—Wake Forest, MC 27587
- Jeffrey Frounfelker—417 Deacon Ridge Street—Wake Forest, NC 27587
- Mark Moore—3009 Polanski Drive—Wake Forest, NC 27587
- Missy Catlow—805 Brewer's Glynn—Wake Forest, NC 27587
- Richard Adams—201 Cottesbrook Dr—Wake Forest, NC 27587
- Robert Sherman—404 Swirling Wind Way—Wake Forest, MC 27587

3.D. Proclamation Recognizing October 2025 as "Community Planning Month"
NATIONAL COMMUNITY PLANNING MONTH
PROCLAMATION

***WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and*

***WHEREAS**, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and*

***WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and*

***WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and*

***WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and*

***WHEREAS**, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and*

***WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and*

***WHEREAS**, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;*

***BE IT RESOLVED THAT**, the month of October 2025 is hereby designated as "Community Planning Month" in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.*

Adopted this 21st day of October, 2025.

Mayor

Attest:

Town Clerk

4. Public hearings / Public Comment

4.A. Public Hearing on the Towns of Wake Forest and Youngsville Annexation Agreement Update

Mayor Jones opened the floor for public comments.

Mayor Jones declared the public hearing closed.

4.B. Public Hearing on LEGISLATIVE CASE RZ-18-15, Grove 98 PUD Amendment #4, a request submitted by Jordan Petersen on behalf of Wegmans Food Markets, Inc., to amend the existing Grove 98 Planned Unit Development (PUD) District for approximately 14.0 acres located at 11051 Ligon Mill Road, being Wake County Tax PIN 1830769192.

Mayor Jones opened the floor for public comments.

Public Comment:

Jordan Petersen – 418 S. Dawson Street – Raleigh, NC 27601

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

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

Mayor Jones opened the floor for general comments.

Public Comment:

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

Tom Baker IV – 320 Angel Star Lane – Wake Forest, NC 27587

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

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

Mayor Jones declared the public comments closed.

5. Consent Agenda

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

5.A Approval of Budget Ordinance Amendment #2 for FY 2025-2026

5.B Approval of FY2025-2026 Senior Center General Purpose Funding Application and Project Submission

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Second: Commissioner Shackelford

Vote: Motion carried 5-0

6. Legislative Items

6.A. Consideration of Appointment of Candidates for the Board of Adjustment and Planning Board

Ballots were distributed for the Board of Adjustments Candidates:

Kenneth Christie

Rick Porter

William Hendrick

Mayor Jones advised that two candidates requested waivers to serve a third term.

Commissioner Clapsaddle commented on being surprised that there were no other applicants.

ACTION:

Mover: Commissioner Wright moved to approve waivers for the two candidates

Second: Commissioner Sliwinski

Vote: Motion carried 4-1

Opposed- Commissioner Clapsaddle

All three candidates were proposed for re-election.

ACTION:

Mover: Commissioner Wright moved to re-appoint
Second: Commissioner Sliwinski
Vote: Motion carried 5-0

Ballots were distributed for the Planning Board Candidates:

Brandon Panameno

Brian Weiner
Bryant Pernel
Cesar Palacio

Heather Bradley

Jeffrey Frounfelker
Kelli Jones
Mark Moore
Missy Catlow

Richard Adams

Robert Sherman
Wesley Harris
William Talbot

ACTION:

Mover: Commissioner Sliwinski moved to appoint Heather Bradley, Richard Adams, and Brandon Panameno- Mayor Jones confirmed the candidate Panameno will fill the vacated seat.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

7. Planning Items

7.A Consideration of the Towns of Wake Forest and Youngsville Annexation Agreement Update

ACTION:

Mover: Commissioner Wright moved to approve.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

7.B. Consideration of LEGISLATIVE CASE RZ-18-15, Grove 98 PUD Amendment #4, a request submitted by Jordan Petersen on behalf of Wegmans Food Markets, Inc., to amend the existing Grove 98 Planned Unit Development (PUD) District for approximately 14.0 acres located at 11051 Ligon Mill Road, being Wake County Tax PIN 1830769192.

ACTION:

Mover: Commissioner Shackleford moved to approve with the consistency statement.

Seconded: Commissioner Cross

Vote: Motion carried 5-0

Commissioner Sliwinski commented that the green space being created is a huge bonus in the amendment.

Commissioner Wright agreed with Commissioner Sliwinski.

Commissioner Cross commented it looks like there will be adequate shielding there and will meet the needs of the employees that work in the community, and the one-way flow of traffic is a safe way to add the parking lot.

7.C. LAPP Funding Request

Planning Director Jennifer Currin advised that the Planning Department and Town of Wake Forest will be seeking LAPP funding for Smith Creek Greenway phases two and three and the trailhead parking lot. Ms. Currin advised the estimated cost is approximately \$19.2M and the request for LAPP funds is \$4M for FY2027.

Mayor Jones advised she is pleased that the Town is applying for a LAPP project.

7.D. Consideration of approval of a resolution to authorize the Town Manager to execute, on behalf of the Town of Wake Forest, Go Wake Forest fares.

Mayor Jones inquired if the Town will be partnering with GoTriangle and GoRaleigh. Long Range Planning Manager Brad West advised that Go Wake Forest will have their own discount fare, however, the staff can investigate partnering.

Commissioner Cross inquired about the extent of the distance of Go Wake Forest. Mr. West advised he doesn't know the exact mileage, but many riders travel between 2-4 miles. Commissioner Cross inquired if scaling the fare was considered. Mr. West advised they're trying to balance the fare with obtaining a new van and demand management. Commissioner Cross inquired about how the fares compare to GoTriangle and GoRaleigh. Mr. West advised it is not a direct comparison; however, it is comparable to other microtransit systems.

Commissioner Clapsaddle inquired if there is a service area boundary. Mr. West confirmed there is a boundary.

Commissioner Sliwinski inquired about the plan for implementation and knowing how to apply for the discounts. Mr. West advised that staff is currently working with

Communications on the rollout and social media pop-ups.

Commissioner Clapsaddle inquired about a grace period for riders that may be unfamiliar with the process. Mr. West advised the intent is to have the application open before the launch so there is ample time to apply for discounts.

Commissioner Shackelford advised he is struggling with the idea of charging for a system that has improved and will start charging a fare. Commissioner Shackelford confirmed that changes can be made at any time. Mr. West confirmed. Commissioner Shackelford advised he is more inclined to support discounted fares.

Commissioner Cross inquired about timing of the re-evaluation of the fare. Mr. West advised of the intent to give it six months before re-evaluating the fare.

Mayor Jones inquired about the Town receiving funds from the Wake Transit Plan. Mr. West confirmed. Mayor Jones confirmed that the amount of matching funds was reduced. Mr. West confirmed.

Commissioner Cross inquired about the absolute minimum cost that could be charged to keep the cost low for riders and purchase a new van. Mr. West advised, based on the data, the proposed fare is the lowest amount and is in line with other microtransit systems. Commissioner Cross inquired about “bulk” purchasing of rides and a means for discounting multiple rides. Mr. West confirmed that they’re open to bulk purchasing.

ACTION:

Mover: Commissioner Shackelford moved to adopt the resolution.

Second: Commissioner Wright

Vote: Motion carried 5-0

8. Administration and Financial Items

8.A. Wake Forest Area Chamber Foundation Proposed Alcohol Sales at the 2026 Meet In the Street event.

Lisa Hayes, Director of Organizational Performance, introduced Jim Thompson with the Wake Forest Area Chamber, to request alcohol sales for “Meet in the Street” festival on May 6, 2026. Mr. Thompson gave an overview of the initiative of the event and its partnerships. Mr. Thompson advised the request is to sell alcohol in the Area Chamber parking lot from 10 a.m. to 4 p.m. on May 6, 2026. Mr. Thompson advised the “Meet in the Street” footprint will overlap with the social district footprint.

Commissioner Sliwinski confirmed the location of the parking lot. Mr. Thompson confirmed. Commissioner Sliwinski inquired if the event can sell alcohol within the confines of the social district times of 12 p.m. to 4 p.m. Mr. Thompson agreed to change the time of alcohol sales to the social district times.

Commissioner Cross inquired about when the last beer garden was held. Mr. Thompson confirmed it hasn't been held since events were paused due to the pandemic.

ACTION:

Mover: Commissioner Shackleford moved to approve the request with the recommendation of the Commissioners.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

8.B. Proposed Resolution to adopt Public Comment Policy

Town Attorney Nathan McKinney presented the updated proposed policy with Commissioners recommendation from the October 7th board meeting.

Commissioner Cross clarified that 30 minutes is at the discretion of the Board. Mr. McKinney confirmed.

Commissioner Sliwinski clarified the guidelines for video is only for the Public Comments portion of the meeting and not any other section where videos are shown, for example "P.A.N.D.A.S Awareness" Proclamation. Mr. McKinney confirmed.

Commissioner Clapsaddle clarified that citizens can still register to speak up to five minutes before the board meeting. Mr. McKinney confirmed. Commissioner Clapsaddle clarified that videos submitted the Friday before a board meeting and cleared, can be referenced during public comment and indicate where the video can be viewed. Mr. McKinney advised the video can be requested through public records request.

ACTION:

Mover: Commissioner Shackleford moved to adopt the Public Comment Policy.

Second: Commissioner Cross

Vote: Motion carried 5-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports
Received.

12.B. October Tax Report
Received.

12.C. Commissioner Reports

Commissioner Wright advised of no report.

Commissioner Shackleford requested a copy of the dress code and liability waiver referenced.

Commissioner Cross extended appreciation for the public comments made at the meeting. Commissioner Cross referenced a statement she made last year regarding a desire to have G-rated streets in the community after the Pride event displayed an STD wheel and other inappropriate advertisements. Commissioner Cross advised that this year's Pride event had a drag show despite the organizer stating there would be no drag show. The event was advertised as family friendly, however, Commissioner Cross advised that she was deeply upset to see adults and children giving money to performers of the drag show. Commissioner Cross advised this desensitizes children to sexual performances. Commissioner Cross advised one performer stated they welcome their straight allies because straight people give birth to gay people. Commissioner Cross advised that the language of "allies" is divisive and implies there are enemies. This divisiveness is the last thing needed in the community or the nation. Commissioner Cross advised she received similar feedback from others in the community that stated they would not have felt comfortable at the event. Commissioner Cross advised it was not a family-friendly event and feels compelled to comment on the matter for the children. Commissioner Cross is happy to mention that the Town has true family-friendly events offered and looks forward to the events in the upcoming months.

Commissioner Clapsaddle extended appreciation to the Town staff. Commissioner Clapsaddle commended the professionalism of the staff and Town Manager Kip Padgett for his leadership. Commissioner Clapsaddle extended appreciation to each of the

applicants that desire to serve the community and he encouraged them to continue to want to be a part of the Town despite the results of the votes. Commissioner Clapsaddle advised that on November 1st the Wake Forest Veterans will read the names of KIA from the Vietnam War in honor of Veteran's Day. Commissioner Clapsaddle advised there will be a Veterans' Art Show at the Renaissance Centre on Friday from 6 p.m. to 8 p.m.

Commissioner Sliwinski advised of no report.

Mayor Jones recognized Public Power for being mentioned in AAPA's newsletter for all their activity during Public Power week. Mayor Jones advised she attended the Habitat for Humanity 40th Anniversary celebration last week. Mayor Jones advised one of Wake Forest's residents, Kenille Baumgardner, was mentioned for her work in the community with Habitat for Humanity. Mayor Jones shared that the Jubilee Village was the first community of Habitat houses built in Wake Forest. Mayor Jones encouraged all to attend the Wake Forest Historical Museum for the program about downtown as it was very interesting. Mayor Jones mentioned there is an exhibit about the buildings in downtown Wake Forest and how they've changed over the years. Mayor Jones advised she attended the Olive Branch Baptist Church 160th Anniversary last Sunday and it was great. Finally, Mayor Jones advised that she attended the Certificate of Need Committee Hearing and they were taking comments. Mayor Jones advised she advocated for Rex Hospital to be built in Wake Forest.

Town Manager Kip Padgett advised the November work session will be on Thursday November 6th instead of Tuesday November 4th.

13. Adjournment

Mayor Jones adjourned the meeting at 8:28 pm.

Duly approved in open session this 18th day of November 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-637-

Submitted by: Jennifer Herbert, Downtown Development

Submitting Department: Downtown Development

Meeting Date: November 18, 2025

Subject

Wake Forest Social District Review

Recommendation:

No action requested. Downtown Development Director will provide a review of Social District since inception on June 5, 2025 to include business owner and downtown patron feedback.

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-650-

Submitted by: Jennifer Herbert, Downtown Development

Submitting Department: Downtown Development

Meeting Date: November 18, 2025

Subject

Proclamation Recognizing Friday, November 28, 2025, as Plaid Friday and Saturday, November 29, 2025, as Small Business Saturday.

Recommendation:

Proclamation Recognizing Friday, November 28, 2025, as Plaid Friday and Saturday, November 29, 2025, as Small Business Saturday. Joni Falvey, owner of Broadsides & Brews, will be present to accept on behalf of Downtown Businesses.

item Summary:

ATTACHMENTS:

- [SBS and Plaid Friday Proclamation November 2025.docx](#)

Proclaiming Friday, November 28, 2025, as Plaid Friday And Saturday, November 29, 2025, 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 the community; and

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

WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture; and

WHEREAS, just like the individual, the individual threads are weak on their own but are strong together, so is our community. Together 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 store “Black Friday” consumer frenzy where everyone is encouraged to wear plaid and shop local and independent; and

WHEREAS, Small Business Saturday is a nationwide campaign to cultivate business for small merchants on the Saturday after Thanksgiving; and

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

WHEREAS, we encourage citizens to consider shopping our small merchants on Plaid Friday and Small Business Saturday as a way to boost the local economy and strengthen our small business community.

WHEREAS, the Town of Wake Forest, North Carolina supports and joins in this national effort to help America’s small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW THEREFORE, I, Vivian Jones, Mayor of the Town of Wake Forest, in the State of North Carolina, do hereby proclaim **November 28, 2025, as Plaid Friday and November 29, 2025, as Small Business Saturday** and encourage our residents to recognize and support small businesses within our community by shopping these establishments on the Friday and Saturday following Thanksgiving.



Vivian A. Jones, Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-618-

Submitted by: Paige Regna, Planner 1 - Historic Preservation, Planning

Submitting Department: Planning

Meeting Date: November 18, 2025

Subject

Public hearing for a request by Elizabeth B. and Robert N. Ford to designate their property, the William Royall Powell House at 546 N. Main Street, as a Wake Forest Local Historic Landmark. HPC Case Number LL 25-01.

Recommendation:

Approval

item Summary:

ATTACHMENTS:

- [Agenda Summary - LL 25 01- LLD William Royall Powell House.pdf](#)
- [BOC Staff Report - LL 25-01 LLD William Royall Powell House.pdf](#)
- [Attachment A Application.pdf](#)
- [Attachment B SHPO Correspondence.pdf](#)
- [Ordinance 2025-XXX Designating Local Landmark.docx](#)

Agenda Item: Public Hearing and Consideration of a Request by Elizabeth B. and Robert N. Ford to Designate their property, the William Royall Powell House at 546 N. Main Street, as a Wake Forest Local Historic Landmark, HPC Case Number LL 25-01.

Summary: Under the Town of Wake Forest UDO 15.11.1 Designation of Historic Landmarks/Historic Districts, the Board of Commissioners may adopt an ordinance designating one or more local historic landmarks and/or districts. No property shall be recommended for designation as a landmark or included in a historic district unless the Historic Preservation Commission determines it to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The 1912 William Royall Powell House has special significance to the Town of Wake Forest for its historical significance as the residence of William Royall Powell, son of W.C. Powell with the Glen Royall Cotton Mill. William R. Powell's wife, Susie Lanneau Powell, founded the Wake Forest Garden Club in the house, and the club has been active for over 100 years. The house has architectural significance as the only example of Southern Colonial-style architecture in Wake Forest. Further, the house maintains integrity of design, setting, workmanship, materials, feeling, and association.

The Historic Preservation Commission recommended approval of the designation at their September 30, 2025, meeting with a unanimous (6-0) vote.

Attachments: See Staff Report



Staff Report

LL 25-01: Local Historic Landmark Designation Application for the William Royall Powell House

Meeting Date	11/18/2025
Requested Actions	Approval of Local Historic Landmark Designation
Case Manager	Paige Regna, Planner I-Historic Preservation
HPC Action	The HPC unanimously (6-0) recommended approval on September 30, 2025.

PUBLIC MEETINGS

HPC Public Hearing	BOC Public Hearing
September 30, 2025	November 18, 2025

CASE INFORMATION

Applicant	Scott McLendon and Elizabeth B. Ford 546 N. Main Street Wake Forest, NC 27587
Property Owner(s)	Elizabeth B. Ford and Robert N. Ford 546 N. Main Street Wake Forest, NC 27587
<i>See Attachment A for copy of the Application.</i>	

CASE SUMMARY

The property owners and applicants request that their property at 546 N. Main Street, known as the William Royall Powell House, be designated as a Local Historic Landmark. The house, constructed in 1912, is significant to the special history of Wake Forest for its association with William Royall Powell and his wife, Susie Lanneau Powell, who founded the Wake Forest Garden Club in the house. The William Royall Powell House is the only example of Southern Colonial-style architecture in Wake Forest. The house is located within the Local Historic District, and it retains its colossal two-story portico, fluted Ionic columns, veranda, and porte cochere. The property also possesses integrity of design, setting, workmanship, materials, feeling, and association.

The General Statute NCGS 160D-945 requires that, “No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.”

The Historic Preservation Commission may recommend approval, approval with changes, or denial of the Local Landmark Designation Ordinance to the Board of Commissioners. On September 30, 2025, the HPC unanimously (6-0) recommended approval of the Local Landmark Designation. The Board of Commissioners will make the final decision.

STAFF RECOMMENDATION

Staff recommends approval of the of the William Royall Powell House as a Wake Forest Local Historic Landmark.

- The 1912 William Royall Powell House has special significance to the Town of Wake Forest for its historical significance as the residence of William Royall Powell, son of W.C. Powell with the Glen Royall Cotton Mill. William R. Powell's wife, Susie Lanneau Powell, founded the Wake Forest Garden Club in the house, and the club has been active for over 100 years. The house has architectural significance as the only example of Southern Colonial-style architecture in Wake Forest. Further, the house maintains integrity of design, setting, workmanship, materials, feeling, and association.

ATTACHMENTS

Attachment A: Map and Application

Attachment B: SHPO Correspondence

WILLIAM ROYALL POWELL HOUSE LOCAL LANDMARK DESIGNATION REPORT

Name of Property:

- a. Historic Name: William Royall Powell House; Cameron Heights.

Location:

- a. Street Address: 546 N Main Street
b. City/Town/Jurisdiction: Wake Forest
c. Tax Pin Number: 1841642266

Owner Information:

- a. Name: Robert N Ford and Elizabeth B Ford
b. Address: 546 N Main Street
c. Phone: 919-605-8716
d. Email: eandrnford546@gmail.com

Owner Signature and Date:

Name: Robert N and Elizabeth B Ford

(I have read the general information in this application and affirm that I support landmark designation of the property defined herein.)

Owner/Signed:

Elizabeth B. Ford

Robert N Ford

Dated: _____07/14/2025

Applicant/Signed: Elizabeth B Ford / Scott C McLendon

Elizabeth B. Ford *Scott C McLendon*

Dated: _____07/14/2025

Application Prepared By:

- a. Name: Elizabeth B Ford / Scott C McLendon
- b. Address: 546 N Main Street, Wake Forest, NC 27587
- c. Phone: 925-998-9031
- d. Email: scottc.mclendon@gmail.com

General Data/Site Information

- a. Acreage: 3.34
- b. Boundary Description: South side: George W. Mackie property at 528 N. Main Street (PIN 1841549167); East side: Norfolk Southern railroad right of way; North side: George Autry property at 564 N. Main Street (PIN 1841642548) and three additional properties; West side: N. Main Street.
- c. Boundary Justification: A certain lot in the town of Wake Forest, Wake County, North Carolina, being Wake County Tax PIN 1841642266, lying on the east side of North Main Street and adjoining the lands of Mrs. Jessie P. Powers, formerly J.B. Carlyle and G.C. Mackie, and BEGINNING at a stake in the eastern boundary line of North Main Street at the southwest corner of Mrs. Jessie P. Powers lot and running with her line South 60 ½ degrees East 712.8 feet to a stake 60 feet from the center of the main track of the Seaboard Air Line Railway; thence parallel with said railway South 55 ½ degrees West 227.7 feet to a stake 60 feet from the center of the main track of said railway, formerly J.B. Carlyle's corner; thence North 60 ½ degrees West 611.36 feet with lines of former J.B. Carlyle and G.C. Mackie to a stake in the eastern boundary on said North Main Street; thence North 31 ¾ degrees East 208.9 feet along the eastern boundary of said street to the beginning.

Property Use or Function

- a. Historic Use: Single Family Residence, Wake Forest College Medical student housing, Wake Forest College Women's dormitory, multifamily apartments
- b. Current Use: Single Family Residence

Is the property income-producing? No

Are any interior spaces included in the designation? No

List of Buildings and Structures on the property include date of construction

and subsequent additions/alterations

- a. House, constructed in 1912
- b. Workshop, constructed 1974

Statement of Significance

The William Royall Powell House (WA1539) is significant to the special history of Wake Forest as one of three houses built by owners of the Glen Royall Cotton Mill, the house of the founder of the Wake Forest Garden Club, Susie Lanneau Powell, and the only example of Southern Colonial-style architecture in Wake Forest. William Royall Powell, son of W. C. Powell with the Glen Royall Cotton Mill, built this house in 1912, the southernmost of the three houses that complete the northeastern boundary of the Wake Forest Local Historic District (WA5009). This house is one of three that represents the wealth associated with the Glen Royall Cotton Mill. Houses previously built on North Main Street were constructed for families associated with Wake Forest College or the downtown area. The Glen Royall Cotton Mill impacted Wake Forest's economy, society, and development as the town's first major industrial development. In addition, Powell's wife, Susie Lanneau Powell, founded the Wake Forest Garden Club in this house. The club has been active in the town for over 100 years now, and it was responsible for saving the Calvin Jones House from demolition in 1956. W.R. Powell, Jr. owned the property after his father, and he sold it in 1967 to the present owners, Robert and Elizabeth Ford.

Historical Background

The original owners were William Royall Powell (1872-1943) and Susie Cameron Lanneau Powell (1873-1958). They built the house and maintained ownership until 1958 when W.R. Powell, Jr. (1916-1986) assumed ownership of the property. He sold the property to Robert and Elizabeth Ford in 1967. The original property consisted of six acres, bounded by the W.C. Powell property on the north side (W.R. Powell's father), to the east by the Norfolk Southern railroad, and to the South by the Holding and Mills properties. In 1934, the family sold three acres on the south side of the property to Dr. George C. and Kathleen Mackie. At approximately the same time, portions of the house (the upstairs rooms and the downstairs parlor and dining room) were rented to the Phi Chi medical fraternity and twenty men lived in the residence for the next nine years. In 1942, the first women admitted to Wake Forest College lived in these rooms as the first women's dormitory.¹ After this, the house was divided into four apartments and rented to families. This practice continued until 1967 when Robert and Elizabeth Ford purchased the property. Although the names of the architect and builder are unknown, family lore indicates that W.R. Powell and Susie Powell were

¹ "Girl's Dormitory," *Old Gold and Black*, September 11, 1942.
https://wakespace.lib.wfu.edu/bitstream/handle/10339/1747/ogb_1942-09-11.pdf.

involved with the design of the house.

W. R. Powell attended Wake Forest College and married Susie Cameron Lanneau in 1896 in Wake Forest.² The Powells moved to Savannah, Georgia by 1900 where W.R. Powell worked as a Naval Store Inspector until they moved back to Wake Forest and built their house at 546 N. Main Street in 1912.³ W.R. Powell assisted his father, William Columbus Powell (1847-1923), with managing the mill and the mill commissary.⁴

Susie Lanneau Powell moved to Wake Forest with her family when her father got a job as a professor at Wake Forest College. In 1892, she was one of the founding members of the Wake Forest Literary Circle, which was comprised of Wake Forest College professors, their families, and students.⁵ In 1924, Susie Lanneau Powell founded the Wake Forest Garden Club and became the first president of the club.⁶ The Wake Forest Garden Club is now considered the oldest community service organization in Wake Forest. Her passion for gardening can still be noted in the conservatory that was constructed as part of the house and in the gardens around the property. The ideal landscape design for country houses at the turn of the century was modeled after the English manor house. Thus, the main feature of the landscape was a grand, sweeping lawn. W.C. Powell's property to the north was heavily wooded, but W. R. Powell cleared his new property of almost all trees.

In an early photo taken near the time of construction, the land around the house is almost bare. In a photo taken several years later, a number of the trees and shrubs that Mrs. Powell planted are visible and remain today, including the ginkgo biloba, deodar cedar, and nandina. A winding drive from N. Main Street to the back of the property is bordered by daffodils and provides an interesting approach to the property and the house. At the rear of the house, Susie Powell planted a double row of lilac bushes creating a lilac walk, popular in the early 20th century and still remaining today, along with several fig bushes that continue to provide fruit. On the south side of the house, Mrs. Powell planted day lilies, iris, daffodils, and peonies in addition to gardenias and roses which continue to thrive and bloom to this day.

² North Carolina, U.S. Marriage Records, 1741-2011, W. R. Powell, *Ancestry*, accessed July 28, 2025.

³ 1900 United States Federal Census, William R. Powell, *Ancestry*, accessed July 28, 2025.

⁴ 1920 United States Federal Census, William R. Powell, *Ancestry*, accessed July 28, 2025.

⁵ Susie Lanneau Powell, "The Wake Forest Literary Circle," *The Wake Forest Student*, 1895-1896, 283. <https://lib.digitalnc.org/record/37732?ln=en&v=uv#?xywh=-2740%2C-232%2C7996%2C4638>.

⁶ "Local Garden Club Organized This Week," *Old Gold and Black*, October 18, 1924. https://wakespace.lib.wfu.edu/bitstream/handle/10339/2982/ogb_1924-10-18.pdf.

Historical Context

The Glen Royall Cotton Mill, founded in 1899 by William C. Powell, Robert E. Royall, and Thomas E. Holding, was the first significant industry to come to Wake Forest that was not associated with Wake Forest College. The proximity of the railroad and abundant local agriculture provided the basis for a successful cotton mill operation. At the time of this house's construction in 1912, the mill employed many residents and attracted employees from across the southeast, boosting the local economy. By September of 1900, the mill building, a commissary, and thirty houses had been constructed. By 1908, the mill had increased its size and was one of the largest textile mills in North Carolina.⁷ At the same time, Wake Forest College, one of the state's oldest institutions of higher learning, was growing in enrollment and reputation. Students and faculty were moving to Wake Forest from across the country, and businesses grew to accommodate their increasing needs.

The residential development of N. Main Street is anchored by the Wake Forest College campus at the southern base of N. Main Street. The lots were created from the original Calvin Jones plantation in 1838 to provide income for the college to expand. The first lots were sold between 1838 and 1845 to Dr. Taylor, President Samuel Wait, and John Brewer. Additional lots were sold mostly to college professors and local business owners over the next 100 years. In 1895, William C. Powell built his house at, what was then, the north end of N. Main Street. His business partner, Robert E. Royall, constructed his house in 1915 on the lot directly north of Powell's. The W.R. Powell House, W.C. Powell House, and Robert Royall House make up the three properties at the northeastern cap of the Wake Forest Local Historic District. These are the three largest lots and three of the grandest houses in Wake Forest, illustrating their wealth from industry vs. academia. The name Cameron Heights, which the William Royall Powell House was occasionally referred to as, was coined by Susie Cameron Lanneau Powell.

⁷ Ed Morris and Amy Pierce, "Our Heritage: Royall Mill and Village," CIRCA Magazine, 2022.

Architectural Description

Exterior Description

The William Royall Powell House is located at 546 N. Main Street, Wake Forest, NC. The property is on the east side of N. Main Street, and the primary (west) façade fronts this corridor. The symmetrical, two-story, three-bay, double-pile house sits on a raised brick masonry foundation. It was constructed in 1912 in the Southern Colonial-style, often referred to as Neoclassical Revival-style architecture. The central massing has a rectangular plan with a wing off the rear (east) side. The house has a hipped shingle roof with a front gabled dormer projecting from each side and a portico and veranda- both with flat roofs. The house has a colossal portico with fluted Ionic columns and a one-story veranda with fluted Ionic columns and a wood balustrade. The house has plain weatherboard siding, one-over-one wood sash windows, and a grand primary entrance with beveled leaded glass sidelights and transom. The original poured-in-place concrete steps leading to the veranda were replaced with brick steps. There are two interior end chimneys, one on the north side and one on the south, and two additional interior chimneys on the east side. The veranda extends to a porte cochere on the south side.

Interior Description

The house retains its original center hall plan that is mirrored on the second floor. There are eight fireplaces. Seven of the eight were designed to burn channel coal; each one possessing an original iron grate. The eighth fireplace, in the gentleman's parlor, was wood burning. Examples of classical motifs can be found throughout the house. They are evident on the mantles surrounding the four fireplaces on the first floor of the house and on the fluted columns with their Ionic capitals in the front hall.

The entry and foyer have beveled leaded glass sidelights and transoms. The oversized front and inner doors are both original maple, as are all the original doors. Several pine doors were added in renovations completed in the 1940s. There is wainscoting throughout the downstairs hallways. There are beams stained with the original dark varnish in the hallway and in the dining room. The light fixtures are all original and feature a common grape and vine design.

The living room or informal parlor features a brick mantelpiece with the classical acanthus leaf tile decorations representing the architectural trends of the early 1900's. The picture molding along the top of the walls is present in all of the main rooms of the house and was designed to support hooks from which wires holding pictures were suspended. The picture moldings in the house are just below the ceiling which is 11 ½ feet in height. Large pocket doors are located in the walls of the entry to this room and the opposite parlor and can be closed to shut off these rooms from the hallway.

The formal parlor houses a mantelpiece with chamfered corners and which is decorated with classical details. The front windows have beveled leaded glass details. The chandelier in this room is original.

The dining room features stained glass windows along the north wall with an iris design. The dining room mantle has an exaggerated height proportional to the plate rail at the top of the wainscoting and has classical reeding and dental molding details. The overmantel decoration is placed in the tile above the fireplace. These decorative tiles are Rookwood made by Rookwood Pottery of Ohio and feature the faience finish this company introduced early in the 20th century. The fireplace cover is cast iron and the fireplace has a grate in it for burning coal.

There are stained glass windows at the rear of the main staircase featuring opaque and stained glass and which divide the main staircase from what was once a servants' staircase on the other side of the wall.

The study features a classical mantel with an acanthus leaf design with roping detail as well as a gilt overmantel with original side wall sconces with etched glass shades. The large oak roll top desk in this room was Mr. Powell's office desk at the Cotton Mill.

The conservatory off the study was originally used by Mrs. Susie Lanneau Powell to pot and grow flowers, and is still used similarly today, although the floor has been leveled and tiled.

The upstairs central hallway, extending from the main staircase to the front of the house, features a closet underneath the enclosed attic staircase housing the original firehose once connected to the well on the property.

The two front bedrooms feature identical mantelpieces with simple columns on each

side and cast iron covers for the coal-burning fireplaces and picture molding just below the 11 ½ foot ceilings. The back two bedrooms feature fireplaces with an acanthus leaf motif and cast iron covers for the coal-burning fireplace. Above each bedroom door is a transom window to allow for air circulation. Both upstairs bathrooms feature original cast iron claw foot bathtubs.

The Powells added a bathroom and closet between the ladies parlor and dining room, renovated the original house kitchen as a bedroom, and enclosed the back porch to create a kitchen. The north kitchen was renovated in 2013.

In 2025, the current owners started a rehabilitation campaign on the portico, porch, and siding to repair damage from wood rot. Repairs included replacing the flat roofs of the portico and veranda, replacing decking and siding boards, and replacing the Ionic capitals. All repairs and replacements were completed in-kind and were only done when the material had deteriorated beyond repair. All five chimneys were also repaired as a part of this project, and they were repaired while keeping the original corbelling.

Architectural Context

The William Royall Powell House is the only example of Southern Colonial-style architecture, also referred to as Neoclassical Revival-style, in Wake Forest. Catherine W. Bisher provides the statewide context for Southern Colonial architecture in *North Carolina Architecture*:

“One of the most popular and powerful versions of the Colonial Revival in North Carolina was the type called in the literature of the times “Southern Colonial,” which gained prominence about 1900. The principal feature of the symmetrical Southern Colonial residence was a central portico of colossal order and one-story porches extending out to the sides. The plan displayed a grand return to the familiar central-passage, double-pile plan never long absent from the conservative architecture of the region. Nearly every architect working in the state incorporated the Southern Colonial model into their repertoire.” (p.493)

Bisher names the J. H. Lee House (1912) in Monroe, NC as an example of “quieter versions that graced residential sectors of every growing town.”⁸ Designed by Wheeler and Stern architects and built by William Ervin Wallace, the J. H. Lee House shares many similarities with the William Royall Powell House. Both houses have a large central passage, colossal portico, one-story veranda with ionic columns extending to a

⁸ Catherine Bisher, *North Carolina Architecture* (Chapel Hill: University of North Carolina Press, 2005), 495.

porte cochere, and other classically detailed features.

In the *Historic and Architectural Resources of Wake County, NC (ca. 1770-1941)* survey, Kelly Lally provides two examples of “ambitious” Colonial Revival-style houses that can be compared to the William Royall Powell House for context. The Dr. Nathan Blalock House in Willow Springs and James Beale Johnson House in Fuquay-Varina, both constructed in the early-20th century, contain all the same character-defining features as the Southern Colonial-style or Neoclassical Revival-style houses.

The William Royall Powell House is described in Kelly Lally’s book, *The Historic Architecture of Wake County, NC*:

“William Royall Powell, the son of mill owner W.C. Powell, built this grand early Colonial Revival house in 1912, one of a series of gracious homes on North Main Street built for the owners and administrators of nearby Glen Royall Cotton Mill. Like many other classically inspired ‘Southern Colonial’ houses built in Wake County and throughout the state in the early twentieth colossal portico supported by fluted Ionic columns dominates this symmetrical house. A broad one-story veranda with smaller Ionic columns wraps around the front and sides of the house. Owned by members of the Powell family until the late 1960’s, the property includes a spacious front yard marked by mature trees and careful landscaping.” (p. 266)

Despite being one of three houses constructed by the owners of the Glen Royall Cotton Mill, each house was built in a vastly different architectural style. These grand houses show the distinction between houses built for Wake Forest College faculty and those commissioned by wealthy entrepreneurs.

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546 N Main Street, Tax Map

REID: 0022934
 PIN: 1841642266
 PIN Extension: 000
 Land Value: \$396000
 Building Value: \$356550
 Total Value Assessed: \$752550
 Deed Acres: 3.34
 Year Built: 1912
 Heated Area: 5705
 Type and Use: SINGLFAM
 Design Style: Conventional
 City: WAKE FOREST
 Planning Jurisdiction: WF
 Township: Wake Forest
 Owner: FORD, ROBERT N FORD, ELIZABETH B
 Mailing Address 1: 546 N MAIN ST
 Mailing Address 2: WAKE FOREST NC 27587-2326
 Deed Book: 001768
 Deed Page: 00427
 Deed Date: 5/29/1967
 Land Class: Residential Less Than 10 Acres
 Map Name: 1841 15
 Billing Class: Individual
 Property Description: LO1 N MAIN ST
 Address: 546 N MAIN ST
 Street Name: N MAIN ST
 Old Parcel Number: 101-00000-0102
 Units: 1
 Total Structures: 1
 Total Units: 1
 Other Building Value: \$2370
 ZIP: 27587



0 100 200 400 ft
 1 inch equals 200 feet

Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.*



546 N Main Street, Aerial



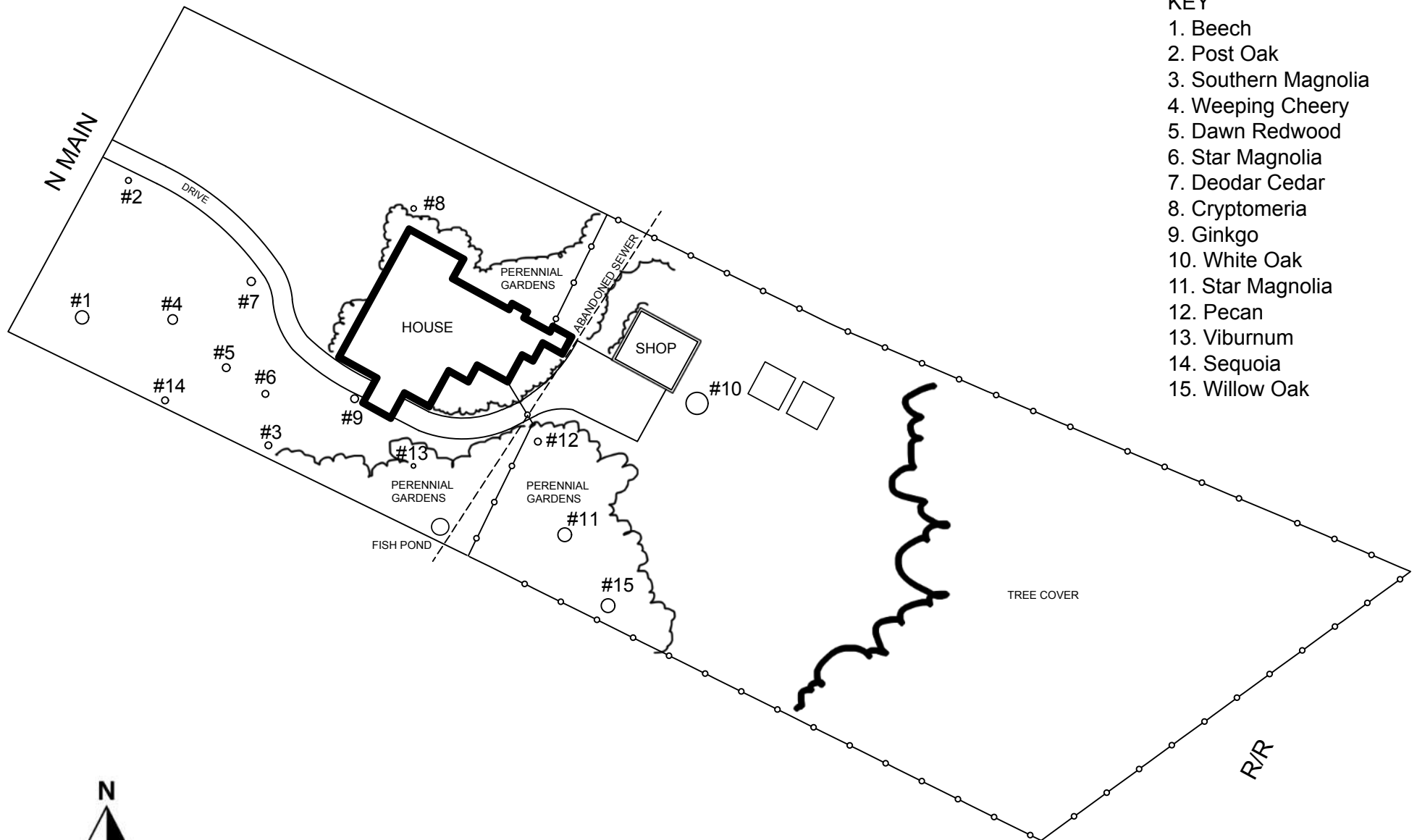
0 100 200 400 ft
1 inch equals 200 feet

Disclaimer
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SITE PLAN

KEY

1. Beech
2. Post Oak
3. Southern Magnolia
4. Weeping Cheery
5. Dawn Redwood
6. Star Magnolia
7. Deodar Cedar
8. Cryptomeria
9. Ginkgo
10. White Oak
11. Star Magnolia
12. Pecan
13. Viburnum
14. Sequoia
15. Willow Oak





Mid-20th Century Aerial



The Powell House as a new house on N. Main Street, circa 1912.





0022934 03/09/2013



0022934 04/16/2023



EXTERIOR - front



EXTERIOR - North facade



EXTERIOR - southwest corner - porte-cochere



EXTERIOR - Southeast Corner



EXTERIOR - shop



546 N Main Street: Main Floor, floorplan
NTS



546 N Main Street: Second Floor, floorplan
NTS



Fish Pond



Main Floor Hall



Large pocket doors
flanking main floor central hall



Gentleman's Parlor



Ladies Parlor



Dining Room



Bedroom 1



Bedroom 4



Second Floor Hall

BOUNDARY DESCRIPTION

A certain lot in the town of Wake Forest, Wake County, North Carolina, lying on the east side of North Main Street and adjoining the lands of Mrs. Jessie P. Powers, formerly J. B. Carlyle and G. C. Mackie, and BEGINNING at a stake in the eastern boundary line of North Main Street at the southwest corner of Mrs. Jessie P. Powers lot and running with her line South $60\frac{1}{2}^{\circ}$ East 712.8 feet to a stake 60 feet from the center of the main track of the Seaboard Air Line Railway; thence parallel with said railway South $55\frac{1}{2}^{\circ}$ West 227.7 feet to a stake 60 feet from the center of the main track of said railway, formerly J. B. Carlyle's corner; thence North $60\frac{1}{2}^{\circ}$ West 611.36 feet with lines of former J. B. Carlyle and G. C. Mackie to a stake in the eastern boundary on said North Main Street; thence North $31\frac{3}{4}^{\circ}$ East 208.9 feet along the eastern boundary of said street to the beginning.

This deed drawn by BAILEY, DIXON & WOOTEN BOOK 1768 PAGE 427

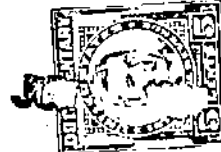
NORTH CAROLINA—Wake County.
THIS DEED, made this 29th day of May, 1967, by W.R. Powell
and wife, Elaine W. Powell

To Robert Newland Ford and wife, Elizabeth Brennecke Ford Grantors,

Wake County, North Carolina; Witnesseth: That the Grantors, in consideration of Ten Dollars and other valuable consideration to them paid by the Grantees, the receipt of which is hereby acknowledged, have bargained and sold, and by these presents do grant, bargain, sell and convey unto the Grantees, their heirs, or successors, and assigns, the parcel(s) of land in Wake County, North Carolina, in Wake Forest Township, adjoining the lands of _____ and others, and more particularly described as follows:

A certain lot in the town of Wake Forest, Wake County, North Carolina, lying on the east side of North Main Street and adjoining the lands of Mrs. Jessie P. Powers, formerly J. B. Carlyle and G. C. Mackie, and BEGINNING at a stake in the eastern boundary line of North Main Street at the southwest corner of Mrs. Jessie P. Powers lot and running with her line South 60 1/2° East 712.8 feet to a stake 60 feet from the center of the main track of the Seaboard Air Line Railway; thence parallel with said railway South 55 1/2° West 227.7 feet to a stake 60 feet from the center of the main track of said railway, formerly J. B. Carlyle's corner; thence North 60 1/2° West 611.36 feet with lines of former J. B. Carlyle and G. C. Mackie to a stake in the eastern boundary on said North Main Street; thence North 31 3/4° East 208.9 feet along the eastern boundary of said street to the beginning.

This conveyance is subject to that certain deed of trust to B. A. Jones, Trustee for First Federal Savings & Loan Association which is of record in Book 1350 at page 78 in the Wake County Registry, North Carolina, and by the acceptance and recording of this deed the Grantees assume the obligations of payment of the note in the original principal amount of \$11,500.00 which is secured by said deed of trust, and the Grantees do further agree that they will not cause the principal amount of said obligation to First Federal Savings and Loan to be increased other than for payments made for taxes and insurance on the above described property.



This property was conveyed to Grantors by deed dated 11/6/58 recorded in Book 1340 Page 606 Wake County Registry.
TO HAVE AND TO HOLD the aforesaid parcel(s) of land and all privileges and appurtenances thereunto belonging to the said Grantees, their heirs, or successors, and assigns forever.

And the said W. R. Powell and wife, Elaine W. Powell

Grantor(s), for themselves, their heirs, executors and administrators; covenant with the Grantees, their heirs, or successors, and assigns that they are seized of said premises in fee and have the right to convey the same in fee simple; that the same are free from encumbrances except as herein set forth; and that they will warrant and defend the said title to the same against the claims of all persons whomsoever.

The plural number as used herein shall equally include the singular. The masculine or feminine gender as used herein shall equally include the neuter.

IN TESTIMONY WHEREOF, the said Grantors have hereunto set their hands and seals the day and year first above written.

(Type name under each signature)

(SEAL)

W. R. POWELL

(SEAL)

(SEAL)

Elaine W. Powell
ELAINE W. POWELL

(SEAL)

NORTH CAROLINA—Wake County. (If acknowledgment not taken in Wake County, N. C., show county and state where taken)
I, Carl O. Mac Millan, a Notary Public, do hereby certify that W. R. Powell and his wife, Elaine W. Powell, Grantors, each personally appeared before me this day and acknowledged the due execution of the foregoing deed of conveyance.
Witness my hand and notarial seal, this 29 day of May, 1967. My commission expires 11-25-67
NOTARIAL SEAL HERE
(Seal must be impressed sufficiently for Notary's name to be readable)
Carl O. Mac Millan Notary Public.

NORTH CAROLINA—Wake County.
The foregoing certificate(s) of Carl O. Mac Millan, Notary Public of Wake County, North Carolina, is (are) adjudged to be correct.

Let the said deed and certificate(s) be registered. Witness my hand this the 5 day of June, 1967.

Probate fee 25c paid

Filed for registration on the JUN 5 day of 1967, at 7:55 o'clock P.M. and duly recorded in the office of the Register of Deeds of Wake County, N. C., in Book 1768 Page 427.
Fee \$ 1.35 paid.
Alex A. Rowland Deputy Register of Deeds.

Form No. 1-1-54 Rev. 5-54—Copyright 1954 by Wake County Bar Association—Mitchell Printing Co., Raleigh, N. C.

OUR HERITAGE

THE LEGACY OF THE WAKE FOREST GARDEN CLUB

BY CAROLYN RICE

This year marks the 100th anniversary of the founding of the Wake Forest Garden Club. In 1924, women created the Wake Forest Garden Club to foster an appreciation of flowers and the natural beauty of Wake Forest. Since the establishment of the first garden club in 1891, garden club gatherings throughout the country have served as a platform for sharing gardening knowledge and swapping plant cuttings. As these local clubs grew, they became part of a larger national movement advocating for conservation and preservation. Today, the Wake Forest Garden Club and the Garden Club of America continue to promote education and a love for gardening while actively participating in civic improvement initiatives aimed at enhancing and protecting the environment.

Susie Lanneau Powell served as the Wake Forest Garden Club's first president. Powell's family moved to Wake Forest in 1890 when her father became a mathematics professor at Wake Forest College. In 1912, Susie and her husband, William Royall Powell, built a large, classical revival home on six acres at 546 North Main Street. Susie expressed her love for gardening through the stunning landscaping of her home.



The Wake Forest Garden Club's first project was to plant flowering shrubs and trees along the highway to create a more scenic route after the completion of US Highway 1. The club's roadside beautification efforts laid the groundwork for future initiatives to enhance the town's aesthetic. In the 1940s, the Wake Forest Garden Club directed its efforts toward decorating and furnishing the Wake Forest Community House and its grounds after the Works Progress Administration completed the building. Then, during World War II, the Garden Club focused on war efforts, contributing to the Red Cross Ambulance Fund, purchasing war bonds, and planting Victory Gardens.

When Wake Forest College relocated to Winston-Salem in 1956, the Wake Forest Garden Club experienced a significant decline in membership. As the campus underwent renovations, Southeastern Baptist Theological Seminary announced its plans to construct a new cafeteria on the site of the Calvin Jones House. Garden club member Annie Gill Harris led Edith Taylor Earnshaw, Essie Morgan

Poteat, Ursula Bernstein Wilkinson, Louise Smoot, Nannie Holding, Hannah Lanneau Holding, Helen Johnson, Inez Black, Sybil Gulley, Sallie Powell, and Elenore Reid in drafting a petition urging support for relocating and restoring Wake Forest College's inaugural structure. Through fundraising, advocacy, and community engagement, garden club members secured \$2,500 and received a matching donation from the Trustees of Wake Forest University. The Calvin Jones House was moved to its current location on North Main Street, on a four-acre lot provided by Wake Forest College.

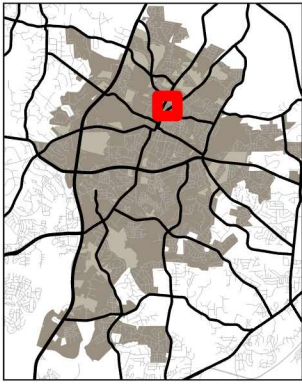
The tenacity and unwavering commitment of Garden Club leaders Kathleen Mackie Lake, Ruth Snyder, Pauline Binkley, and Carolyn Holding ensured the survival of a historic landmark for future

generations. In 1963, Lake, Snyder, Binkley, and Holding hosted a Rock Party to collect rocks and prepare the new lot for mowing after the Calvin Jones House restoration process. They also helped organize the first membership drive for the Wake Forest College Birthplace Society, Inc. The Wake Forest Garden Club's commitment to conservation and preservation has resulted in an ongoing partnership with the Wake Forest Historical Museum. Garden Club members contribute hundreds

of volunteer hours to maintain the museum's gardens.

The Wake Forest Garden Club is a testament to the enduring power of community collaboration and environmental stewardship. Today, the garden club is also involved in various outreach projects promoting gardening and community involvement. They host the Wake Forest Flower Cart to deliver small flower arrangements to those in need, maintain the gardens at Miller Park, distribute container gardens through Tri-Area Ministries Food Pantry, and partner with WCPE radio station to maintain a Pollinator Garden. The Wake Forest Garden Club has a century-long legacy of initiatives that bring people together to enhance the beauty of the Town of Wake Forest, one garden at a time. ■

Carolyn Rice is manager of operations and external relations of the Wake Forest Historical Museum and Wake Forest College Birthplace, located at 414 N. Main Street.



Local Landmark Designation Map

LL-25-01

546 N. Main Street

Wake County PIN: 1841-64-2266

9/5/2025



Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000 Feet





**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Josh Stein
Secretary Pamela Brewington Cashwell

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

August 27, 2025

Paige Regna, Planner I – Historic Preservation
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587-2901

Email: pregna@wakeforestnc.gov

RE: Proposed Designation of the William Royall Powell House, 546 N. Main St., Wake Forest, Wake County.

Dear Ms. Regna:

Thank you for submitting the report for the William Royall Powell House, 546 N. Main St., Wake Forest, Wake County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

According to the report, the William Royall Powell House is of special local significance because of its architecture and its association with Susie Lanneau Powell, founder of the Wake Forest Garden Club and William Royall Powell, co-owner of the Glen Royall Cotton Mill.

We commend staff and the commission for submitting a complete report. We feel this report provides the preservation commission and local governing board sufficient information to determine whether the William Royall Powell House possesses the requisite special local significance and integrity for local historic landmark designation.

Local landmark designation means the community recognizes the property is worthy of preservation because of its special significance to the local community. Any substantial changes in design, materials, and appearance of the property would be subject to the design review procedures of the preservation commission. The owner may receive an annual deferral of up to fifty percent of the property taxes for as long as the property is designated and retains significance and integrity. (N.C.G.S. 105-278 *et seq.*).

Thank you for the opportunity to comment on this report. Please note, our comments are advisory only and therefore, non-binding. Once the governing board has received a recommendation from the Wake

Forest Historic Preservation Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. Once the decision has been made, please notify our office and if designated, share a copy of the ordinance with us.

This letter serves as our comments on the proposed designation of the William Royall Powell House, 546 N. Main St., Wake Forest, Wake County.

Please contact me at or Kristi.brantley@dncr.nc.gov (preferred) or 919-814-6576 should you have any questions about our comments.

Sincerely,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping tail on the last letter of the last name.

Kristi Brantley
Local Preservation Commissions/CLG Coordinator

CC: Commission Chair

Enclosure

ORDINANCE 2025-XXX

ORDINANCE DESIGNATING PROPERTY KNOWN AS THE WILLIAM ROYALL POWELL HOUSE AS A LOCAL HISTORIC LANDMARK PROPERTY AT 546 N. MAIN STREET, WAKE FOREST, NORTH CAROLINA, AND RECORDED AS WAKE COUNTY TAX PIN 1841-64-2266

WHEREAS, all of the prerequisites to the adoption of this ordinance prescribed in 160D-946, as amended of the General Statutes of North Carolina have been met; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest has taken into full consideration all statements and information presented at a public hearing held on the 18th day of November 2025, on the question of designating the property known as the William Royall Powell House, including the home and the land associated therewith, as a local historic landmark property; and

WHEREAS, the Wake Forest Historic Preservation Commission held a public hearing on the 30th day of September 2025, on the question of designating the William Royall Powell House as a local historic landmark property, and after considering all statements and information presented at the public hearing, recommended approval of the designation; and

WHEREAS, the William Royall Powell House is of special local historical and architectural significance due to its Southern Colonial architectural style and high-style elements including colossal two-story portico, fluted Ionic columns, veranda, and porte cochere and other original features, association with William Royall Powell, and his wife, Susie Lanneau Powell, founder of the Wake Forest Garden Club. The property holds a remarkable degree of architectural integrity in regard to design, setting, workmanship, materials, feeling, and/or association; and

WHEREAS, the North Carolina State Historic Preservation Office reviewed the William Royall Powell House Local Historic Landmark application and determined that the “report provides the preservation commission and local governing board sufficient information to determine whether the William Royall Powell House possesses the requisite special local significance and integrity for local historic landmark designation”; and

WHEREAS, the property known as the William Royall Powell House is vested in fee simple to Elizabeth B. and Robert N. Ford; and

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

Section 1: That the property known as the William Royall Powell House, including the home and the land associated therewith, is hereby designated as a local historic landmark property pursuant to 160D-945, of the General Statutes of North Carolina. For purposes of description only, the location of said property is noted as being situated on 3.34 acres +/- located at 546 N. Main Street, Wake Forest, North Carolina, as recorded as Wake County Tax PIN 1841-64-2266.

Section 2: That the exterior of said designated property may be materially altered, restored, moved, or demolished only following the issuance of a Certificate of Appropriateness (COA) by the Wake Forest Historic Preservation Commission (HPC) and the minor changes receive a Minor Work COA from Town staff, according to the procedures outlined in Section 15.11 Historic Preservation of the Wake Forest Unified Development Ordinance. Demolitions may be delayed for a period of up to 365 days from the date of approval.

Section 3: That nothing in this ordinance shall be construed to prevent or delay the ordinary maintenance or repair of any architectural feature in or on said property that does not involve a change of design, material, or outer appearance thereof, nor to prevent or delay the making of emergency repairs, nor to prevent or delay the construction, reconstruction, alteration, restoration, demolition, or removal of any such feature when a building inspector or similar official certified to the HPC that such action is required for the protection of public health and public safety because of an unsafe condition. Nothing herein shall be construed to prevent the property owner from making any use of this property not prohibited by other statutes, ordinance, or regulations.

Section 4: That a suitable sign may be posted indicating that said property has been designated a local historic landmark and containing any other appropriate information.

If the owner consents, the sign shall be placed on the property. If the owner objects, the sign shall be placed on a nearby public right-of-way.

Section 5: That the owners and occupants of the property known as the William Royall Powell House be given the notice of this ordinance as required by applicable law and that copies of this ordinance be filed and indexed in the offices of the Wake Forest Town Clerk, Wake Forest Planning Department, Wake Forest Inspections Department, Wake County Register of Deeds, and the Wake County Tax Supervisor, as required by applicable law.

Section 6: That which is designated as a local historic landmark property shall be subject to G.S. 160D-947, as amended, and any amendments hereafter adopted.

Adopted and effective this 18th day of November 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-615-

Submitted by: Evelyn Wright

Submitting Department:

Meeting Date: November 18, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-636-

Submitted by: Jennifer Herbert, Downtown Development

Submitting Department: Downtown Development

Meeting Date: November 18, 2025

Subject

Waiver of the Code of Ordinances Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.

Recommendation:

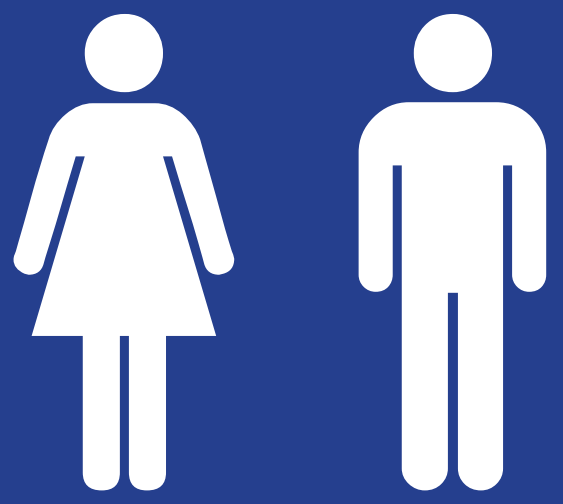
For the Friday Night on White 2026 Series dates, The Town of Wake Forest Downtown Development Director, is requesting a waiver of the Code of Ordinances “ Sec. 20-2. Public Consumption, Possession, etc., of Alcohol from 5pm-9pm, to allow approved beer vendors, selling under their North Carolina Alcoholic Beverage Control Commission Malt Beverage Special Event Permit, to sell or serve alcohol to customers in an approved, clear container within the designated Friday Night on White footprint. While the Wake Forest Social District is in effect during the established dates and times for Friday Night on White, the approved alcohol vendors serving on the street within the designated event footprint are serving under their NC ABC Malt Beverage Special Event Permit and therefore require the waiver to be able to sell and serve alcohol at this event. G.S 18B-300.1, Section J (2), addresses Interaction with Other Permits and states that a vendor with a Malt Beverage Special Event Permit may sell or serve products at a special event taking place in a Social District.

item Summary:

ATTACHMENTS:

- [Attachment A 2026 FNOW VENUE MAP.pdf](#)
- [Attachment B Friday Night on White 2026 Series Alcohol Ordinance Waiver Request.docx](#)
- [Resolution for Open Container Waiver Friday Night on White 2026 Series.docx](#)
- [Item Summary Friday Night On White 2026 Series Alcohol Ordinance Waiver.docx](#)

SOUTHEASTERN BAPTIST
THEOLOGICAL SEMINARY



Restrooms



Food Trucks



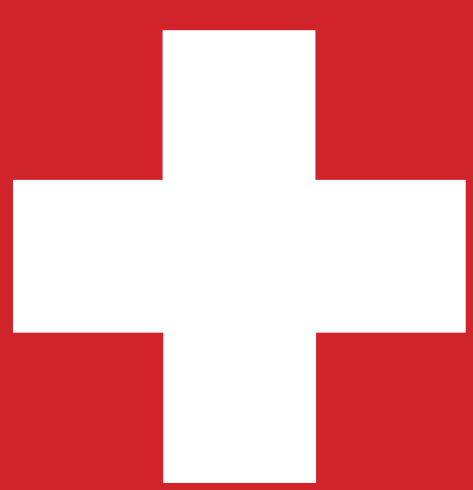
Dessert
Trucks



Information



Diaper
Changing



First Aid

Front St

E Roosevelt Ave

Wait Ave

E Jones Ave

S White St

FIDELITY
LOT

Sponsor
Expo

Beer

E Owen Ave

Stage

CHAMBER OF
COMMERCE

Elm Ave

S Brooks St

S Taylor St

TOWN
HALL

Friday
Night

on **WHITE**

ATTACHMENT B

CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. Each vendor allowed to sell alcoholic beverages shall have and maintain all applicable licenses and permits necessary to the sale of alcoholic beverages pursuant to all requirements of North Carolina law. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size. Actual alcohol sold and distributed in cups will not exceed 16 fluid ounces.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
4. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area, unless in an approved Wake Forest Social District cup and within the designated hours of the Wake Forest Social District. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area, unless in an approved Wake Forest Social District Cup and within the designated hours of the Wake Forest Social District.
5. Each vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
7. Each vendor allowed to sell alcoholic beverages must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000.000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of Wake Forest as an additional insured for the Friday Night on White event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.
8. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manager shall remain in effect until

ratified by the Board of Commissioners at its next scheduled voting meeting.

Resolution 2025 -

**Authorization to Waive Wake Forest Town Ordinance 20-2.
(Public Consumption, Possession, etc. of Alcohol)**

WHEREAS, the Town of Wake Forest is dedicated to the enrichment of the town's civic, social, and economic welfare; creating a better understanding and appreciation for the importance of downtown to the community; and are continuously seeking to develop downtown as a center of government, service, professional, retail, and cultural activity; and

WHEREAS, the Town of Wake Forest will celebrate "Friday Night on White" from 5 pm - 9 pm on the following dates in 2026: April 10, May 8, June 12, July 10, August 14, and September 11; and

WHEREAS, the "Friday Night on White" event will take place in the Historic Downtown District, as defined in Attachment A; and

WHEREAS, the Town of Wake Forest's alcoholic beverage ordinance shall be relaxed to allow the sale of alcohol for public consumption as set forth in Attachment B. The consumption of alcohol will be permitted within the parameters as shown in Attachment A.

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina hereby authorizes the Town of Wake Forest to celebrate "Friday Night on White" event in the Historic Downtown District from 5 pm - 9 pm for the FNOW 2026 series dates: April 10, May 8, June 12, July 10, August 14, and September 11.

BE IT FURTHER RESOLVED that the area as shown in Attachment A shall allow for the sale and consumption of beer as described in Attachment B.

Adopted this _____ day of _____, 2025.

Vivian Jones, Mayor

Attest: _

Evelyn Wright, Town Clerk

Agenda Item: Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.

Item Summary: For the Friday Night on White 2026 Series dates, The Town of Wake Forest Downtown Development Director, is requesting a waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol from 5pm-9pm, to allow approved beer vendors, selling under their North Carolina Alcoholic Beverage Control Commission Malt Beverage Special Event Permit, to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

While the Wake Forest Social District is in effect during the established dates and times for Friday Night on White, the approved alcohol vendors serving on the street within the designated event footprint are serving under their NC ABC Malt Beverage Special Event Permit and therefore require the waiver to be able to sell and serve alcohol at this event. G.S 18B-300.1, Section J (2), addresses Interaction with Other Permits and states that a vendor with a Malt Beverage Special Event Permit may sell or serve products at a special event taking place in a Social District.

Attachments: Attachment A Friday Night on White Venue Map
Attachment B Ordinance Waiver Request
Resolution



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-639-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: November 18, 2025

Subject

Approval of the 2026 Board of Commissioners Meeting Schedule

Recommendation:

item Summary:

ATTACHMENTS:

- [Resolution, 2026TOWFBoardOfCommissionersMeetingSchedule_Nov202518.pdf](#)

**Town of Wake Forest
Resolution 2025–XX
2026 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 2026 Calendar Board of Commissioners Meetings		
Month	Meeting #1	Meeting #2
January	January 6, 2026	January 20, 2026
February	February 3, 2026	February 17, 2026
March	March 3, 2026	March 17, 2026
April	April 7, 2026	April 21, 2026
May	May 5, 2026	May 19, 2026
June	June 2, 2026	June 16, 2026
July	July 7, 2026	July 21, 2026
August	August 4, 2026	August 18, 2026
September	September 1, 2026	September 15, 2026
October	October 6, 2026	October 20, 2026
November	November 3, 2026	November 17, 2026
December	December 1, 2026	December 15, 2026

Annual Retreat: January 16, 2026, 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 2026 Town of Wake Forest Board of Commissioners Meeting Schedule as presented.

Duly adopted this 18th day of November 2025 while in regular session.

ATTEST:

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-658-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: November 18, 2025

Subject

Approval of Appointment to Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- [RESOLUTION2026-XXX_Adv_Board_Appts-PB.pdf](#)

RESOLUTION 2025 - 70

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

Heather Bradley

(January 1, 2026 – December 31, 2028)

Richard Adams

(January 1, 2026 – December 31, 2028)

Brandon Panameno

(December 1, 2025 – December 31, 2027)

Duly resolved this 18th day of November 2025.

ATTEST:

Vivian A. Jones
Mayor

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-630-

Submitted by: Evelyn Wright, Administration

Submitting Department: Administration

Meeting Date: November 18, 2025

Subject

Consideration of Appointment of Candidates for the Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- [2025_PB_Applicant Updated.pdf](#)
- [Planning_Board_Candidates_List_2025 Updated.pdf](#)

Entry #: 53 - Brian Weiner

Status: Submitted

Submitted: 9/4/2025 7:00 AM

Name

Brian Weiner

Address

528 Sun Meadow Drive, Wake Forest, North Carolina 27587

Email

BRIAN6U@GMAIL.COM

Phone

(941) 256-5892

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

As a recently retired business owner, I completely understand the importance of the defined planning process.

Occupation

Retired

Please upload a current resume



[BWeiner Resume Rev 8-25.pdf](#)
78 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

15 months

Length of residency in Wake Forest?

15 months

Please provide proof of residency

0.2 MB



Interests & Experiences

Photography, writing, golf.

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:

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Do you agree?

Yes

Members of advisory boards and commissions shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Do you agree?

Yes

Please agree with the following statement:

Code of Conduct: When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent.

Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Brian L. Weiner

528 Sun Meadow Drive
Wake Forest, NC 27587
Email: brian6u@gmail.com

Cellular: (941) 256-5892

Senior Executive Level Development Professional

PROFILE

- Highly skilled, technologically superior, results oriented professional with a track record of stellar achievement in development campaigns. **"Black belt" in grant writing, direct mail, annual fund, capital campaigns, business development, and planned giving.**
 - **Over \$365 million dollars in charitable resources personally raised since 2003.**
 - Nationally recognized for bringing advanced fundraising technology to non-profits through highly directed, fully variable communications.
 - Sold my 1st company in 2000. Sold 2nd in 2013.
-

EXPERIENCE

Cape and Islands Veterans Outreach Center October 2021 – May 2024

Development Manager (24 hrs. weekly)

- Responsible for developing and executing annual fundraising plan, including the fundraising budget, so that it aligns with the strategic priorities of the organization.
- Serve as a member of CIVOC's leadership team.
- Expansive grant writing effort, yielding more than \$1,500,000 in 2022 and 2023.
- Ensures accurate monthly reporting of fundraising results to the Executive Director, Development Committee, and Board.
- Create and execute a strategy to develop and grow a sustained base of annual individual donors. Doubled individual giving in 2022.
- Grew budget from \$600,000 in FY21 to \$2.3 million in FY24. Relocated in to NC, May 2024.

Parallel Philanthropic LLC February 2017 – September 2021

President and Founder

- Providing professional consultative services to nonprofits and corporations.
- Under consultative contract to: Cape Cod Synagogue 4/19 – 4/20; Friends of Bass River (P/T Executive Director) 4/18 - 5/19); CFS Inc (VP Digital) 4-18 – 4/20.

The MAVEN Project, San Francisco and Boston August 2017 – February 2018

Chief Development Officer

- Working closely with the CEO and Board Chair, developed and executed a strategy for the philanthropic advancement of a new, healthcare nonprofit.
- Redirected and expanded the pursuit of foundation funding by expanding and diversifying the pool and talent soliciting grants.
- Created a curated, logical and effective program of direct mail, social media, public relations and dialogue driven communications to enhance existing relationships.

The One to One Group, Boston, Sarasota and Raleigh
President, Founder and Chief Creative Officer

May 2003 – December 2016

- Established and built a major, national, full-service organization that specializes in supporting non-profit clients through the use of highly creative, fully variable, communications.
- Highly successful in annual fund, targeted social media, and capital campaigns.
- The One to One Group is unique in that it is the only company serving all aspects of the non-profit client relationship. My work includes, data management, writing, design, publishing, and distribution as well as all donor follow-ups, thank you programs, wealth analysis and comprehensive donor surveys.

NOALART GRAPHICS, Marlborough, MA
President, CEO and Senior Partner

March 1992 - May 2001

- Established and built a major, national, full service, demand-based printing organization that successfully pioneered the digital, demand-based product concept.
- Created the first profitable, all digital, demand print/publishing center in New England.
- At the peak of the dot-com boom I sold the assets of this business to American Reprographics Corporation (a half-billion dollar publicly traded company) in June of 2000.
- Perfected the model for demand-based document management that became the standard for like-sized operations.
- Established partnerships in Buenos Aires, Argentina forging one of the earliest, and most successful, international "distribute and print" programs.

THE KMS COMPANIES, Woburn, MA
President and Chief Operating Officer

September 1990 - March 1992

- Working directly for the absentee owner/investors, successfully engineered the consolidation of three previously unprofitable operating entities into a single, highly profitable business.
- Directed and negotiated the acquisition of multiple entities for the owners.
- Gross sales increased from under \$1,000,000 pre-engagement to \$6,500,000 in the first year. Operating profits at the end of year-one were better than \$800,000.

EDUCATION

B.A. Communications, Rutgers University

HONORS, AWARDS, COMMUNITY SERVICE

2024 – Named "Best Nonprofit" on Cape Cod by SCORE
2023 – Awarded "Best Places to Work", Charity Navigator 4-star, CANDID Platinum
2014 - PICA Special Judges Award – Sales Campaign - SAFE Haven for Cats
2014 - PICA Best in Category – Variable Data - Ravenscroft School
2013 - Fundraising Success Award - Multichannel Appeal of less than \$10 million
2012 - PICA Award Winning Campaign - Best in Category: Variable
2011 – President-Elect, Association of Fundraising Professionals, SW Florida Chapter
2008 to 2012 – Member, Board of Directors – AFP of SW Florida
2008 - Honorable Mention - Partnership for Excellence in Jewish Education
2006 & 2007 - Nominee, Outstanding Corporate Philanthropy - AFP
2006 - Fund Raising Success Gold Awards (2), and PODI Best Practices Award Winner

Entry #: 86 - Bryant Pernell

Status: Submitted

Submitted: 9/30/2025 6:35 PM

Name

Bryant Pernell

Address

219 7th street, Wake Forest, North Carolina 27587

Email

bryantpernell0221@gmail.com

Phone

(919) 218-4881

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I was hoping to join the urban forestry board, but do not see it as an option. I am a local attorney and want to be more involved in my local community. I'm passionate about land preservation and farm planning, and I'm hoping to contribute here in WF.

Occupation

Attorney (can draft an upload an up-to-date resume if required)

Please upload a current resume



[IMG_0009.jpeg](#)
0.4 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

7 years

Length of residency in Wake Forest?

3 years

Please provide proof of residency



Interests & Experiences

For fun, anything outdoors! Professionally, I have been practicing law in NC for the last 3 years. Passionate about helping others.

Ethics Guidelines for Town Advisory Boards & Commissions

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Do you agree?

Yes

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Facebook



Associate Attorney

Life Path Legal Partners · Full-time

May 2025 - Present · 5 mos

**Raleigh, North Carolina, United States
· On-site**

**Vasilko & Pedersen is now Life Path
Legal Partners!**

**Estate Planning, Estate
Administration, Business Formations,
Business Planning, Family Planning,
Farm Succession Planning, LGBTQIA+
Planning and other related matters.**

**💎 Civil Law, Business Formation and
+12 skills**



Attorney

CEDAR GROVE LAW · Full-time

Jan 2025 - May 2025 · 5 mos

North Carolina, United States · On-site

🏢 helped me get this job

**My practice focused on Estate & Farm
Planning, Business Formati...see more**

**💎 Estate Planning, Estate Planning
Law and +6 skills**



**Direct Hire Recruiter,
Attorney Division**

Consilio LLC · Full-time

Entry #: 60 - Cesar Palacios

Status: Submitted

Submitted: 9/22/2025 1:48 PM

Name

Cesar Palacios

Address

1448 Grove Village Road, Wake Forest, North Carolina 27587

Email

c.palacios0923@gmail.com

Phone

(305) 794-0182

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I would like to improve my community for the long term and represent the young adult population while still advocating for the full family spectrum. The community has treated my family and I very kindly and I would love to see it flourish and assist with bringing more families into this area.

Occupation

Sales Engineer

Please upload a current resume



[Cesar Resume Sept2025_.pdf](#)
0.3 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

18 years

Length of residency in Wake Forest?

1 year

Please provide proof of residency



Interests & Experiences

Public Speaking - Business Week, Event Coordinator and Co-Host
Community Service - Animal Shelter and Guatemala Christmas Collection
Health Training - Spartan Racing, Lifting, and Running
Reading - Nonfiction, Self-Improvement, and Investing

Ethics Guidelines for Town Advisory Boards & Commissions

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Do you agree?

Yes

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Family/Friend

Cesar W. Palacios

(305) 794-0182 ▪ c.palacios0923@gmail.com ▪ <https://www.linkedin.com/in/cesarwpalacios/>

Experienced CCNP & DEVNET-certified solutions engineer with demonstrated success in solution design & selling, C-level relationship building, and channel influence. Looking to leverage my business development and competitive product positioning skills to partner and dominate the market.

Technical Skills/Certifications

- Certifications: CCNA, DevNet, ENCOR, ENAUTO (CCNP), JNCIA, IBM Professional Applied AI Certification
- Cisco, MSFT, VMWare, Dell, Lenovo
- Agile, Scrum
- Java, C#, Python, SQL

Personal Skills

- Bilingual - Conversational Spanish
- Coachability & Relationship Building
- Analytical Thinking & Sales Acumen
- Leadership & Communication
- Public Speaking

WORK EXPERIENCE

2024 - Present

Solutions Engineer – Commercial East

Juniper Networks, Inc.

- Technical lead engineer supporting seven AM's, carrying 2025 H1 quota to 138%, orchestrating equipment loans, and delegating team specialists to \$500k+ deals.
- Consistently led and closed \$1M+ datacenter, AI, security, and enterprise networking deals from discovery to final decision-maker demo and technical wins.
- Responsible for creating BOMs and competitive bid 407 RFPs for E-Rate customers, as well as leading technical calls for solution demonstrations, POCs, and design recommendations.
- Adept at post-sales troubleshooting and deployment services, including but not limited to configurations, template creation, diagnosis and resolution.
- One of two Solution Engineers selected from the entire Commercial East team to contribute to Juniper's Global SE New Hire Handbook 2024.
- Award winner for in-person Global Pitch Competition held at headquarters in Q1 2025.

2023 - 2024

GVE Enterprise Technical Solution Specialist (TSS)

Cisco Systems, Inc.

- Resolved wireless and LAN cases for partners/internal engineers by providing effective solutions including BOM creation, RFPs, design recommendations, and solution demonstration.
- Exceeded weekly quota by 15% completing over 112 customer cases.
- Teamed virtually with partners, account managers, and architects to drive success with multi-million-dollar accounts across the AMER territory, resulting in 18% growth in FY23.
- Lead TSS on a global, 5-year term, \$5.6M Managed Service Collaboration deal with 6k knowledge workers in AMER and EMEA.
- Proactively co-led client sales and engineering calls.

2022 - 2023

Associate Systems Engineer

Cisco Systems, Inc.

- Successful completion of the Associate Sales Engineering program through CSAP, an award-winning training program, granting seven years of estimated industry experience and trainings through certifications, customer engagements, projects, and case-handling experience upon completion.
- Obtained CCNA, DevNet, ENCOR, and CCNP ENAUTO certifications within one calendar year.
- Completed in-depth training in design solutions, effective technical communication, and focused discussion of business outcomes of Cisco's key architectures, as well as multi-domain and cross-architecture solutions.

Cesar W. Palacios

(305) 794-0182 ▪ c.palacios0923@gmail.com ▪ <https://www.linkedin.com/in/cesarwpalacios/>

- Excelled in Sales Simulations facilitated by systems engineers and account managers that simulate various client vertical scenarios and assessed objection handling, technical demos, proficiency in technical knowledge, and effective discovery and closing.
- Effectively managed a timeline with a team to deliver a demo-ready integration with Webex Connect and ChatGTP project using Python and Github, then presenting the solution in-person to company executives.
- Sole Recipient of FY23Q4 ASE of the Month Award.
- Peer recognition for assisting struggling cohort members to pass certification exams in a timely manner.

2021– 2022

Client Account Manager/ Renewals Specialist

Responsive Technology Partners

- Established trusted advisor relationships with clients, and worked cross-functionally with systems engineers, to position RTP offers, enterprise agreements, and vendor recommendations, increasing closing opportunities by 25%.
- Automated RTP's renewals process enabling early client engagement to secure renewal closings.
- Executed timely renewal and upselling of hardware and software contracts through quoting, pricing, follow-up, order entry, and process management, resulting in a 10% decrease in closing timeline.
- Rigorous training & certifications on Cisco, Microsoft, VMWare, Lenovo, and Dell.

EDUCATION & PERSONAL ACCOMPLISHMENTS

University of North Carolina, Wilmington, North Carolina

Bachelor of Business Administration, Management Information Systems, May 2021

- | | |
|--|---|
| ▪ Vice-Chandlers Cup of Academic Excellence | ▪ Emcee and Philanthropy Chair |
| ▪ President of Information Systems Association | ▪ Mentor, Mi Casa |
| ▪ Vice President, Head of External Affairs, Lambda Chi Alpha, Delta Sigma Chapter | ▪ Volunteer, Centro Hispano |
| ▪ Spartan Race Trifecta World Championship Qualifier and Completionist, Greece, 2023 | ▪ Annual Business Week Speaker |
| | ▪ Annual Tarheel Double Down Challenge Competitor 2021, '22, '23 |
| | ▪ Spartan Race Trifecta Weekend Top 10 Age Group Competitor, 2023 |

Entry #: 80 - Jeffrey Frounfelker

Status: Submitted

Submitted: 9/30/2025 11:39 AM

Name

Jeffrey Frounfelker

Address

417 Deacon Ridge Street, Wake Forest, North Carolina 27587

Email

jefrounfelker@gmail.com

Phone

(517) 303-3356

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have a great interest in community involvement but have had to move for job related purposes since my last appointment in my birth home time, Jackson, Michigan. Upon arriving here in North Carolina, we sought out a community and found that here in Wake Forest. Having now been established here over the past half-decade, I feel now it the time I can begin to give back to this community of which I now consider myself an active member.

Occupation

Group Insurance Underwriter; Licensed Attorney (State of Michigan)

Please upload a current resume



[Frounfelker CV - 2025.pdf](#)
0.1 MB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

5.5 years

Length of residency in Wake Forest?

5.5 years

Please provide proof of residency



Interests & Experiences

Previously appointed to Building Code Board of Appeals in my birth home town, Jackson, Michigan. Interested in all aspects of local government, especially planning a vibrant community. Completed the first Wake Forest Citizens Academy to learn more about the inner-workings of the Town Government and its departments. Licensed attorney (State of Michigan Bar Association member in good standing P74183 since 2011) with prior experience practicing law.

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Do you agree?

Yes

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If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

Do you agree?

Yes

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

JEFFREY EMMETT FROUNFELKER

Wake Forest, NC 27587

(517) 303-3356

jefrounfelker@gmail.com

EXPERIENCE

Underwriting Consultant (Principal Underwriter)

August 2019 – Present

Blue Cross Blue Shield of North Carolina

Durham, NC

A dynamic role drawing upon my experience with group, individual, and Medicare Advantage dental markets, underwriting, and data analytics with an overall goal of growing market share; Apply a focused review of dental RFP submissions, analyze claims experience, and develop competitive premium rates; Serve as a subject matter expert for dental strategy and product updates by offering dental focused actuarial and underwriting perspectives to ancillary leadership; Collaborate with Sales and Account Management professionals and leadership to offer current and prospective clients appropriate and financially stable group dental plans; Review current dental quoting procedures and process flows, rating methodologies, and dental data accessibility and analytic studies in order to improve rate accuracy, quote volume, and close ratios.

Manager of Underwriting

January 2017 – July 2019

Dominion Dental Services, Inc (d/b/a Dominion National)

Arlington, VA

Lead and Supervise staff of two Underwriters; Create & Review Underwriting rate developments for new groups and renewals; Act as Lead Underwriter for Health Care Reform exchange products, large groups, and alliance partnership products; Manage book of business comprising above 910,000 dental members; Collaborate with leadership in Sales and Account Management to develop strategies to increase close ratios and retention rates; Develop more efficient, consistent, and accurate Underwriting Methodologies; Interpret State Insurance regulations and statutes to ensure compliance with Underwriting Methodologies and filings; Collaborate with Product Manager & Regulatory Manager to ensure proper filing with various states' Departments of Insurance; Conduct Actuarial studies for industry surveys, internal business analytics, and specialty reporting for large clients; other managerial duties such as mentoring new Underwriters and performance evaluations.

Underwriter – Group Insurance

November 2015 – January 2017

Dominion Dental Services, Inc (d/b/a Dominion National)

Arlington, VA

Analyzed information submitted by Sales to evaluate the risk of prospective groups and develop appropriate rates based on dental underwriting methodology and rating models; Prepared renewal rates, and exhibits for renewals and benefit changes for current groups; Consulted with Sales Executives, Account Managers, and Underwriting Management to present, support, and justify rating decisions for larger cases; Used increasing authority to make carefully considered rating decisions and concessions based upon on underwriting experience.

Associate Attorney

December 2012 – November 2015

Schlecte Law Firm, PC

Jackson, MI

Associate attorney in a busy, boutique civil litigation practice that focuses on real estate, environmental, landlord tenant, administrative, and creditor rights laws; Conducted legal research and drafted pleadings and motions on various legal issues; Drafted and responded to discovery requests; Assisted with depositions; Regularly attended court hearings; Represented clients appealing real estate licensing decisions by the Department of Licensing and Regulatory Affairs and the Board of Real Estate Brokers and Sales Persons, including filing administrative appeals in the circuit court; Prepared research for real estate broker and agent continuing education classes; Successfully negotiated complex real estate transactions including oil pipeline easements; Negotiated and edited real estate transaction and closing documents.

Owner

March 2011 – December 2012

Frounfelker Law Office, PLLC

Lansing, MI

General practice with a concentration in criminal defense especially for indigent clients; Negotiated plea bargains with prosecutors; Appearances in district and circuit courts for preliminary examinations, motions, plea hearings, and sentencing hearings; Appearances in district courts for real estate foreclosure hearings.

Of Counsel

August 2010 – November 2012

Wilson and Brown Law Offices, PLLC

Lansing, MI

Drafted and filed pleadings for landlord tenant summary proceedings; Appeared in district courts for summary proceedings; Filed income tax and periodic employment garnishments; Drafted, filed, and executed writs of eviction.

Law Student Volunteer and Extern

Fall 2009 – Spring 2010

Michigan Attorney General's Office: Corrections Division

Lansing, MI

Researched and drafted briefs responding to inmate filed petitions for administrative appeal; Interviewed defendant corrections staff and drafted motions for summary disposition and supporting briefs in the Eastern and Western Districts of Michigan; Observed a federal jury trial and a commutation hearing; Drafted and filed briefs opposing prison inmate writs of mandamus; Researched and prepared a memorandum regarding privacy of presentencing investigation reports.

Law Clerk Intern

Spring 2008

Renaissance Life and Health Insurance

Okemos, MI

Researched insurance codes in several states to ensure initial filing requirements were met for each insurance product offered; Worked with the corporate compliance officer researching special projects and prepared memoranda with findings and opinion.

Group Insurance Underwriter

2005-2007

Delta Dental of Michigan, Indiana & Ohio

Okemos, MI

Analyzed data and established insurance rates using actuarially sound underwriting techniques to cover risk and administrative costs; Corresponded regularly with management, the sales team, and agents to develop risk and pricing alternatives; Developed relationships with groups to build a successful and profitable book of business.

Customer Relations Manager

Pulte Homes of Michigan

2004-2005

Ypsilanti, MI

Acted as the liaison between one of the nation's largest home builders and its customers to thoroughly address construction and service issues; Conducted warranty inspections, and scheduled trades to perform warranty related repairs; Achieved a 100% customer satisfaction rating helping the Pulte brand earn an excellent JD Power ranking.

EDUCATION**Thomas M. Cooley Law School, Lansing, MI**

Juris Doctor, *cum laude*, Concentration in Litigation: May 2010

- Honors Scholarship, Dean's List, Honor Roll, Intra-School Moot Court Competition, First-Year Moot Court Competition, Client Counseling Competition, & Associate Editor and Junior Marketing Editor: *Thomas M. Cooley Journal of Practical and Clinical Law*.

Michigan State University, Eli Broad College of Business, East Lansing, MI

Bachelor of Arts, Finance and Spanish, May 2004

- Honors College Graduate
- Dean's List

Universidad de Extremadura, Cáceres, Spain

Study Abroad: Spanish Language, Literature, and Culture, Spring 2002

Hillman Advocacy Program, Grand Rapids, MI

Trial skills development course, January 2013

MEMBERSHIPS & COMMUNITY INVOLVEMENT

Member of the Knights of Columbus (Council #11234); Former Vice Chairperson and Board Member, City of Jackson Building Code Board of Appeals and Examiners; Member of the State Bar of Michigan; volunteer for various local political campaigns; Town of Wake Forest – 2022 Citizen's Academy.

ADDITIONAL SKILLS

Proficient in written and verbal Spanish; developed excellent negotiation and communication skills; working knowledge of ancillary group and individual benefit regulations and filings pursuant to Federal Health Care Reform (Affordable Care Act), Centers for Medicare and Medicaid Services (CMS), and various state departments of insurance; working knowledge of Michigan state government agencies related to real estate and environmental regulations; computer experience including: Microsoft Windows, Microsoft Office, WordPerfect, LexisNexis, & Westlaw. Novice use and understanding of Microsoft SQL and database query.

Entry #: 50 - Kelli Jones **Status:** Submitted **Submitted:** 8/20/2025 3:38 PM

Name

Kelli Jones

Address

6131 Falls of Neuse Rd, Suite 202, Raleigh, North Carolina 27609

Email

kjones@northviewpartners.com

Phone

(972) 800-2799

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I am interested in being involved with the growth of Wake Forest and future design and retail coming to the area. I have been involved in Real Estate Multifamily in the area and have also been a resident of Wake Forest for 10+ years.

Occupation

Asset Management

Please upload a current resume



[Kelli Jones Resume.doc.pdf](#)
88.9 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

11 years

Length of residency in Wake Forest?

11 years

Please provide proof of residency

— —



Interests & Experiences

Enjoy the greenways, activities with teenage children, and fitness

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Have you attended a meeting for the board in which you are applying?

No

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Do you agree?

Yes

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

KELLI R. JONES

720 TREE GREEN LANE, WAKE FOREST, NC 27587
PHONE (972) 800-2799 • E-MAIL KELLIRJONES@HOTMAIL.COM

PROFESSIONAL EXPERIENCE

Greystar, Triangle Submarket and Wilmington

April 2011 - Present

Senior Regional Property Manager

Oversee a 2,400-unit portfolio consisting of six assets throughout the Triangle Submarket with an additional three pre-development projects in various stages. Market knowledge as operator in Wilmington, NC as well as Raleigh, Durham, Cary/Morrisville submarket. I attribute my success to the development of team members, a strong financial understanding and focus on forecasting, attention to detail, and a working relationship with our vendors and external industry partners.

- **Financial Experience:** Annually average eight to ten budget submissions with monthly proforma review discussions on going. Lease up assets require year 1 stabilized budget creations and untrended rent/stabilization planning. 2024 has largely been a focused year on refinance opportunities and rent growth/NOI positioning for lenders.
- **Portfolio Experience:** Lease -Ups (Garden, Mid-Rise, SFR Townhomes, Active Adult, Hi-Rise, and Mixed Use), a Lease-Down, Student to Conventional Repositioning, Rebranding, Value-Add Renovations, and Pre-Development Consulting in Wake County and Cary/Morrisville. Property Renovations have including \$4M-\$10M value- add scopes with \$15k per door unit renovations that have assisted me in building a strong relationship with our Regional Maintenance team and external vendor partners.
- **New Business Development:** Consulting Agreements and new client adds to the portfolio as well, a development pipeline that includes eight assets currently in design/floorplan and location review. Experienced in floor plan consulting and design, building space planning, amenity packaging and placement, proforma review and lease-up planning including staffing plans, unit and amenity pricing, and pre-development trended budgeting.

Colonial Properties Trust, Texas and Virginia

2008-2011

Post Properties, Georgia

2006-2008

Intern-to-hire Roberts Realty Investors, Georgia

2002-2006

EDUCATION AND BUSINESS DEVELOPMENT

Education:

University of North Georgia , Dahlonega, Georgia
Bachelor of Business Administration, Marketing Business

Sept 2000 - May 2004

Development:

Certified Apartment Manager

COMPUTER SKILLS AND EXPERIENCE

Realpage Software, Yardi Software and Financials, Revenue Management, ILM, CRM, Ops Technology, MRI, Foresight, Canva, Microsoft, Social Media Platforms, Costar Analytics, Conservice/Realpage Utility Management

References available upon request

Entry #: 64 - Mark Moore

Status: Submitted

Submitted: 9/24/2025 12:32 PM

Name

Mark Moore

Address

3009 Polanski Drive, Wake Forest, North Carolina 27587

Email

mark.moore.nc@gmail.com

Phone

(910) 751-0596

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have weather of knowledge on planning and construction with over 10 years and 20 years of military service. Attended the Planning 101 course and currently attending the Citizens Academy. Wanting to support my local community as it grows.

Occupation

Construction Consultant

Please upload a current resume



[Mark Moore Program Manager GPT \(C\).docx](#)
30.4 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

4 years

Length of residency in Wake Forest?

4 years

Please provide proof of r



Interests & Experiences

Fishing, construction, business development, and spending time with my family.

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

As a seasoned construction project manager, I bring extensive experience managing small to mid-sized civil projects from concept through completion. I've led cross-functional teams in developing project scopes, schedules, and budgets, while ensuring strict adherence to safety protocols and company risk policies. I excel at designing and implementing detailed project plans, resolving operational challenges, and coordinating internal and external resources—including subcontractors, technical staff, and specialty consultants—to keep projects on track and aligned with client expectations. Familiar with Procore and other HCSS software.

Experienced in executing end-to-end subcontracting and procurement functions, including preparing and issuing RFPs/RFQs, negotiating terms and conditions, and managing purchase orders and agreements. Skilled in evaluating supplier proposals, maintaining documentation, and ensuring compliance with contractual and insurance requirements. Adept at juggling multiple projects, prioritizing tasks to meet deadlines, and collaborating closely with internal teams and subcontractors to drive cost savings and resolve invoice or contract disputes.

Adept in strategic planning, performance evaluation, and customer-focused service delivery. Known for mentoring high-performing teams, delivering impactful presentations, and driving continuous improvement through data-driven analysis. Holds dual Master's degrees in Strategic Organizational Leadership and Strategic Intelligence in Special Operations. Currently pursuing the PMP–Construction Program (PMP-CP) and Agile certifications to further enhance project execution and leadership capabilities.

Education & Certifications:

- Master of Arts in Strategic Organizational Leadership
- Master of Arts in Strategic Intelligence in Special Operations
- Lean Six Sigma Blackbelt, Project Management Professional (PMP) certification, Agile Certificate, Lean Project Management, Scrum Master.

PROFESSIONAL EXPERIENCE

Lead Consultant - (September 2025 – Present) Soben

Project Manager - (June – September 2025) Strategic Solutions Unlimited Inc.

Project Manager - (September 2024 – May 2025) Town of Clayton

- Lead construction management and project management for Town projects, including design, site planning, and construction plan oversight, while ensuring compliance with contract administration standards.
- Prepare monthly activity reports, budget reports, work plans, and construction progress reports to support the Capital Improvement Program (CIP).
- Collaborate with the Engineering Director and department heads to provide accurate cost and resource estimates, prepare purchase orders, bid documents, and detailed contract specifications.
- Serve as a liaison between various departments to ensure smooth coordination and communication during the execution of construction projects.
- Compile quantities, prepare payment applications, and track project costs to ensure projects stay within budget and are completed on schedule.
- Oversee the planning, coordination, and implementation of Town projects, including civil infrastructure and municipal construction projects including roads, drainage, and capital improvement projects.
- Work closely with the Finance Department to ensure federally funded projects comply with relevant regulations and facilitate reimbursement requests for payment.
- Negotiate easement agreements with property owners to support construction and development needs.

Shepherd Response

Office Manager and Pre-construction Program Manager - (September 2022 – September 2024)

- Directly supervised project managers, coordinated with NCORR staff directors, and managed planning, budgeting, and daily work schedules to ensure successful project execution.
- Collaborated with CEOs on the quarterly bid process with NCORR and the NC Department of Public Safety, overseeing bid projects ranging from \$200,000 to \$25 million.
- Extensive experience in understanding, explaining, and administering contracts, as well as developing and interpreting federal and state policies, procedures, and regulations.

- Led the planning, coordination, management, supervision, and evaluation of subordinates and contractors, ensuring high-quality performance across projects.
- Communicated effectively, both orally and in writing, to ensure smooth coordination and adherence to project goals.

Lieth Automotive Group

Service Writer – Audi Raliegh (September 2021 – September 2022)

- Actively engaged in a management development program focused on honing skills in coordination, effective communication with customers, scheduling, budgeting, sales, and outcome planning.
- Gained valuable experience in adapting leadership and organizational skills to new environments

UNITED STATES ARMY (June 1998 – September 2021)

Senior Operations Manager - Ft. Bragg, NC (April 2020 – September 2021)

Section Chief/Manager (Assistant Chief of Staff G9 Section) – Iraq (July 2019 – April 2020)

Senior Operations Manager - Ft. Bragg, NC (October 2018 – July 2019)

Section Chief/Advisor - Germany, Africa, Ft. Bragg, NC (July 2016 – October 2018)

Operations Manager - Ft. Bragg, NC (May 2015 – July 2016)

Section Chief/Manager (Assistant Chief of Staff G9 Section) – South Korea (June 2014 – May 2015)

Team Manager - Thailand, Afghanistan, Chad, Ft. Bragg, NC (2007 – 2015)

Transportation Manager – Iraq, Ft. Stewart, NC (2003 – 2007)

Truck Driver - Florida, Iraq, Ft. Stewart, NC (1998 – 2003)

Military Transition of Job Experience

Senior Operations and Program Manager

- Directed a workforce of 2,000+ employees and 4,000 students, leading strategic planning, customer training programs, and team operations to maximize client satisfaction.
- Spearheaded employee selection, training, and supervision initiatives to align performance with organizational goals.
- Developed and enforced senior leadership communication strategies, ensuring transparency and operational efficiency.
- Demonstrated strong time management and organizational skills, consistently delivering results in high-paced environments.

International Development and Humanitarian Programs Manager

- Managed 5 civil development programs supporting the Department of State, USAID, the Iraqi Government, and DOJ across five countries.
- Coordinated humanitarian efforts spanning seven countries and four U.S. agencies, aligning with UN initiatives in Iraq and Syria.
- Led direct collaboration with U.S. Ambassadors and program leads to address education, health, and refugee crises.

Global Operations Manager (Africa and Europe)

- Negotiated operational needs with clients, ensuring resource availability and balancing client expectations.
- Maintained detailed financial tracking for quarterly and annual reports, enhancing organizational accountability.
- Conducted client briefings, proposals, and post-mission reviews to improve operations and strengthen partnerships.

Strategic Communications and Public Relations Lead

- Managed mission readiness, logistics, supply chain, HR, and administrative functions, supporting global operations.
- Acted as a spokesperson at international and public speaking events, including Congressional-level briefings.

Regional Operations Supervisor Civil Affairs

- Supervised six Civil Affairs Teams supporting strategic planning and operations across Africa.
- Managed budgets, grant compliance, reporting and funding proposals valued at \$5M of humanitarian aid and executed 16+ development projects.
- Ensured equipment accountability and personnel readiness across geographically dispersed teams.

Humanitarian Operations Team Lead

- Directed humanitarian, governance, disaster response, and development operations across Africa, Asia, and the Middle East.
- Prepared Grant proposals worth \$500K UN-sponsored project, strengthening partnerships with UN agencies and NGOs like UNICEF and Doctors Without Borders.

Entry #: 82 - Missy Catlow

Status: Submitted

Submitted: 9/30/2025 2:01 PM

Name

Missy Catlow

Address

805 Brewer's Glynn, Wake Forest, North Carolina 27587

Email

mfcatlow@gmail.com

Phone

(281) 908-5468

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I wish to serve on a Wake Forest advisory board because I value the opportunity to contribute to the community I now call home. My professional background includes work as a GIS analyst, public sector consultant, and program evaluator, where I partnered with local governments to strengthen services and data-informed decision making. I enjoy working as part of a team and have experience bringing diverse voices together to shape solutions that reflect community needs. Beyond my professional work, I volunteer weekly with Community Table at Olive Church and have a strong history of civic engagement, both here in North Carolina and during my time in Chicago. I would bring a combination of technical expertise, collaborative skills, and community commitment to strengthen the work of the board.

Occupation

Impact Consultant (Program Evaluation for Nonprofit and Social Good Organizations)

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

6 Months

Length of residency in Wake Forest?

6 Months

Please provide proof of residency



[Maureen Catlow Resume AdvisoryBoard.pdf](#)
0.1 MB



Interests & Experiences

- Professional experience as a GIS analyst and public sector consultant, supporting local governments with data and mapping tools.
- Background in program evaluation and strategic facilitation, helping organizations use evidence to guide decision-making.
- Passion for community engagement and civic participation, with experience collaborating across diverse groups.
- Active volunteer at Community Table at Olive Church, building connections with neighbors and supporting local needs.
- Strong interest in strengthening public services through data-informed approaches and collaborative problem-solving.
- Recent return to Wake Forest and North Carolina, eager to reinvest skills and experience into the local community.

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Do you agree?

Yes

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Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission.

Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?

Please agree with the following statement:

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Do you agree?

Yes

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Town Email/E-Notifier

MAUREEN CATLOW

mfcatl@ gmail.com | 281-908-5468 | [in/mfcatl](https://www.linkedin.com/in/mfcatl)

PROFESSIONAL SUMMARY

Experienced evaluation and program consultant with a focus on capacity building and strategic planning. Skilled in data analysis, visualization, and communication for monitoring and evaluation activities. Proven ability to build strong relationships with clients and stakeholders, fostering a collaborative learning environment.

RELEVANT SKILLS

Data Visualization | Project Management | Change Management | Continuous Quality Improvement | Survey Design

PROFESSIONAL EXPERIENCE

RESULTS LAB, Remote – Chicago, IL

2023-Present

Impact Consultant

Serve clients by providing evaluation services, training, and technical assistance for data-informed decision-making. Partner with clients to create successful change-management plans to support sustainable and impactful implementation of data practices and deliverables.

- Led the design and implementation of customized data collection practices (surveys, facilitated sessions, focus groups, voice memos, etc.) across clients, ensuring alignment with measurement planning and client considerations.
- Developed compelling data visuals and facilitated data use sessions with Caring for Denver, resulting in actionable program improvements and organizational decision making.
- Liaise with clients to establish project plans, including defining project objectives, developing schedules, and identifying best practices for data collection. Projects resulted in actionable data reports for client budgeting committees and leadership.
- Delivered coaching sessions on the ACT model across client content areas and roles to create or improve key strategic documents. Tailored training materials to right-size content and activities aligned with client needs.
- Managed and led the overall design and implementation of multiple ResultsLab projects, including building high-quality client relationships leading meetings and workshops, and managing critical client communications.

BRIGHTPOINT, Remote – Chicago, IL

2021-2023

Impact Manager

Led all monitoring and evaluation activities, carrying out core managerial tasks and a wide range of technical assistance designed for nonprofit program portfolio (9 Programs).

- Provided technical expertise on evaluation and improvement strategies, data management and analysis, grant proposals, and Continuous Quality Improvement (CQI) plans.
- Collaboratively developed, tracked, and reported impact indicators to programs and manage the configuration of unique data collection systems, both paper and digital, ensuring tools are user-friendly and link back to key indicators.
- Conducted qualitative and quantitative analyses to present analytical findings with high-quality visualizations to communicate results. Impact reviews included discussions on improvement opportunities and programmatic quality insights.
- Designed and facilitated interactive group technical training sessions in alignment with agency and federal grant contract expectations. Training courses improved user confidence in data systems and understanding of award requirements.
- Heavily contributed to internal initiatives including improving intake documentation for participants (+14,000) and leading contract execution for all data sharing in grant-based programming.

MUNICIPAL GIS PARTNERS INC., Chicago, IL

2018 – 2020

GIS Analyst II and Data Management Consultant

Analyst for a full-service GIS consulting firm that specializes in consulting, data management, and visualization for small and medium-sized local government organizations.

- Oversaw the work of client data collection and conducted regular quality control processes. Monitoring and consistent communication resulted in the highest data completeness and quality scores across all agency clients (30+).
- Ensured accurate record-keeping of projects by regularly updating documentation to include all technical processes, maintenance activities, and general project resources, resulting in higher rates of knowledge sharing across client sites.
- Led workshops to streamline complex data management systems, resulting in automated system workflows and newly integrated checks to improve data quality and decrease client tasks.
- Founded the Diversity and Inclusion initiative, resulting in policy changes for equitable recruitment and hiring practices.

EDUCATION

• **North Carolina State University**, Raleigh, NC
Master of International Affairs
Graduate Certificate in Geospatial Information Science

• **Purdue University**, West Lafayette, IN
Bachelor of Arts in Anthropology
Focus in International Development
Minors in Spanish and Communication

Entry #: 57 - Robert Sherman

Status: Submitted

Submitted: 9/16/2025 5:23 PM

Name

Robert Sherman

Address

404 Swirling Wind Way, Wake Forest, North Carolina 27587

Email

Shermnc@gmail.com

Phone

(919) 656-5392

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I would like to become more informed as to the future direction we are going in and participate in that challenge.

Occupation

Retired

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

20 years from 1996-20016

Length of residency in Wake Forest?

2 years

Please provide proof of residency



Interests & Experiences

Served on resident planning board for Cary. I have a business coaching certification from NC State. I watched and participated in Cary's growth over the past 25 years. My interest lies in balancing a wonderful place to live with a thriving community and a strong fiscal future for Wake Forest. Love this community and I'd like to participate in its future.

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Do you agree?

Yes

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Have you attended a meeting for the board in which you are applying?

No

If yes, what was the date of the meeting?**Please agree with the following statement:**

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Do you agree?

Yes

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Do you agree?

Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town Email/E-Notifier

Entry #: 48 - Wesley Harris

Status: Submitted

Submitted: 8/19/2025 7:53 PM

Name

Wesley Harris

Address

217 Harris Road, Wake Forest, North Carolina 27587

Email

weslleyh@me.com

Phone

(919) 621-5628

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

To have an opinion in the development of our community.

Occupation

Head Cashier

Please upload a current resume



[Copy of Resume 6 23.docx](#)
9.9 KB



Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

58 years

Length of residency in Wake Forest?

1.75 years

Please provide proof of residency



Interests & Experiences

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Julian Wesley Harris

217 Harris Road
Wake Forest , N.C. 27587
919-621-5628
wesleyh@me.com

WORK EXPERIENCE

Glover Corporation

April 1997 - May 2018

Served in a Office Manager capacity. Maintained daily operations for the company. This included hiring, reviews, accounts payables and receivables. Oversaw all inside sales — *Manager of Customer Service*

MasterPrint, Inc. Corporate

October 1988 - April 1997

Served in an Office Manager capacity. Maintained daily operations for the company.

This included but was not limited to payroll, payables, receivables as well as problem resolution for employees. Maintain a schedule of all jobs at 4 locations to meet customers expectations.

MasterPrint, Inc. Corporate

— Manager of Digital Division

October 1988 - April 1997

Obtain and set up digital production division. This included overseeing production. Maintain productivity and profitability. Perform on and off-site training as necessary with customers/employees. During this period I closed the Crabtree store and maintained 85% of sales.

MasterPrint, Inc. Crabtree Valley

— Retail Store Manager

October 1988 - April 1997

Maintain profitable operation. Responsible for sales estimating, purchasing and staffing Make outside calls as necessary. Increased sales in store by 50%

Poole Printing Company, Inc.

June 1982 - October 1988

Bindery Supervisor, Production Coordinator

Jos. A Banks

May 2006 - October 2011

Part time General Sales, stocking, etc.,
inventory and loss control

Kanki Japanese Steakhouse

July 2021 - October 2021

Host, Service Coordinator

Westlake Ace Hardware

May 2022 - Current

Head Cashier

Maintain control of all cash disbursements. Oversee training cashiers, customer service as well as seeing that all salesmen are properly trained. Review procedures and update as necessary.

Maintain loss prevention control and logs as well as training pertaining to loss prevention. Ensure safety of assets, employees and customers.

Education

April 1992 - August 1992
Capital Associated Industries
3150 Spring Forest Road Raleigh NC 27609
Statistical Process Control Certification

September 1981 - June 1984
Athens Drive High School
1420 Athens Drive Raleigh NC 27606
Diploma

Entry #: 78 - William Talbot

Status: Submitted

Submitted: 9/30/2025 9:57 AM

Name

William Talbot

Address

629 Flaherty ave, Wake Forest, North Carolina 27587

Email

Jbtal82@gmail.com

Phone

(732) 241-6254

Which board or commission would you like to apply for? (You can only apply for one board)

Planning Board

Why do you wish to serve on this board/commission?

I have prior experience as the chairman of the planning board in New Jersey

Occupation

Retired

Please upload a current resume

Do you live within the town's limits or ETJ?

Yes

Length of residency in Wake County?

6 years

Length of residency in Wake Forest?

4 years

Please provide proof of residency

Interests & Experiences

I interest includes reviewing site plans and building sites, also in Finance, and family

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Yes

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Do you agree?

Yes

How did you learn about the advisory board opening(s)? (Check all that apply)

Town website

Wake Forest Planning Board Applicants

Planning Board - 1 Regular Seat

All Candidates:

Candidates	Town Limits
Planning Board	
Brian Weiner	Yes
Bryant Pernell	Yes
Cesar Palacios	Yes
Jeffrey Frounfelkner	Yes
Kelli Jones	Yes
Mark Moore	Yes
Missy Catlow	Yes
Robert Sherman	Yes
Wesley Harris	Yes
William Talbot	Yes



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-619-

Submitted by: Michelle Michael, Planning

Submitting Department: Planning

Meeting Date: November 18, 2025

Subject

Consideration of a Request by Elizabeth B. and Robert N. Ford to Designate their Building and Lot, known as the William Royall Powell House, 546 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 25-01

Recommendation:

Approval

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-631-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: November 18, 2025

Subject

Approval of the Amended Personnel Policies & Procedures

Recommendation:

Approval

Item Summary:

ATTACHMENTS:

- [Item Summary - HR 111825.docx](#)
- [Resolution_-_Policies_111825.docx](#)
- [TOWF Personnel Policy 10.28.2025.pdf](#)
- [Policy Update Presentation 111825.pptx](#)

Item Summary

Staff recommend updating the current Policies & Procedures and amending the previously approved document of July 15, 2025.

The Human Resources Department serves as the operating administrator of the Town's adopted policies and procedures, committed to a continuous review and update, typically every two years. However, due to State regulation, agencies are required to update procedures and operations to properly administer criminal history record background checks according to statute G.S. 160A-164.2(b).

This update directly impacts:

- Section 6 – Recruitment and Hiring
 - 6-2 Recruitment, Selection, and Appointment.
 - Adding new language:
 - Background Process: Before any commitment is made to an applicant, the Town will conduct reference checks regarding the employee's qualifications and work performance. In addition, physical examinations, drug screening and criminal background investigations may be performed. Conviction of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is job related to the position for which the applicant is being considered, and the length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant.
 - In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the Town must require the applicant, if offered the position, to be subject to a criminal history background check conducted by the SBI (State Bureau of Investigation). These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint based state and national criminal record check information to cities and counties.

This amendment and update is presented before the Board for review and consideration for approval on November 18, 2025, effective November 19, 2025.

RESOLUTION 2025-XX

A RESOLUTION AMENDING THE EMPLOYEE PERSONNEL POLICY

WHEREAS, the Board of Commissioners desires a comprehensive set of general guidelines and policies governing all personnel matters for all town employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and town service; and

WHEREAS, these policies are intended to apply to all town employees who do not have an employment contract with the Town and to all town employees with employment contracts that do not already address these policy issues; and

WHEREAS, the policy needs to be reviewed and amended occasionally to address changes in laws and practices; to include the current update to State Statute G.S. 160A-164.2(b) requiring an applicant for employment to with children in any capacity, to be subject to a criminal history record check conducted by the SBI.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the revised amendments to the attached employee personnel policy is approved.

Duly adopted this 18th day of November 2025.

ATTEST:

Vivian A. Jones
Mayor

Evelyn Wright

Town Clerk



WAKE
FOREST

POLICY MANUAL



AS AMENDED NOVEMBER 18, 2025

LEGAL DISCLAIMER

These materials were prepared to help employees find the answers to many questions that may arise regarding their employment with the Town of Wake Forest.

The authors do not expect this policy to answer all questions. Supervisors and Human Resources also serve as important sources of information.

Neither this policy nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, express or implied contract of employment, or a promise of treatment in any particular manner in any given situation; nor does it confer any contractual rights. The Town of Wake Forest adheres to the policy of employment at will, which permits the Town or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Town representative other than the Town Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment. Any such modification must be documented in writing.

Many matters covered by this policy, such as benefit plan descriptions, are also described in separate Town documents. These Town documents are always controlling over any statement made in this policy or by any member of management.

This policy states only general Town guidelines. With proper notice, the Town may, in its sole discretion, modify or deviate from any statement in this policy, excluding the rights of the parties to end the employment at-will relationship. Employment-at-will may only be modified by an express written agreement signed by the employee. The Town Manager may make minimal edits or technical corrections to this policy without presentation before the current Board of Commissioners.

This policy supersedes all prior versions of this document.

Table of Contents

Section 1 - Introduction and Purpose	8
1-1. Purpose of The Policy	8
1-2. Welcome Letter	8
1-3. Town History	9
1-4. Town Government	10
1-5. Strategic Plan and Core Values	11
Section 2 - Governing Principles	12
2-1. Responsibilities of the Board of Commissioners	12
2-2. Responsibilities of the Town Manager	12
2-3. Responsibilities of the Human Resources Director	12
2-4. Responsibilities of Department Directors	13
2-5. Application of Policies, Rules, and Regulations	13
2-6. Departmental Rules and Regulations	14
2-7. Employment Relationship	14
Section 3 - General Standards of Conduct	15
3-1. Employee Dress and Personal Appearance	15
3-2. Smoking/Smokeless Tobacco	15
3-3. Workplace Conduct	15
3-4. Workplace Etiquette Guidelines	16
3-5. Health and Safety	16
3-6. Use of Facilities, Equipment and Property, Including Intellectual Property	17
3-7. Operation of Vehicles	17
3-8. Inspections	17
3-9. Solicitation and Distribution	18
3-10. Conflict of Interest and Business Ethics	18
Section 4 - Employee Conduct	19
4-1. Reporting for Work	19
4-2. Work Schedule	19
4-3. Punctuality and Attendance	20
4-4. Reporting Hours Worked	20
4-5. Personnel Records and Reports	21
4-6. Confidentiality	23
4-7. Equal Employment Opportunity	23
4-8. Drug-Free and Alcohol-Free Workplace	24

Table of Contents

4-9. Workplace Violence	24
4-10. Harassment	26
4-11. Reasonable Accommodations & Interactive Dialogue	28
4-12. Lactation Accommodations	30
Section 5 - Compensation Policies	31
5-1. Compensation Philosophy	31
5-2. The Pay Plan	31
5-3. Base Pay Policies	32
5-4. Introductory Pay Increase	32
5-5. Position Classification Plan	32
5-6. Career Advancement Methodologies	33
5-7. Reclassification	35
5-8. Reorganization	36
5-9. Career Ladder Advancements	37
5-10. Demotion	38
5-11. Types of Pay	39
5-12. Payroll	40
5-13. Salary Changes, Transitions, and Overtime	40
5-14. Performance Review	41
5-15. Travel Time for Non-Exempt Employees	42
5-16. Safe Harbor Policy for Exempt Employees	42
Section 6 - Recruitment and Hiring	44
6-1. Recruitment and Hiring Purpose Statement	44
6-2. Recruitment, Selection and Appointment	44
6-3. Introductory Period	46
Section 7 - Work Rules and Policies	47
7-1. Open Door Policy	47
7-2. Acceptance of Gifts and Favors	47
7-3. Inclement Weather	47
7-4. Outside/Dual Employment	48
7-5. Political Activity	48
Section 8 - Training and Travel	50
8-1. Reimbursement for Use of Personal Vehicles	50
8-2. Town Business Expense Reimbursement	50

Table of Contents

8-3. Training & Travel	50
Section 9 - Benefits	51
9-1. Benefits Overview	51
9-2. Eligibility	51
9-3. Employee Assistance Program	51
9-4. Health & Wellness	52
9-5. Short and Long Term Disability Benefits	53
9-6. Retirement Plan	53
9-7. Longevity Pay	55
9-8. Tuition Assistance Program	55
9-9. Education Leave with Pay	55
9-10. Holidays and Leaves of Absence	56
9-11. Floating Holiday	56
9-12. Vacation	57
9-13. Sick Leave	58
9-14. Funeral Leave	60
9-15. Leave Pro-Rated	61
9-16. Management Leave	61
9-17. Voluntary Shared Leave Program	62
Section 10 - Leaves of Absence	65
10-1. Civil Leave	65
10-2. Personal Leave	65
10-3. Leave Without Pay	65
10-4. Military Leave	66
10-5. Military Leave and Service	66
10-6. Workers' Compensation	67
10-7. Family and Medical Leave	69
10-8. Paid Parental Leave	75
10-9. Paid Eldercare Leave	75
10-10. Volunteer Leave/Community Service Leave	76
Section 11 - Technology & Social Media	77
11-1. Technology Resources Policy	77
11-2. Personal and Company-Provided Portable Communication Devices	77
11-3. Use of Social Media	78

Table of Contents

11-4. Publicity/Statements to the Media	79
Section 12 - Disciplinary Actions and Grievance Procedures	80
12-1. Purpose	80
12-2. Policy	80
12-3. Progressive Disciplinary Steps to Address Performance Issue	80
12-4. Disciplinary Steps to Address Conduct Issues	81
12-5. Town Manager's Authority	81
12-6. Disciplinary Action Procedures	81
12-7. Grievances	83
Section 13 - Ethics & Confidentiality	88
13-1. Ethics Purpose Statement	88
13-2. Expectation of Ethical Conduct	88
Section 14 - Separation from Employment	89
14-1. Separation and Reinstatement	89
14-2. If You Must Leave Us	90
14-3. Exit Interviews	90
14-4. Unemployment Compensation	90
Section 15 - Amendment & Review	91
15-1. Definitions	91
15-2. References	95
15-3. A Few Closing Words	95

Section 1 - Introduction and Purpose

1-1. Purpose of The Policy

The purpose of this policy is to set forth and establish rules and regulations in a fair and uniform system of personnel administration for all employees of the Town of Wake Forest (hereinafter the "Town") under the supervision of the Town Manager. Nothing in this policy creates an employment contract, term of employment, expectation of employment, or property interest in employment between the Town and its employees. This Personnel Policy is established under the authority of North Carolina General Statutes Section 160A-164 and therefore requires review and approval by the Town Board of Commissioners.

Nothing in this policy limits the authority of the Town to investigate any allegation that any Town employee, including but not limited to the Town Manager, has engaged in misconduct or otherwise violated this policy. The Town reserves the right to conduct such investigations as the Town may deem appropriate from time to time in its discretion in accordance with applicable law.

The Town retains the right, in its sole discretion and at any time, to change, modify, suspend, or cancel, in whole or in part, any of the policies or procedures herein even though not previously communicated to employees or reprinted or inserted in the Personnel Policy. The Town may modify policies without prior notice.

1-2. Welcome Letter

Welcome to the Town of Wake Forest's Personnel Policy. Whether you are a new or tenured employee, this document will serve as a guide to help answer questions you may have about our policies.

The Human Resources Department, in collaboration with associate town departments, periodically reviews this policy to ensure that it is current and effectively equips employees with the information needed to perform their jobs successfully. Our policy is based on our commitment to equal employment opportunity, state and federal laws, public accountability, and the Town's core values of caring, commitment, character, and collaboration.

As representatives of the Town of Wake Forest, employees should be proud of the invaluable contributions and tireless efforts made on behalf of the citizens we serve.

Every circumstance cannot be addressed in a personnel policy; we ask that any questions you may have be addressed to the appropriate contact.

Thank you for your service and commitment to the Town of Wake Forest and for making our community a great place to work and live.

Kip Padgett, Town Manager

1-3. Town History

Although it has a much longer history, Wake Forest celebrated its centennial in 2009 because in 1909 the North Carolina General Assembly rechartered it as the Town of Wake Forest and granted permission to sell bonds to build a generator and an electric system.

The town began in 1832 when the North Carolina Baptist Convention, intent on establishing an educational institute to train future ministers, purchased Dr. Calvin Jones' 615-acre plantation north of the existing community of Forestville for \$2,000. Jones described the community as "One of the best neighborhoods in the state, the Forest District containing three schools (one classical) and two well constructed and well filled meeting houses for Baptists and Methodists, and has a lawyer and a doctor. The inhabitants, without I believe a single exception, are sober, moral and thriving in their circumstances, and not a few are educated and intelligent."

Wake Forest Institute opened to young men and boys in February 1834, and 72 students had enrolled by the end of the first year. The institute grew rapidly, and the college trustees hired architect John Berry of Hillsborough. Between 1835 and 1838 Berry designed and built a large classroom building, soon called Wait Hall for the first president, the Rev. Samuel Wait, and two homes for professors, the North Brick House and the South Brick House. Wait Hall burned in 1933, the victim of an arsonist, and the North Brick House was torn down in 1936, leaving the South Brick House as the only survivor of the first campus buildings.

In 1838, the manual institute form was abandoned and the school was rechartered as Wake Forest College to reflect its new emphasis. The Raleigh & Gaston Railroad on the east side of the growing campus was completed in 1840, making travel to the college easier. The closest depot was in Forestville, as was the post office, and students and professors often walked the dusty mile.

With an increasing need for space and money, the College decided to divide the Calvin Jones farm into lots and sell them for \$100 each, with those on the west side of the main street selling for \$150. Eighty one-acre lots north of the campus and west of the railroad were put on the market in 1839. The central street became known as Faculty Avenue and today constitutes the greater portion of the locally designated Wake Forest Historic District.

When war was declared in 1862, the students and at least one faculty member left to enlist and the college closed. Wait Hall later became a hospital for wounded soldiers, as did some of the Faculty Avenue homes. The college, much depleted, reopened in 1865.

The trustees had long wanted a railroad depot closer to the college, and finally in 1874 they spent \$2,000.03 to relocate the depot from Forestville to the Wake Forest community. That relocation spurred commercial development, and the college sold lots on the east side of the tracks for new stores and businesses on White Street. There was a hotel next to the drug store Dr. Benjamin Powers built across from the depot. Thomas E. Holding, a pharmacist, was first a partner of Dr. Powers but later left to build and operate his own drug store a bit north. Other stores and businesses were the W.W. Holding and Company cotton merchants, the Wake Forest Supply Company which became Jones Hardware, the Bolus Department Store, the Wilkinson general store, Dickson Brothers Dry Goods, Brewer & Sons feed and grocery store, and Keith's grocery store. T.E. Holding and the Brewer family both established banks which unfortunately failed during the 1930s.

The commercial and residential growth allowed the community to be incorporated on March 26, 1880, as the Town of Wake Forest College.

The town's first industry, the Royall Cotton Mill, was built in 1899 by three brothers-in-law, W.C. Powell, R.E.

Royall and T.E. Holding, to produce muslin sheeting from local cotton. The mill and the operatives' homes that were soon built were just north of the town boundary.

The college and the town thrived together through good times and bad until shortly after the end of World War II when it was announced the college would move to Winston-Salem. Happily, the Southern Baptist Convention decided to locate its new seminary in Wake Forest, and Southeastern Baptist Theological Seminary shared the campus with the college until it moved in 1956.

Although the college's move along with the relocation of U.S. 1 to the west of town in 1952 brought some economic hard times, the town persevered, attracting new industry such as Schrader Bros. and Athey in the mid-1960s and Weavexx in the early 1970s. Those companies are gone now, swept away by the changes in the national economy and the growth of global markets, and the town, through the Economic Development Department, the Downtown Development Department, the Wake Forest Chamber of Commerce and other agencies, is actively pursuing and gaining new employment venues.

Beginning in the 1990s and continuing today, Wake Forest has seen an explosive growth in its population. New subdivisions have been built, and the town boundaries now run from – and into – Franklin County on the north to the Neuse River on the south, from west of U.S. 1 on the west to just shy of U.S. 401 on the east. There have been many adjustments to the growth and the needs of the new residents, including merging the town's water and sewer systems with Raleigh's.

Wake Forest celebrated its 100th birthday throughout 2009 with a series of special events that began with First Light Wake Forest on Dec. 31, 2008 and ended with the Centennial Community Christmas Gala on Dec. 5, 2009.

1-4. Town Government

In accordance with North Carolina General Statutes - Chapter 160A Article 7 Part 2, the Town operates under the council-manager form of government. The governing body is comprised of a Mayor and a five-member Board of Commissioners, elected on a nonpartisan, at-large basis for staggered four-year terms in odd numbered years. The Board of Commissioners appoints members of various Town boards. Additionally, the Town Charter grants them the authority to hire both the Town Manager and Town Attorney. The Board of Commissioners enacts all general and technical ordinances including budgetary appropriations within a balanced budget, establishes a tax rate for supported Town programs and originates general management policies as recommended by the Town Manager. The Town Manager is responsible for implementing the Board's policies and Town ordinances, managing daily operations and appointing Department Directors.

1-5. Strategic Plan and Core Values

Strategic Plan

The Town of Wake Forest is guided by our Strategic Plan. Much of the work done each day is grounded in the Strategic Plan. The Plan lays out the Town's commitment to serving the community. The Plan includes the following:

- Mission Statement - The Town of Wake Forest is committed to delivering superior services and celebrating the diversity of our organization.
- Vision - A vibrant, diverse, and welcoming community that fosters its distinct character, thriving economy, and high quality of life.

Strategic Goals

1. Fostering a safe, diverse, and welcoming community
2. Investing in Transportation and Infrastructure
3. Sustaining excellent Town Services
4. Advancing Community and Economic Prosperity
5. Creating Accessible Housing Opportunities

Our Core Values

- Caring
- Commitment
- Character
- Collaboration

Section 2 - Governing Principles

2-1. Responsibilities of the Board of Commissioners

The Board of Commissioners (the "Board") shall be responsible for approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary.

2-2. Responsibilities of the Town Manager

The Town Manager shall be responsible to the Board of Commissioners for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town officers and employees except those elected by the people or whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals and suspensions in accordance with the Town Charter, North Carolina General Statutes Section 160A - 148, and other policies and procedures spelled out in the Personnel Policy.

The Town Manager shall appoint a Human Resources Director who shall assist in the preparation and maintenance of this policy and perform such other duties as required. All matters dealing with personnel shall be routed through the Human Resources Department who shall maintain a complete system of personnel files and records.

The Town Manager will supervise and participate in the following:

- a) Recommend rules and revisions to the personnel system to the Board of Commissioners for consideration;
- b) Make changes as necessary to maintain an up-to-date and accurate position classification plan;
- c) Prepare and recommend revisions to the pay plan;
- d) Determine which employees will be subject to the overtime provisions of FLSA;
- e) Perform such other duties as may be assigned by the Board of Commissioners not inconsistent with this policy; and
- f) Provide for interpretation of any ambiguities or inconsistencies within this document in consultation with the Human Resources Director.

Nothing contained herein shall limit the Town Manager's authority during an emergency situation (weather, public health, etc.) to change the classification of employees from non-essential to essential.

2-3. Responsibilities of the Human Resources Director

The responsibilities of the Human Resources Director will be to ensure the establishment, implementation and management of a modern personnel system reflecting the equal employment opportunity and non-discriminatory vision and values of the Town. Those responsibilities include, but will not be limited to, the following:

- a) Recommend rules and revisions to the personnel policy to the Town Manager for consideration;
- b) Recommend changes as necessary to maintain an up to date and accurate position classification plan;
- c) Recommend necessary revisions to the pay plan;
- d) Recommend which employees shall be subject to the overtime provisions of FLSA;
- e) Establish and maintain a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- f) Establish and maintain a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) Develop and administer such recruiting programs as necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- h) Develop and coordinate training and educational programs for Town employees;
- i) Review the operation and effect of the personnel provisions of the Personnel Policy; and
- j) Perform such other duties as may be assigned by the Town Manager.

2-4. Responsibilities of Department Directors

Department Directors are appointed by the Town Manager to represent them in the management of Departments. This includes the oversight of personnel to ensure the goals of the Town are met. In particular, Department Directors shall:

- a) Oversee the implementation of the Personnel Policy for their Department.
- b) Provide direction, oversight, management, and delegation for all personnel issues particular to their Department in a fair and equitable manner.
- c) Consult with Human Resources, as a resource, on issues that are unique and when further help/clarity is needed.
- d) Work with their Human Resources representative to expeditiously fill any authorized positions that are vacant.

2-5. Application of Policies, Rules, and Regulations

The Town Personnel Policy and all rules and regulations adopted pursuant thereto are applicable to all Town employees. The Town Attorney, members of the Board of Commissioners, advisory boards and volunteers are exempt from this policy except in sections where specifically included. The Town Manager's employment agreement (contract) will contain the necessary language regarding the application of policies, plans, rules and regulations as may apply to the Manager. An employee violating any of the provisions of this policy will be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

2-6. Departmental Rules and Regulations

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the Town Manager, and **shall not in any way conflict with the provisions of this policy**, but will be considered as a supplement to this policy. The master copy of each department's supplemental rules and regulations will remain in the Human Resources Department.

2-7. Employment Relationship

This Personnel Policy is not a binding contract, but a set of guidelines that the Town will follow for the implementation of personnel policies and procedures.

The Town of Wake Forest is an at-will employer. The employment relationship between the Town and the employee is terminable at the will of either at any time. No employee, officer, agent, or representative of the Town has any authority to enter into any agreement or representation, verbally or in writing, that alters, amends, or contradicts this provision or the provisions in this policy.

Section 3 - General Standards of Conduct

3-1. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

3-2. Smoking/Smokeless Tobacco

Smoking, including the use of e-cigarettes, is prohibited on Town premises and in all Town vehicles.

3-3. Workplace Conduct

The Town of Wake Forest endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including dismissal, in the Town's sole discretion. The following are examples of some, but not all, conduct that can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing Town of Wake Forest property or a co-worker's property.
3. Disclosure of confidential information.
4. Completing another employee's time records, if not the supervisor of the employee.
5. Violating safety rules and policies.
6. Violating Town of Wake Forest's Drug and Alcohol-Free Workplace Policy.
7. Fighting, threatening or disrupting the work of others or other violations of Town of Wake Forest's Workplace Violence Policy.
8. Failing to follow lawful instructions of a supervisor.
9. Failing to perform assigned job duties.
10. Violating the Punctuality and Attendance Policy, including, but not limited to, irregular attendance, habitual tardiness, or unexcused absences.
11. Gambling on Town property or Town time
12. Willful or careless destruction or damage to Town assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violating the Solicitation and Distribution Policy.
16. Violating of Town of Wake Forest's Harassment or Equal Employment Opportunity Policies.

17. Violating the Communication and Computer Systems Policy.
18. Unsatisfactory job performance.
19. Any other violation of Town policy.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

3-4. Workplace Etiquette Guidelines

General Expectations:

- Maintain professionalism in all interactions.
- Respect differences in background, opinion, and identity.
- Avoid offensive, discriminatory, or inappropriate language or behavior.
- Refrain from gossip or spreading rumors.
- Use courteous and respectful language in emails, meetings, and all communications.
- Respond to internal and public inquiries in a timely and helpful manner.
- Maintain confidentiality and data protection protocols when discussing sensitive information.
- Keep individual and shared workspaces clean and organized.
- Respect noise levels and avoid disruptive behavior.
- Adhere to all local, state, and federal laws and departmental policies.
- Report unethical behavior, safety concerns, or policy violations to the appropriate authority.

3-5. Health and Safety

The health and safety of employees and others on the Town's property are of critical concern. The Town intends to comply with all health and safety laws applicable to our business. To this end, the Town must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Town's premises, or in a product, facility, piece of equipment, process, or business practice for which the Town is responsible should be brought to the attention of management immediately.

Periodically, the Town may issue rules and guidelines governing workplace safety and health. The Town may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Regardless of the severity of the injury or accident, any workplace injury, accident, or illness must be reported according to the schedule and procedure established by the Risk Management Department.

3-6. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential for accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Town's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including dismissal.

Further, the Town is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

3-7. Operation of Vehicles

All employees authorized to drive Town-owned or leased vehicles or personal vehicles in conducting Town business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Town property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Town-owned or leased vehicles may be used only as authorized by management.

3-8. Inspections

Town of Wake Forest reserves the right to require employees while on Town property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Town or client property, and work areas when reasonable suspicion exists. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Town or to its clients. Employees have no reasonable expectation of privacy in their possessions in the workplace and are expected to cooperate in the conduct of any search or inspection.

3-9. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for the Town of Wake Forest. Uninvited solicitation of any kind by non-employees on Town premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Town is prohibited at all times. Distribution of literature by non-employees in the workplace is prohibited at all times, unless pre-approved.

3-10. Conflict of Interest and Business Ethics

It is the Town of Wake Forest's policy that all employees avoid any conflict between their personal interests and those of the Town. The purpose of this policy is to ensure that the Town's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Town.

Situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Town, by any employee who is in a position to directly or indirectly influence either the Town's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Town;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Town or which competes with the Town; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Town.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Town.

Section 4 - Employee Conduct

4-1. Reporting for Work

Because of the nature of Town work, regular attendance by each employee is mandatory. If an employee is unable to report for work on time and as scheduled, the employee must notify their direct supervisor immediately. Such notice must be given as far in advance of the time assigned for reporting to work as possible. Employees absent from work because of illness or injury are required to advise their supervisor immediately of their work status and estimated return to work date. Excessive, unscheduled absences or tardiness is cause for disciplinary action. An unscheduled absence is one that was not pre-scheduled or authorized by an employee's supervisor. This includes occurrences of leaving early and arriving late.

Excessive absenteeism is defined as 5 to 7 occurrences of unscheduled absence or tardiness in a rolling 12-month period.

Supervisors may request a doctor's note for excessive absenteeism. This note is for documentation purposes only. All doctors' notes should then be turned over to Human Resources.

4-2. Work Schedule

Department Directors, with the approval of the Town Manager, shall establish work schedules which meet the operational needs of the department in the most cost-effective manner possible. The Town of Wake Forest is committed to helping employees face the demands of work, family, and life-related issues by offering a number of possible flexible work arrangements. The Town supports Town departments in exploring flexible work arrangements, where possible, with their employees. Although we hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Having equitable workplace flexibility supports teamwork and professionalism. An equitable approach to flexible work arrangements:

- Improves employee morale, retention, and loyalty.
- Improves the Town's recruiting efforts.
- Increases options for service delivery.

Upon obtaining approval, some examples of flexible work schedules/arrangements are:

- **Remote Work:** in which an employee works at a location other than their office. Example: Working from home or a public location.
- **Compressed Schedule:** a schedule in which an employee works their base hours in fewer days than their position traditionally works.

Example: A forty (40) hour per week employee whose position normally works 8 hours per day, 5 days per week, might compress their work schedule into four nine (9) hour days and one four (4) hour day OR four ten (10) hour days.

- **Alternative Schedule:** a schedule in which an employee starts and ends their workdays at nontraditional times for their position, but traditionally work their scheduled workdays.

Example: An employee normally working 8:00 am - 5:00 pm five (5) days weekly might change their schedule to a 7:00 am - 4:00 pm or a 10:00 am - 7:00 pm workday. Any requests for changes to an employee's work schedule must be approved by the employee's Department Director or designee.

4-3. Punctuality and Attendance

Employees are hired to perform important functions at the Town of Wake Forest. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. The Town expects reliable and punctual attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including dismissal.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action, unless in an emergency situation. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Town.

4-4. Reporting Hours Worked

Non-Exempt employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to disciplinary action, up to and including termination.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time unless approved by a supervisor.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

4-5. Personnel Records and Reports

Such records that are necessary for the proper administration of the personnel system will be maintained by the Human Resources Director under the supervision of the Town Manager. The official personnel files are those which are maintained by the Human Resources Director. These files shall contain documents such as employment application materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and any other personnel-related documents.

Public Information

In compliance with Section 160A-168 of the North Carolina General Statutes, the following information with respect to each Town employee is a matter of public record:

- Name;
- Age;
- Date of original employment or appointment of service;
- The past or present terms of employment contracts, to the extent that the Town has the written contract or a record of a verbal contract in its possession;
- Current position;
- Date and amount of each increase or decrease in salary with the Town;
- Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Town;
- Date and general description of the reasons for each promotion with the Town;
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the basis of the dismissal; and
- The office to which the employee is currently assigned.

Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt.

Access to Confidential Records

All information contained in a Town employee's personnel file is confidential and shall be open to inspection only in the following instances:

- 1) The employee or their duly authorized agent may examine all portions of their personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.
- 2) A licensed physician designated in writing by the employee may examine the employee's medical record.
- 3) A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- 4) By order of a court of competent jurisdiction, a person may examine all material in the employee's personnel file.

5) An official of an agency of the state or federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the Town Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

6) An employee may sign a written release to be placed in their personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, the information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

Personnel Actions

The Town Manager, assisted by the Human Resources Director, will prescribe necessary forms and reports for all personnel actions. The Human Resources Director will also retain records necessary for the proper administration of the personnel system.

Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

Remedies of Employees Objecting to Material in File

An employee who objects to material in their file may place a statement in the file relating to the material considered to be inaccurate or misleading. The employee may seek removal of such material in accordance with established grievance procedures.

Penalties for Permitting Access to Confidential Records

Section 160A-168 of the North Carolina General Statutes provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes

Examining and/or Copying Confidential Material without Authorization

Section 160A-168 of the North Carolina General Statutes provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with Section 121-5 of the North Carolina General Statutes, without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in Section 132-3 of the North Carolina General Statutes.

4-6. Confidentiality

The protection of confidential information is vital to the interests and success of the Town. Confidential information includes confidential and proprietary information belonging to the Town (or third parties who may have furnished such information to the Town under obligations of confidentiality) that is not known to the general public and is the subject of reasonable efforts to maintain its secrecy. Confidential Information does not include any information that at the time of disclosure is generally known to, or readily ascertainable by, the public or that becomes known to the public through no fault of your own.

As a Town employee with access to confidential Information, you are prohibited from:

- Disclosing, or permitting to be disclosed, any confidential Information to any person or entity, absent written consent and approval from the Town, except as required in the ordinary course of performing duties for the Town;
- Photocopying or duplicating, and/or permitting any person to photocopy or duplicate, any of the confidential Information without the Town's written consent and approval; or
- Making any use of confidential Information for your own benefit or the benefit of any person or entity other than the Town.

[This space reserved as a placeholder for forthcoming confidentiality acknowledgment link]

4-7. Equal Employment Opportunity

Town of Wake Forest is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Town of Wake Forest's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. Town of Wake Forest will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Human Resources Department. To ensure the workplace is free of artificial barriers, violation of this policy, including any improper retaliatory conduct, will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

4-8. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Town property, and to ensure efficient operations, the Town of Wake Forest has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Town.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere in the workplace, while on Town business (whether or not in the workplace) or while representing the Town, is strictly prohibited. Employees and other individuals who work for the Town also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana/CBD products or to use medical marijuana/CBD products as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. Where a supervisor reasonably suspects that an employee is using illegal drugs or alcohol on the job, the employee may be required to submit to a medical examination or inquiry as deemed necessary.

The Town maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Town employee, including themselves.

Employees must notify the Town within five calendar days if they are convicted of a criminal drug violation or an offense involving alcohol (open container, public intoxication, Driving While Impaired, etc).

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Town.

Any employee who violates the foregoing drug and alcohol-free workplace policy described above shall be subject to discipline up to and including immediate dismissal.

In the discretion of the Town, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Town's satisfaction in an approved drug assistance or rehabilitation program.

4-9. Workplace Violence

The Town of Wake Forest is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Town and personal property.

The Town does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, the Town specifically discourages employees from engaging in any physical

confrontation with a violent or potentially violent individual. However, the Town does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations. The Town also encourages employees to stay alert, within the normal course of their employment duties, to behaviors and signs such as those described in the next section.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as suggesting that bad things will happen to a particular person, or that a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to reasonable or necessary questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Town policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally (speech, behavior and/or other reactions are disproportionate or otherwise don't match the situation).

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Town employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons into Town facilities.

Procedures for Reporting a Threat

In addition to the requirements for Reporting Threats described below, if an employee observes any of the above-listed behaviors to a degree that gives rise to concern, the employee should report the behavior to their supervisor or the Human Resources Director (or any member of management with whom the employee feels comfortable). Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede the Town of Wake Forest's ability to investigate and respond to the complaints. All threats will be promptly investigated.

Complaints involving the Town Manager shall be reported to the Mayor and will be investigated by the Mayor or the Mayor's designee.

All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Town determines, after an appropriate good faith investigation, that someone has violated this policy, the Town will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Town to be aware of any potential danger in its offices. Indeed, the Town wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

4-10. Harassment

Town of Wake Forest policy prohibits harassment of job applicants, employees, contractors, interns, or volunteers by any employee, vendor, customer, or third party. This policy applies to harassment based on actual or perceived protected characteristics, including but not limited to: race including traits historically associated with race, such as hair texture and protective hairstyles like braids, locs, twists, or bantu knots, as protected under the CROWN Act), color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

The Town strictly prohibits any form of harassment or discrimination on the basis of these protected characteristics. Such conduct will not be tolerated, whether it is intentional or unintentional, and whether committed by employees, supervisors, managers, contractors, vendors, or members of the public.

The purpose of this policy is not to regulate employees' personal beliefs or expressions, but to ensure a respectful, inclusive, and equitable workplace free from unlawful harassment or retaliation. This includes behavior occurring on Town premises, while conducting Town business (whether on or off Town premises), or while representing the Town in any capacity. Harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws (including but not limited to protections provided by the CROWN Act) is a violation of this policy and will result in appropriate disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to harassment or retaliation are encouraged to report the behavior promptly through the Town's established reporting procedures. All complaints will be addressed promptly, thoroughly, and confidentially to the extent possible, and retaliation for making a good-faith complaint is strictly prohibited.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, unwanted touching or invasion of personal space, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
- Requests or demands for sexual favors with or without the exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Sexually explicit e-mails, text messages, or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually related comments;
- Conversation about a person's own or someone else's sex life;
- Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Human Resources Director. If the employee is unable for any reason to contact this person or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Town Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Retaliation includes, but is not limited to, termination, demotion, reduction in pay or hours, exclusion from meetings or work activities, hostile treatment, threats, intimidation, or any other adverse employment action taken because of an employee's good faith report or participation in an investigation. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

4-11. Reasonable Accommodations & Interactive Dialogue

Town of Wake Forest is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). To that end, Town of Wake Forest will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Town of Wake Forest has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include, but are not limited to, things such as:

- The ability to carry or keep water nearby and consume as needed
- Allowing the employee additional restroom breaks.
- Allowing the employee whose work requires standing to sit or whose work requires sitting to stand.
- Allowing the employee breaks, as needed, to eat and drink.
- Accommodations related to lactation.
- Change in uniform, dress code or safety equipment that fits.
- Time off for medical appointments
- Time off to recover from childbirth.
- Flexible work arrangements
- Modification of equipment.
- Appropriate and comfortable seating.
- Temporary transfer to a different position that the employee is able to perform.
- Restructuring job duties to include light duty or a modified work schedule.

Town of Wake Forest will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship to the Town

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact their direct supervisor and/or the Human Resources Department. Accommodation requests can be made verbally or in writing using a form which can be obtained from the Human Resources Department. Accommodation request under the PWFA are expected to be resolved quickly, generally after brief verbal or email exchanges with either department leadership and/or Human Resources. If the employee who has requested an ADA accommodation has not received an initial response within five (5) business days, they should contact Human Resources Director.

Unless otherwise required by law, Town of Wake Forest may request that the employee provide supporting documentation. Cooperating with Town of Wake Forest by returning requested information in a timely

fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, Town of Wake Forest will engage in an interactive dialogue with the employee.

Even if the employee has not formally requested an accommodation, Town of Wake Forest may initiate an interactive dialogue under certain circumstances, such as when Town of Wake Forest has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Town of Wake Forest initiates an interactive dialogue, it should not be construed as Town of Wake Forest's belief the employee requires an accommodation, but will serve as an invitation for the employee to share with Town of Wake Forest any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Town of Wake Forest will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how Town of Wake Forest may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Town of Wake Forest will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Town of Wake Forest is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

Town of Wake Forest will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Town of Wake Forest will not allow any form of retaliation against employees who have requested an accommodation, who are known by the Town to potentially require an accommodation, or who otherwise engaged in the interactive dialogue process.

Employees with questions regarding this policy should contact Human Resources Department.

[This space reserved as a placeholder for forthcoming Reasonable Request Form link]

4-12. Lactation Accommodations

Town of Wake Forest will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time does not run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Town will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult Human Resources Department with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Section 5 - Compensation Policies

5-1. Compensation Philosophy

The Town of Wake Forest recognizes that employees are our greatest asset. We are committed to valuing our employees and supporting our community by offering competitive, local, market-leading total rewards packages.

Our Core Compensation Objectives

- **Attract and retain top talent:** A diverse, skilled, and dedicated workforce should reflect the community we serve.
- **Promote equity and transparency:** Pay practices will be fair, consistent, and transparent, ensuring equitable compensation for employees performing similar work.
- **Supporting Professional Growth:** We recognize and reward excellent performance and professional development.
- **Total Rewards Package:** In addition to a competitive local government salary, we offer excellent benefits that promote employee well-being.
- **Fiscal Responsibility and Sustainability:** While leading the local market, we will ensure that compensation decisions are made with long-term sustainability and taxpayer responsibility in mind.

5-2. The Pay Plan

The pay plan, which includes the basic salary schedule or Assignment of Classes to Grades, is adopted by the Board of Commissioners with the budget process annually in June. The salary schedule consists of minimum, midpoint, and maximum salaries for all positions. Also included is a Fair Labor Standards Act (FLSA) exemption designation (Exempt/Non-exempt) for each position. Salary increases within the pay range shall be based on performance or other adjustments, including those highlighted within this policy.

Administration and Maintenance

The Town Manager, assisted by the Assistant Town Manager(s) and Human Resources Director, shall be responsible for the administration and maintenance of the pay plan. Plan adjustments reflect internal equity, labor market comparisons, and the Town's financial condition.

The Town will conduct a compensation study of at least one-third of the classifications annually, considering market trends, internal equity, and proper advancement based on an evaluation criteria process and market analysis. The impact of this analysis takes effect each July.

All employees covered by the pay shall be paid at a rate listed within the salary range established for the respective position classification. The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of labor, and the financial condition of the Town. The Town Manager may occasionally request the Human Resources Department to compare all factors affecting the salary range. They may request minor adjustments in the allocation of positions to pay grades.

Significant adjustments are recommended by the Town Manager and approved by the Board of Commissioners.

5-3. Base Pay Policies

Recruitment

When recruiting to fill position vacancies, the Town strives to balance fiscal responsibility with the desire to attract and retain well-qualified candidates. Positions will be advertised with a hiring range that reflects the minimum salary to no more than the midpoint.

Starting Salaries

New employees hired into positions approved on the classification plan will be paid a starting salary within the range of the minimum to the midpoint of the classification for which they are employed. Qualified applicants may receive offers above the midpoint of the established starting salary range pending recommendation by the Department Director and subsequent approval of both the Budget Department and the Town Manager.

5-4. Introductory Pay Increase

Newly hired employees shall receive a 5% salary increase upon successful completion of the Introductory Period.

5-5. Position Classification Plan

Purpose

The position classification plan, also known as the Assignment of Classes to Grade, offers a comprehensive inventory of all authorized positions within the Town service, along with clear, accurate descriptions and specifications for each employment classification.

Composition of the Position Classification Plan

The classification plan shall consist of:

- a) A grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- b) Class titles descriptive of the work of the class;
- c) Written specifications for each class of positions; and
- d) An allocation list showing the class title of each position in the classified service.

Use of the Position Classification Plan

The classification plan is to be used:

- a) As a guide in recruiting and examining applicants for employment;
- b) In determining lines of promotion and in developing employee training programs;
- c) In determining salary to be paid for various types of work;

- d) In determining personnel service items in departmental budgets; and
- e) In providing uniform job terminology.

Administration of the Position Classification Plan

The Town Manager, assisted by their designee(s) and the Human Resources Director, shall allocate each position covered by the classification plan to its appropriate class and shall be responsible for administering the position classification plan. Annually, the Human Resources Department reviews one third of the classification plan and recommends suggestions to the Town Manager for review and consideration. This process allows the agency to ensure that classifications accurately reflect current job duties and responsibilities. The Town Manager shall periodically review the entire classification plan and, when needed, recommend significant changes to the Board of Commissioners.

When classifications are being evaluated, Human Resources utilizes an evaluation criteria to determine the value/worth of a position compared to other positions and internal equity. This evaluation criterion rates and ranks positions based on various skill levels and work factors, ensuring an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The evaluation includes reviewing various documents, including current pay plans, organizational charts, position descriptions, and a completed Position Analysis Questionnaire (PAQ). The evaluation factors consist of education, experience, level of work, human interaction, physical demands, working conditions, independence of action, impact on the organization, and supervision exercised. (Note: No employee shall receive a salary reduction as a result of the transition to a new classification, unless pre-determined as an administrative demotion.)

Adoption of the Position Classification Plan

The position classification plan, once adopted by the Board of Commissioners, will be made available for employee review on the Town's Sharepoint site. New positions shall be established upon recommendation of the Town Manager and approval of the Board of Commissioners after which the Town Manager, assisted by the Human Resources Director, shall either allocate the new position into the appropriate existing class, or amend the position classification plan to establish a new class to which the new position may be allocated.

Request for Reclassification

Any employee who considers the position in which they are currently classified to be inaccurate should submit a written reclassification request to their immediate supervisor. The supervisor will immediately transmit the request through the Department Director to the Human Resources Director. Upon receipt of such request, the Human Resources Director will review the request, evaluate its merit, and forward the recommendation to the Town Manager for consideration. The Town Manager will make a further review and take final action on the reclassification request.

5-6. Career Advancement Methodologies

The Town of Wake Forest is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion, transfer, or career progression. This policy outlines the criteria associated with promotion, transfer, and progression. To be eligible for any of these types of advancement, an employee must meet the following requirements:

- Be a current, regular, full-time, or part-time employee.
- Have been in a position for at least six (6) months.
- Maintain a performance rating at the proficient and fully competent level or above

- Not be on conduct/performance-related probation or warning.
- Meet the job qualifications for the advancement opportunity.
- Provide their current manager with notice before applying for the position, if applicable.

Promotions:

Promotion is defined as a change in an employee's position and salary. This action can occur within the current pay range or involve a move to a different pay grade, depending on the job evaluation scores and market assessment. A promotion is typically related to increased responsibilities, authority, and expectations, is in alignment with the employee's demonstrated skills and achievements and is often related to a recruitment and selection process.

It is the Town's objective to prepare employees to pursue career advancement opportunities for its employees through training, mentoring, and coaching. When vacancies occur, every effort will be made to hire the most qualified candidate. Therefore, internal applicants may be assessed alongside external applicants. The Town will balance three (3) goals in the employment process:

1. The benefits to employees and the organization of promotion from within.
2. Providing equal employment opportunity and a diversified workforce for the community.
3. Obtaining the best possible employee who will provide the most productivity in that position.

If employees find a position of interest on the recruitment portal and meet the eligibility requirements, they may complete an online application to be considered. (Not all positions are guaranteed to be posted.) The Town reserves the right to seek applicants solely from outside sources or post positions internally and externally simultaneously.

When an employee is promoted, the employee's salary will either advance to the minimum rate of pay of the new position or to a salary that provides an increase of at least 5% over the employee's pre-promotion salary. In most cases, the new salary will not exceed the maximum rate of the new salary range. Increases that exceed the maximum of the new salary range or that exceed the above-referenced 5% increase are permissible if approved in advance by the Town Manager. The purpose of the promotional pay increase is to recognize and compensate the employee for taking on increased responsibility.

Upon being promoted, the promoted employee will serve a six (6) month Probationary Period in their new position. Probationary periods can be extended if additional time is needed for the employee to gain proficiency in the new role. Extensions should not exceed 90 days. After successful completion of the Probationary Period, the employee will return to regular employee status.

Transfers:

The Town encourages employee internal mobility to support career development, enhance organizational effectiveness, and retain institutional knowledge. A transfer refers to the reassignment of an employee from one position to another within the organization, either within the same department or across departments, without a break in service when a vacancy exists.

Types of transfers:

- Lateral – movement to a position in the same pay grade.
- Voluntary – initiated by the employee through an internal application process.
- Administrative – initiated by management to meet organizational needs.

Eligibility and Process:

- Employees must meet the position's minimum qualifications and have completed any required probationary period in their current role.
- Apply for the transfer opportunity, if promotion-related.
- All transfers are subject to approval by the receiving department head and the Human Resources department.
- Transferred employees may be subject to a new probationary or evaluation period in the new position.

The salary of an employee transferred or reassigned to a position in the same classification or to a position in a different classification with the same salary range will not be changed by the transfer/reassignment.

Career Progression:

To provide a structured framework for recognizing and developing internal talent, encouraging long-term retention, and aligning individual career goals with the town's strategic priorities. Progression refers to the movement of an employee through the various stages within a classification. Movement is based on achieving specific competencies, gaining experience, or filling vacancies. Unlike a career ladder, career progression can occur without a change in job title or pay grade but involves increased responsibilities and skill development outside the scope of the current classification.

Eligibility criteria:

- Satisfactory job performance and completion of any required probationary period.
- Meeting the minimum requirement for the classification.
- Support from the employee's current supervisor and/or department director.

Process:

- The department director may initiate career progression twice per year, effective July 1 or January 1.
- Requests must include documentation on qualifications, performance, and justification for the proposed action.
- Based on the effective date, increases associated with the change may result in a salary increase of 2.5 percent, not exceeding ten percent.

Department Directors are responsible for communicating the eligibility and availability of these advancement tools with the staff in their Department.

5-7. Reclassification

Reclassification refers to the process of reevaluating a position's duties, responsibilities, and required qualifications and then assigning it to a new classification based on the actual duties and responsibilities. Reclassification is typically conducted due to substantial and ongoing changes in the role's duties that render the current classification inaccurate.

The Town's objective is to establish a standardized process for reclassifying positions within the agency. Reclassifications ensure that positions are accurately categorized based on duties, responsibilities, and qualifications required, supporting fairness, transparency, and organizational efficiency.

The nature of work may evolve over time due to operational needs, organizational restructuring, or technological changes. When the duties and responsibilities of a position (classification) change substantially and on an ongoing basis, the position may be reviewed, and, if appropriate, reclassified to reflect its actual functions, requirements, and responsibilities.

Eligibility Criteria:

- **Changes in Duties and Responsibilities:** A reclassification is typically triggered by significant changes in a position's tasks and responsibilities, which make the current classification outdated.
- **Evolving Qualifications:** New skills or knowledge may be required to perform the updated duties, necessitating a reclassification to align with the higher level of work.
- **Alignment with Market:** Consider aligning with the pay and class study that indicates the relevant job market and ensuring the new classification aligns with comparable positions.

Process:

Department Directors may submit requests for reclassification twice a year, in July and December. The process will include a review by human resources, an executive team review, budgetary review, and the Town Manager.

- Request Submission to Human Resources (Deadlines: February for July and October for January)
- Submit required documentation: Job Description, PAQ – reflecting current duties, Organizational Chart, and justification memo.
- The Human Resources Department reviews the submission (May include a job analysis)
- Human Resources will process and review the materials utilizing the approved evaluation criteria.
- Human Resources will meet with the Town Manager to seek authorization to move forward.
- Notification: Human Resources will notify the department and the employees in writing.
 - Should the review result in a salary impact, salary adjustments take effect on the first check of July or January, depending on the submission date.
 - Salary impacts are directly related to the evaluation criteria process, which allows the agency to ensure alignment with actual duties and account for sustainability and transparency in the process. The re-evaluation criteria process allows Human Resources to account for current market data and internal equity.

5-8. Reorganization

As part of the annual budget development process, departments may propose organizational changes, including reallocating positions, consolidating functions, creating or eliminating positions, or changing reporting structures, to improve efficiency, enhance service delivery, or address fiscal or operational constraints.

All proposed reorganizations must be submitted to Human Resources and the Budget Department for review and inclusion in the proposed budget. Proposals should include a justification for the change, anticipated

impacts on service levels and staffing, and any associated budgetary implications.

Reorganization proposals will be evaluated in conjunction with the overall budget priorities and fiscal constraints. Final approval of any organizational changes shall be contingent upon recommendation by the Town Manager and approval by the Board of Commissioners, and any changes involving personnel must comply with the town's personnel policies. Additionally, minor changes are subject to Town Manager approval.

5-9. Career Ladder Advancements

It is our hope that talented employees remain with the Town of Wake Forest for the duration of their careers, advancing from entry-level roles to more senior-level roles requiring advanced knowledge, skills, and abilities. Where applicable, the Town has created formal processes, known as Career Ladders, that enable employees to progress in their chosen profession. Career Ladder advancements differ from promotional opportunities in that there is no competitive recruitment process for a career ladder advancement. As employees gain knowledge (via degree programs, certifications, classes or on-the-job training), new skills, and experience, they are able to move into roles that progressively increase in the use of professional discretion, judgment, and responsibility.

Career ladder advancement criteria are established at the departmental level with the Director working in collaboration with Human Resources.

Not all positions and roles are well-suited for career ladder progression. Department Directors and Human Resources will work together to identify and create meaningful, robust Career Ladder programs.

Each Department's Career Ladder must meet the following criteria:

1. Begin the ladder with an entry-level position.
2. A career ladder should have no more than four levels or steps.
 - Level I (Entry-level Position)
 - Level II
 - Level III
 - Senior Level
3. Pay Grades associated with each level will be based on market and/or internal equity forces. The senior-level step may not exceed the supervisory grade the position reports to. Ideally, the senior level step should be at least two grades less than the supervisory position it reports to unless otherwise determined by the market or internal equity.
4. A minimum of two years of service with the Town of Wake Forest is required to attain the third level, and at least two additional years of service will be required to attain the senior level step. Level III may follow the senior requirements if there is no senior level on the ladder. No skipping of levels is permitted.
5. Demotions are possible if the employee cannot proficiently perform the expanded duties of the higher step on the ladder, has an evaluation rating of "needs improvement," and has a performance improvement plan process that has expired. Demotions may be voluntary or involuntary and will follow the procedures outlined in this policy document.

New hires should be placed at the appropriate level on the ladder upon hiring and based on budgeted vacancies.

Career Ladder Submission Procedures:

- Career Ladder advancements become effective on either January 1st or July 1st of each year.
- Departments should submit documentation supporting an employee's career ladder advancement to Human Resources by April 30th for a July 1st effective date or November 30th for a January 1st effective date.
- The Town Manager and Human Resources must approve all Departmental Ladder Programs. Once Human Resources and the Town Manager approve, the Budget Department will review the proposal for incorporation into the Department's annual budget.
- Departments may consult with Human Resources for a review of any proposed Ladder before submission to the Town Manager for approval.
- All Career Ladder proposals must be submitted in a standard format developed by Human Resources.
- For Career Ladder advancement steps effective January 1st, an employee's annual merit increase will be applied based on their original position, then the Career Ladder advancement will be awarded as a secondary step.
- Career ladder advancements yield a 5% pay increase with each progressive step.

5-10. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower Pay Grade. Demotions may also occur as a result of the redesign or restructure of a position to a lower level due to the incumbent employee's work performance. A demotion may be voluntary, the result of a performance issue, or a disciplinary action. A demotion will normally result in a change in the employee's pay within the range of the new position.

The basis for calculating the percentage decrease in pay is normally based on the number of pay grades the employee is demoted and the percentage spread between pay grades. Demotion to a lower level classification will normally result in a pay decrease not to exceed 15%.

- Demotion of one pay grade - 5% decrease
- Demotion of two pay grades - 10% decrease
- Demotion of three pay grades - 15% decrease

A voluntary demotion may occur if an employee who has no performance problems in their current position wishes to accept a position with less complex duties and/or fewer responsibilities and requests such a demotion. When an employee is voluntarily demoted to a position for which they are qualified, they will be subject to the above-mentioned decreases in pay or the maximum of the new Pay Grade, whichever is less. If an employee accepts a voluntary demotion and later applies for and receives a promotion, they remain eligible to receive a pay increase for that promotion.

A demoted employee will serve a six-month probationary period in their new position. Upon successful completion of the probationary period, the employee will return to regular employee status.

5-11. Types of Pay

Call-back and On-call Pay

The Town provides a continuous twenty-four (24) hour a day, seven-day-a-week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the Town Manager.

Call-back

Non-exempt employees will be guaranteed a minimum payment of two hours wages for being called back to work outside of normal working hours. "Call-back" provisions do not apply to previously scheduled overtime work.

On-Call

Non-exempt employees required to be on "on-call" duty will be paid for eight hours of work for each week (approximately 128 hours, excluding work time) of on-call time they serve. Compensation for less than one full week shall be determined by the ratio of 0.062 hours of pay per one hour of on-call time. Hours actually worked while on-call are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. On-call time is defined as that time when an employee must remain near an established telephone and available to respond.

Payroll Deduction

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Manager as to the capability of the Town's payroll system and the appropriateness of the deduction.

Hourly Rate of Pay

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary grade as the full-time employees consistent with ability.

Acting Pay

In the event an employee is called upon to work in a position that is classified at a higher pay rate than his/her current position, and provided the employee is fully trained as attested by the supervisor, then that employee will receive a 5% temporary increase. Before an employee is eligible for pay at the higher rate, the employee must be fully trained and must have worked in the higher classified position for at least ten consecutive work days (replacing another employee who is out on leave or who has left employment with the Town). All increases must be pre-approved by the Town Manager. The employee will be compensated at their regular rate for the first ten business days and the temporary increase in pay will begin on the eleventh day. An employee who is being trained to work in a higher classified position will be paid their regular rate during any applicable training periods.

Holiday Pay

If an employee works on a holiday and receives their regular pay for the hours worked, the holiday pay which is also paid is not counted in computing the regular rate for overtime. Only pay for hours actually spent on the job is used to compute the regular rate.

The exception is that during the week in which a holiday falls, an employee may receive credit for hours

worked toward overtime, if unexpected or emergency situations cause them to be called back to work.

Example: The employee works as scheduled Tuesday-Friday. If the employee is called out for an emergency on Friday evening, all hours worked would be at time and a half through the end of the work week.

This exception does not apply if the employee takes annual, sick or compensatory leave during the work week.

5-12. Payroll

The Town of Wake Forest pays employees on a bi-weekly basis. There are 26 paychecks during the fiscal year. However, if you have employee benefit deductions they will be deducted out of only 24 paychecks. Employees will be paid bi-weekly for all the time worked during the past pay period.

Direct deposit stubs itemize deductions made from gross earnings. By law, the Town of Wake Forest is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Human Resources and Finance Departments immediately so the Town can resolve the matter quickly and amicably.

Direct deposit is mandatory for all Town employees.

5-13. Salary Changes, Transitions, and Overtime

Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

- No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- All employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised to the new minimum for their classes.
- All employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate listed in the salary schedule.
- All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employees' salary range is increased above the employees' current salary.

Effective Date of Salary Changes

Salary changes are effective the day of any promotion, demotion, January 1st or other increase or decrease as approved by the Town Manager.

Overtime Pay Provisions

Employees of the Town may be required to work overtime hours as necessitated by the needs of the Town and determined by the Department Directors.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager shall determine which jobs are "non-exempt" and are therefore

subject to the Act in areas such as hours of work and work periods, rates of overtime compensation and other provisions.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period). Hours for applicable law enforcement personnel shall be based on a 28-day cycle with compensation at overtime rates beginning after 171 hours are worked in the cycle. Hours for fire suppression personnel shall be based on a 28-day cycle with compensation at overtime rates beginning after 212 hours are worked in a cycle. Hours worked beyond the FLSA established limit will be compensated at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave or holidays be included in the computation of hours worked for FLSA purposes.

Non-exempt employees must have advance authorization to work overtime.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work week for non-exempt employees, instead of paying overtime. When time off within the work week cannot be granted, overtime worked will be paid in accordance with the FLSA.

In emergency situations, where employees are required to work long and continuous hours, the Town Manager may approve compensation at time and one half for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative, or Professional staff) will not receive overtime for hours worked in excess of 40 hours in a workweek. These employees may be granted leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such leave is not guaranteed to be taken and ends without compensation upon separation from the Town.

5-14. Performance Review

Performance Evaluation and Performance Pay Increase

Employees and/or Department Directors shall conduct Performance Evaluation conferences with each employee at least twice a year. These performance evaluations (mid-year, 1-to-1 meetings & annual evaluations) shall be documented in writing. At their annual evaluation, employees may be considered for merit increases within the established salary ranges based on the quality of their overall work performance. Merit increases are subject to budget appropriations. Procedures for determining performance levels and performance pay increases shall be published in procedures developed by the Town Manager, assisted by the Human Resources Director.

Performance Pay Premium

Employees who are at the top of the salary range for their position classification are eligible to be considered for a Performance pay premium. Performance pay premiums shall be awarded based upon the performance of the employee as described in the performance evaluation. Performance pay premiums shall be awarded in lump sum payments and do not become part of base pay.

5-15. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advanced management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

5-16. Safe Harbor Policy for Exempt Employees

It is the Town of Wake Forest's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the Town of Wake Forest. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the Town has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Human Resources or any other supervisor in their chain of command with whom the employee feels comfortable.

Section 6 - Recruitment and Hiring

6-1. Recruitment and Hiring Purpose Statement

The purpose of this section is to establish a clear and consistent framework for attracting, evaluating, and hiring candidates in a fair, equitable, and transparent manner. This policy aims to ensure that recruitment practices align with the organizational values, federal, state, and local legal requirements, and departmental goals. It aims to promote equal employment opportunities, prevent discrimination, and ensure that hiring selections and appointments are based on merit, qualifications, and organizational needs.

This policy also provides guidelines for a structured and objective selection process, ensuring that the best candidates are chosen for each role while fostering a positive and professional experience for applicants. Ultimately, helping the organization build a skilled and qualified workforce that supports its goals and mission.

6-2. Recruitment, Selection and Appointment

Recruitment Sources

When position vacancies occur, Department Directors, or their designees, should notify the Human Resources Department concerning the number and classification of positions to be filled. The Human Resources Department will publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices shall be provided to recruitment sources, including organizations and news media targeting minority applicants. The North Carolina Employment Security Commission will routinely be used as a recruitment source.

Job Advertisements

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment

Within the applicable recruitment window, all persons expressing interest in employment with the Town will be given the opportunity to file an employment application for positions that are vacant.

Application Reserve File

Applications will be kept on file in accordance with the guidelines provided by the North Carolina Department of Cultural Resources, Division of Archives and Records.

Employment of Relatives

The employment of relatives within the same reporting structure of an organization has the potential to be a conflict of interest, creating either a real or perceived risk of favoritism. In addition to claims of partiality in treatment at work, personal conflicts risk undermining workplace productivity. Therefore, the Town prohibits hiring and employing immediate family members, as defined in this policy document, in positions within the same work division. Employees hired prior to March 1st, 2016 and currently working in a Division with an immediate family member are excluded from this provision while actively employed and working for that Division. Employees currently excluded who transfer Divisions or terminate employment with the Town will no longer be excluded should they resume employment with that Division or with the Town in the future. The

Town also prohibits the employment in any position of any person who is an immediate family member of individuals holding the following positions: Mayor, Board of Commissioners, Town Manager, Assistant Town Manager, Town Clerk, Town Attorney, Chief Financial Officer or Human Resources Director.

Otherwise, the Town will consider employing family members or related persons in the service of the Town; provided that such employment does not result in situations in which relatives directly or indirectly supervise each other in the same work unit or in the same reporting structure. In case of actual or potential problems, the Town will take prompt action, including reassignment or, if necessary, termination of employment for one or both of the individuals involved.

Selection

Department Directors, or their designees, shall conduct interviews and/or testing to accurately assess the knowledge, skills, and abilities required for the position. All selection devices administered by the Town shall be valid measures of job performance.

All tests administered by the Town will conform to all applicable legal regulations and will comply with the EEO policy outlined in this policy. These examinations may consist of medical, drug and alcohol testing, skills-based, job knowledge and/or physical strength and agility tests, depending on the position requirements. Criminal background and driver history reports will be collected by the Human Resources Department for all new hires and periodically for current employees. All selection devices administered by the Town or by persons or agencies for the Town shall be valid measures of bona fide occupational qualifications. In addition, where applicable, the Town will comply with the Federal Fair Credit Reporting Act.

Disabled applicant(s) should inform the Human Resources Director before testing begins upon becoming aware of the need for accommodation. The Town will ensure that the testing site is accessible to and reasonably accommodates those disabled applicants who provide notice to the Human Resources Director.

Offers

Before any commitment is made to an internal or external applicant, the Department Directors shall make recommendations through the Human Resources Director to the Town Manager's office. This recommendation should include the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates interviewed. The Town Manager, or their designee, shall approve offers of employment and starting salary.

Background Process

Before any commitment is made to an applicant, the Town will conduct reference checks regarding the employee's qualifications and work performance. In addition, physical examinations, drug screening and criminal background investigations may be performed. Conviction of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is job-related to the position for which the applicant is being considered, and the length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant.

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the Town must require the applicant, if offered the position, to be subject to a criminal history background check conducted by the SBI (State Bureau of Investigation). These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint-based state and national criminal record check information to cities and counties.

Appointments

At the discretion of the Town Manager, a position may be filled by appointment. In these cases, there will be no recruitment and selection process.

6-3. Introductory Period

Unless otherwise stipulated, a newly hired employee shall serve an Introductory Period of six (6) months. An employee who successfully completes the Introductory Period will be changed to regular employment status and receive a 5% salary increase. Introductory Periods may be extended for a maximum of three (3) additional months. An employee whose work or conduct in the current introductory position is unsatisfactory will either be dismissed from employment or demoted for cause to an open position, provided that the employee will not be demoted unless they show promise of becoming a satisfactory employee in the lower position.

During the Introductory Period, supervisors should monitor an employee's performance and communicate with the employee concerning performance progress. Before the end of the Introductory Period, the supervisor should conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the applicable performance management repository. The supervisor shall recommend in writing whether the Introductory Period should be completed, extended, or if the employee should be transferred, demoted, or dismissed.

Disciplinary action, including demotion and dismissal, may be taken at any time during the Introductory Period of a new hire without following the steps outlined in this Policy. Completion of the Introductory Period for any position does not guarantee employment for any period or alter the at-will nature of an employee's employment.

Section 7 - Work Rules and Policies

7-1. Open Door Policy

All employees have the opportunity to express ideas and opinions to management. The Town believes that open communication is essential to a successful work environment, as well as to the Town's success. All employees may express ideas and opinions directly to Town management. Employees who would like to bring an idea or suggestion to the Town's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources.

7-2. Acceptance of Gifts and Favors

No official or employee of the Town shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee in regards to Town business. Employees may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to events, or Christmas tips and baskets) so long as the gifts or favors have a market value of \$100 or less, are customary in the industry and will not influence or appear to influence the judgment or conduct of the employee in regards to Town business. Individual departments within the Town may impose further restrictions on gifts or favors for employees within their department.

7-3. Inclement Weather

Inclement Weather

Inclement weather can cause transportation problems or hazardous conditions that can vary widely. Severe weather may result in closures to school or child care facilities, even as the Town of Wake Forest remains open for regular business. Personal safety is an important consideration when evaluating the ability to commute to work during severe weather.

The Town of Wake Forest will make every effort to maintain normal work hours even during inclement weather

If an employee other than an essential employee has transportation problems due to the weather, the employee may use vacation leave or take leave without pay. Essential services must always be kept at an adequate level. Those departments and employees designated by the Town Manager at the time of the incident as essential will not be allowed to report late or leave early during the event.

Essential Employee Defined

An employee who is required to report to or remain at work during an adverse weather or emergency situation.

The following personnel are considered essential:

- Fire All Fire Suppression Personnel
- Police All Sworn Personnel and Communications Personnel
- Public Works All Personnel

- Public Power All Personnel
- Finance Purchasing/Warehouse Representative
- Parks and Recreation Maintenance Crew Personnel
- Public Facilities All Personnel

On days when weather conditions worsen as the day progresses, the Town Manager may decide to close early or open late. In such cases, a decision and an announcement will be made. Employees will be expected to remain at work until the appointed closing time, unless their workday ends prior to that time, or unless they receive permission from their Department Director to do otherwise. Failure to do so could cause the employee to face disciplinary action.

7-4. Outside/Dual Employment

Outside Employment

The Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to a Department Director. The Department Director will review such employment for possible conflict of interest and then submit a record of the employment and review to the Human Resources Director. Conflicting or unreported outside employment is grounds for disciplinary action up to and including immediate dismissal.

Outside/Secondary employment shall not be permitted when it would:

- Create either directly or indirectly, an actual or perceived conflict of interest with the primary employer. Any such conflict, including the appearance of conflicting duties, loyalties or responsibilities, may result in the denial of approval for outside employment.
- Impair in any way the employee's ability to perform all expected duties, to make decisions, and carry out in an objective fashion the responsibilities of the employee's town position.
- Approval for outside/secondary employment may be withdrawn at any time if it is determined that outside/secondary employment has an adverse impact on the employee's primary role with the town.

Dual Employment

Employees are prohibited from holding full and part-time positions simultaneously with the Town.

To complete or revise an Outside Employment notice please visit:

<https://wakeforestnc.sharepoint.com/:b:/g/ER3mElN5xZ9MrZbUhEJPvgIB0vOdumF2vJgcKEJdGGu2tg?e=yqxm1>

7-5. Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Employees may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee shall (unless part of their job responsibilities):

- Engage in any political or partisan activity while on duty or while wearing Town uniforms/apparel; or utilizing Town equipment;
- Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
- Coerce or compel contributions from another employee of the Town for political or partisan purposes;
- Use any supplies or equipment of the Town for political or partisan purposes;
- Be a candidate for nomination or election to office under the Town Charter;
- Attend any political or partisan events wearing Town uniforms/apparel or while driving Town vehicles

Any violation of this section shall subject the employee to disciplinary action up to and including dismissal.

Section 8 - Training and Travel

8-1. Reimbursement for Use of Personal Vehicles

The Town will reimburse employees for use of their personal vehicles for Town business when authorized by the Town Manager. The rate of reimbursement will be equal to the federal rate per mile. Mileage reimbursement requests must be submitted through the electronic approval process.

8-2. Town Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Finance along with the receipts in a timely manner and in accordance with Finance Policy.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

8-3. Training & Travel

Please reference the Town's Training & Travel Policy for complete guidelines.

Section 9 - Benefits

9-1. Benefits Overview

In addition to good working conditions and competitive pay, it is the Town of Wake Forest's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the Town of Wake Forest provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources Department. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this policy.

Further, the Town of Wake Forest (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Town intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources Department.

9-2. Eligibility

All full-time employees of the Town are eligible for Town benefit offerings after 30 days of employment; provided that such benefits are subject to change at any time at the Town's discretion. Temporary employees are eligible only for workers' compensation benefits.

9-3. Employee Assistance Program

Town of Wake Forest provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through Human Resources.

9-4. Health & Wellness

Group Health and Hospitalization Insurance

The Town provides group health and hospitalization insurance programs for full-time employees.

Employees who are scheduled to work thirty (30) hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health through the Town for themselves or for themselves and qualified dependents. A pro-rated amount of the cost of coverage paid for a full-time employee shall be paid by the Town with the remainder of the cost being paid by the employee. This pro-rated amount shall be based on regularly scheduled hours.

Information concerning cost and benefits is available to all employees through the Human Resources Department.

For employees hired before April 15, 2003: Retirees with less than fifteen (15) years of continuous service with the Town will be permitted to continue their coverage under the Town's group health and life insurance; provided that the retiree shall pay for 50% of the premium costs. For retirees with fifteen (15) or more years of continuous service with the Town, the Town shall pay for the total cost of the retiree's premium under the Town's group health and life insurance plan. Retirees will cease to be eligible for coverage at age 65 or upon eligibility for Medicare. Once a Town retiree turns 65 or becomes Medicare eligible the Town will provide a Medicare Supplement and Medicare prescription drug coverage. The cost sharing shall remain the same.

For employees hired after April 15, 2003: Retirees with less than fifteen (15) years of continuous service will be permitted to continue their coverage under the Town's group health and life insurance provided that the retiree will be responsible for paying 100% of the premium costs. Retirees with 15-19 years of continuous service with the Town will be permitted to continue their coverage under the Town's group health and life insurance provided that the retiree will be responsible for paying 50% of the premium costs. Retirees with twenty (20) or more years of continuous service with the Town will be permitted to continue their coverage under the Town's group health and life insurance, and the Town of Wake Forest will pay 100% of the premium. Retirees will cease to be eligible for coverage at age 65 or upon eligibility for Medicare. Once a Town retiree turns 65 or becomes Medicare eligible the Town will provide a Medicare Supplement and Medicare prescription drug coverage. The cost sharing shall remain the same.

For employees hired on or after July 1, 2018: Retirees will not have access to the Town's group medical and life insurance. The Town will also no longer provide Medicare Supplements or Medicare Prescription Drug Coverage for retirees who reach the age of 65.

The Town reserves the right to cancel or suspend coverage for any employee or retiree who fails to make timely payment of their portion of premium costs.

Group Life Insurance

The Town will provide group life insurance for each employee subject to the terms and conditions of the insurance contract. Employees may elect to purchase additional coverage and/or to insure other family members under this plan at their expense at New Hire Orientation.

Other Optional Group Insurance Plans

The Town may make other group insurance plans available to employees upon authorization of the Town Manager or Board of Commissioners.

9-5. Short and Long Term Disability Benefits

Full-time employees are eligible to participate in both the Short and Long Term Disability plans, subject to all terms and conditions of the agreement between Town of Wake Forest and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. Contact the Human Resources Department for additional information.

9-6. Retirement Plan

Each employee whose duties require annual work hours of at least 1,000 hours shall become a member of the North Carolina Local Governmental Employees' Retirement System (LGERS) upon hire.

Vesting

You become vested in LGERS once you have completed a minimum of five years of creditable service. This means that you are eligible to apply for lifetime monthly retirement benefits based on the retirement formula in effect at the time of your retirement and the age and service requirements below provided you do not withdraw your contributions.

Qualifying for Benefits

General/Non-LEO:

Service Retirement (Unreduced Benefits) – You may retire with an unreduced service retirement benefit after:

- You reach age 65 and complete 5 years of creditable service, or
- You reach age 60 and complete 25 years of creditable service, or
- You complete 30 years of creditable service, at any age.

Early Retirement (Reduced Benefits) – You may retire early with a reduced retirement benefit after:

- You reach age 50 and complete 20 years of creditable service, or
- You reach age 60 and complete 5 years of creditable service.

Sworn Law Enforcement Officers:

Service Retirement (Unreduced Benefits)

You may retire with an unreduced service retirement benefit after you:

- Reach age 55 and complete five years of creditable service as an officer
- Complete 30 years of creditable service at any age

Early Retirement (Reduced Benefits)

You may retire early with a reduced retirement benefit after you:

- Reach age 50 and complete 15 years of creditable service as an officer
- Complete 25 years of creditable service at any age and complete 15 years of service as an officer (effective July 1, 2019)

Your early retirement benefit is determined by the same formula as a service retirement benefit multiplied by a reduction percentage based on your age and/or service at early retirement.

How a Benefit is Calculated – Your annual retirement benefit is based the current formula established by the State of North Carolina.

Creditable service means any period during which you contribute to the System provided you do not withdraw your contributions. Creditable service may also include unused sick leave and purchased or granted service credits.

Sick leave earned monthly under a duly adopted policy and for which you would receive full salary if you were absent from work on account of sickness, counts as creditable service. One month of credit is allowed, at no cost to you, for each 20 days of unused sick leave when you retire. One additional month is allowed for any part of 20 days left over, provided the remaining portion is at least one hour.

For additional information, please visit www.myncretirement.com.

Special Separation Allowance Policy

In order to comply with the provisions of the N.C. General Statutes, Section 143-166.42 Chapter 143 and Section 166.42 (Special Separation Allowances for Local Officers) the Town of Wake Forest has enacted the following policy providing guidance regarding payment of the special separation allowance for law enforcement officer's when an eligible officer retires from the Town of Wake Forest.

Payment to a retired officer under the provisions of N.C. General Statutes Section 143-166.42 shall cease at the first of:

- (1) The death of the officer;
- (2) The last day of the month in which the officer attains 62 years of age; or
- (3) The first day of re-employment by a local government employer in any capacity.

Notwithstanding subsection (3), above, a retired officer's employment in a public safety position with a local government employer in a capacity not requiring participation in the Local Governmental Employees' Retirement System shall not cause payment to cease under this policy.

If the retired officer regains eligibility, the retired officer may request reinstatement of the separation allowance as long as the retired officer continues to be eligible according to the conditions set forth in this policy.

Social Security

The Town, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

Supplemental Retirement

The Town also participates in the NC Supplemental Retirement Plans which include 401(k) and 457b.

9-7. Longevity Pay

A program of longevity pay may be provided to recognize and reward the length of service of Town employees. The annual payment will be made the first payroll in December to those full-time employees who have completed the required number of years of service as of November 30 of the year the payment is made, subject to budget availability. Longevity pay shall be made in a lump sum that does not build into base pay. Payments may be made in the following amounts:

5 - 9 years \$ 300

10 - 14 years \$ 500

15 - 19 years \$ 700

20+ years \$1000

9-8. Tuition Assistance Program

Full-time employees who have successfully completed the Introductory Period may apply for tuition reimbursement using the Town's Tuition Assistance Program application for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, text books, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed the first three hundred fifty dollars (\$350) of eligible expenses (one-time payment per employee – not per degree) and one-half of any remaining eligible expenses (maximum payout of \$2500 each fiscal year). Successful undergraduate course completion is a grade of "C" or better when grade letters are given. In graduate school courses a grade of "B" or better is required. "Pass" and "Satisfactory" ratings are also accepted for undergraduate and graduate courses. Requests for tuition assistance shall be submitted to the Department Director before course registration and are subject to an approval process since this is subject to budget constraints. Should an employee leave the Town's employment for reasons other than reduction-in-force, within one (1) year of being reimbursed for approved courses, the employee must repay the amount of the reimbursement.

9-9. Education Leave with Pay

A leave of absence at full or partial pay during regular working hours may be granted to an employee to take courses that will better equip the employee to perform assigned duties upon the recommendation of their Department Directors, and with the approval of the Town Manager.

Educational leave at full or partial pay for a period not to exceed twelve calendar months may be granted to an employee to take one or more courses. An employee granted such extended educational leave with pay shall agree to return to the service of the Town upon completion of training. Thus, an employee must agree to remain employed for three years following the date of reimbursement or repay the Town for the amount of the reimbursement. Employees who are reduced-in-force (laid-off) are exempt from repayment.

An employee on educational leave with full pay shall continue to accrue sick and vacation and other benefits to which Town employees are entitled. An employee on educational leave with partial pay shall earn proportional sick and vacation leave.

9-10. Holidays and Leaves of Absence

The policy of the Town is to provide annual leave, sick leave, and holiday leave to all full-time employees, and to provide proportionately equivalent amounts to employees having average work weeks of different lengths.

Holidays

The Town follows the holiday schedule provided by the State of North Carolina. This schedule remains subject to modification by the Town Manager. In order to receive a paid holiday, an employee must have worked the day before and the day after the holiday(s), or have been given approved leave. Suspension without pay is not considered approved leave.

Holidays: Effect on Other Types of Leave

Regular holidays that occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Holidays: Compensations When Work is Required

Employees required to perform work on regularly scheduled holidays shall be paid at their hourly rate for hours actually worked in addition to any holiday pay to which they are entitled. If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee shall receive pay for the holiday hours.

- General: 40-hour work week (2080 annual hours) 8.0 hours
- Police: 42-hour work week (2184 annual hours) 12.0 hours
- Fire: 56-hour work week (2912 annual hours) 12.0 hours

9-11. Floating Holiday

A regular, full-time Town employee will receive one paid floating holiday per fiscal year in addition to vacation and sick leave and Town of Wake Forest regular holidays. This floating holiday will allow employees to have additional paid leave to cover absences for personal reasons, such as religious observances, parent-teacher conferences, or to supplement vacation, sick, or holiday leave.

The floating holiday must be taken in the fiscal year in which given. The floating holiday may not be taken in increments. Under no circumstances will floating holidays be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment.

A floating holiday must be scheduled and approved in advance by the employee's immediate supervisor.

Note: Newly hired Introductory staff are not eligible for a floating holiday until they have successfully completed their Introductory Period.

9-12. Vacation

Vacation leave shall be used for rest and relaxation and may be used for medical appointments.

Vacation Leave: Use by Introductory Employees

Employees serving an Introductory Period may accumulate vacation leave; however, they are not be permitted to use vacation leave during the Introductory Period. However, an employee may take an unpaid leave if pre-approved by their Department Director. Employees will be allowed to take accumulated vacation leave after successfully completing their new hire introductory period.

Vacation Leave: Accrual Rate

Each full time employee of the Town shall accrue vacation leave at the following schedule, pro-rated by the average hours in the workweek:

<u>Years of Service</u>	<u>Days Accrued Per Year</u>
0 - 4	12
5 - 9	15
10 - 14	18
15 - 19	20
20+	21

Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without maximum until December 31 of each year. However, if the employee separates from service and is entitled to payment of accrued vacation leave, payment for accumulated vacation leave shall not exceed 30 days (240 hours). Effective the last payroll in the calendar year, any employee with more than 30 days (240 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (240 hours) are carried forward to the new payroll period. The excess vacation time (over 240) will all be converted to sick leave.

Employees are cautioned not to retain excess accumulated vacation leave until late in the fiscal year; due to the necessity to keep all Town functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the last two (2) months of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving exception to the maximum accumulation.

Vacation Leave: Manner of Taking

Employees will be granted the use of earned vacation leave upon request at least one week in advance, in writing, at those times designated by the Department Director which will least obstruct normal operations of the Town. Supervisors are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery. Employees are not permitted to use leave they have not yet accrued. The town does not permit negative leave balances.

Vacation Leave: Payment upon Separation

An employee who has successfully completed the Introductory Period will be paid for accumulated vacation leave upon separation not to exceed the maximum stated above, provided notice is given to the supervisor at

least two weeks in advance of the effective date of resignation. Any employee failing to give the two-week notice required by this section shall forfeit payment of accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town. If the notice requirement is waived, the employee will not be paid for any of their notice period (unless approved by the Town Manager) but will receive their accumulated vacation leave. Employees who are involuntarily separated may receive payment for accumulated vacation leave. However, any employee dismissed for misconduct shall forfeit payment of accumulated leave, unless otherwise agreed by the Town Manager.

Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximum vacation payout of 240 hours.

9-13. Sick Leave

Sick leave with pay is not a right, which an employee may demand, but a privilege granted for the benefit of an employee when sick. Sick leave may be granted to an employee absent from work for any of the following reasons: illness, bodily injury, temporary physical disability, required medical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others. Sick leave may be taken only for the duration of the illness, period of contagion, duration of medical treatment or length of required medical or dental examination.

Sick leave may be used when an employee must care for a member of their immediate family who is ill but may not be used to care for healthy children when the regular caregiver is sick. For purposes of the Town's sick leave policy (and not for Family and Medical Leave) the employee's "immediate family" shall be defined as a spouse, parent, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Sick leave is not to be abused and will be granted with pay only when the employee:

- (1) Calls their supervisor and gives proper notice;
- (2) Tells their supervisor the general nature and expected duration of the illness; and
- (3) Keeps the supervisor informed, daily if necessary, of the status of the illness.

Failure to give proper notice, keep the supervisor informed, or give an expected return date may subject the employee to discipline up to and including dismissal. An employee may not work in any capacity for the Town or any other employer at the same time while on paid sick leave. An employee absent from work for more than 60 consecutive scheduled work days because of sickness or injury shall file application for disability, early or service retirement or show evidence to the satisfaction of the Department Director that the disability will not permanently prevent the employee from performing the essential functions of their job with or without reasonable accommodation. Using sick leave under false pretenses is a serious violation of Town policy and would be grounds for dismissal.

Employees who leave Town service and who are not reinstated within five (5) years, or are dismissed by the Town for any reason other than a reduction in force, shall lose all sick leave credit. Employees who leave Town service but who are reinstated within five (5) years or who are dismissed by the Town due to a reduction in force but are reinstated within one (1) year will be re-instated with previously accrued sick leave. No employee shall be paid for any accrued sick leave, however, may be used towards credible service.

Sick Leave: Accrual Rate Accumulation: Sick leave shall accrue at a rate of one day per month of service or twelve days per year for full-time employees, pro-rated and accumulated per pay period based on the number of hours an employee is scheduled to work per week.

Employee Type - All Employees

Work Week in Hours 40.00
Daily Equivalency 8.00
Annual Number of Days Accrued 12.00
Total Annual Hours 96.00
Hours Accrued per Pay Cycle 3.6923

All sick leave accumulated by an employee shall be forfeited without compensation when the employee resigns voluntarily or is dismissed by the Town, except as stated for employees being dismissed by the Town due to reduction in force. Sick leave will accrue for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

Additional Sick Time

Regular full-time Town of Wake Forest employees earn Additional Sick Leave based on their tenure of service as set out below.

Beginning at the fifteenth year of active service as a regular full-time Town employee, an employee will earn 10 days of Additional Sick Leave per month worked for the next twelve consecutive months.

Beginning at the twenty-fifth year of active service as a regular full-time Town employee, the employee shall earn 10 days of Additional Sick Leave per month worked for the next twelve consecutive months.

Sick Leave Transfer from other Organizations

An employee who has credible service in the State, County or Local Employees' Retirement System may transfer all of their sick leave balance from one Municipality, County or State Government entity in which the retirement service accumulated. The following guidelines apply:

- The employee bears the sole responsibility for requesting and obtaining certification of the prior sick leave balance from the previous agency; and
- The employee's responsibility for obtaining certification of the amount of previously accrued sick leave is not discharged until the employee receives acknowledgement of receipt of satisfactory certification from the Town's Human Resources Department.

The Town will not accept sick leave transfers when there was a break in State, County or Local government service.

Sick Leave: Medical Certification

The Town may require a doctor's certificate from any employee who is absent three (3) or more consecutive work days, after the third absence in any calendar month or whenever the supervisor observes an unexcused and suspicious "pattern of absenteeism." Such medical certification shall state the reasons for the employee's absence based on the employee's (or based on the immediate family member's illness) and the employee's capacity to resume duties. The Department Directors shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and

2) There will be no abuse of leave privileges.

Claiming sick leave under false pretenses will result in disciplinary action up to and including dismissal.

9-14. Funeral Leave

Funeral Leave

A specific number of hours available to full-time regular employees that are not charged to sick or annual leave. The leave is provided to arrange or participate in making funeral arrangement, funeralize and handle business matters of deceased family member.

Note: Newly hired Introductory staff are not eligible for funeral leave until they have successfully completed their Introductory Period.

Family Members

For the purposes of the funeral leave policy, family members refer to: spouse, parent, child, sister, brother, grandparent, stepparent, stepchild, stepbrother/sister, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, of the employee or the employee's spouse.

Time allowed for Funeral Leave

Employees are allowed up to 40, 42 or 56 hours of paid leave per calendar year based on the workweek associated with the employee's position. This provision does not mean that you automatically receive 40, 42 or 56 hours of paid leave if it is not needed.

Procedure(s)

- A. Employees must submit a written Request for Leave to their Department Director for approval prior to taking funeral leave. In the event that a written Request for Leave cannot be completed prior to leave being taken, the employee must notify their supervisor of the death and written documentation must be completed immediately upon the employee's return to work. Written verifications in the form of a newspaper obituary, death certificate, funeral program, or some other form acceptable to their supervisor may be required prior to crediting funeral leave.
- B. A record of funeral leave balances will be maintained via Payroll software.
- C. Funeral leave is to be used within seven (7) calendar days following the death of an employee's family member. Exceptions to this time restriction are considered "special circumstances" and may be approved, in writing, by the Department Director or their designee. The special circumstances must be documented or verified to the Department Director's satisfaction. Example: Employee experiences a death in the family. The funeral will take place out of town on the sixth (6th) day after the death. The employee must provide the Department Director with acceptable verification of the timeframe for the funeral/memorial service. The employee may be granted funeral leave which extends beyond the seven (7) calendar day limit in this policy.
- D. Funeral leave time:
 - 1. Does not have to be taken consecutively
 - 2. Is not considered compensable work time for overtime payment purposes
 - 3. Does not accumulate
 - 4. Is not paid upon termination

- 5. Does not carry over from one fiscal year to another
 - 6. Cannot be transferred from one employee to another employee
- E. Failure to provide required verification will result in the days taken being charged to the employee's sick leave, annual leave, and compensatory leave or to leave without pay. The employee may also be subject to disciplinary action.
 - F. An employee may use sick leave, annual leave, compensatory leave, or leave without pay in addition to funeral leave if the employee experiences multiple deaths in one calendar year or if additional time is needed for business matters related to the death. Prior approval must be obtained from the Department Director subject to the guidelines in this Policy.
 - G. Employees other than those participating in the funeral may request annual leave or compensatory leave to attend the funeral of a co-worker or retired co-worker. Schedule adjustments are allowable subject to prior approval by the supervisor. Leave requests may be denied based on work/production needs.
 - H. Employees participating (e.g. pall bearers, floral bearers, soloists, ushers, in the funerals of co-workers or retired co-workers) will be allowed sufficient time to perform those services on the day of the funeral without charge to any leave. Verification of participation will be required.
 - I. An employee who misuses the funeral leave policy/procedure is subject to disciplinary action. Misuse of funeral leave is using funeral leave for something other than a family member's funeral, or business matters associated with the death of a family member.

9-15. Leave Pro-Rated

Holiday, vacation and sick leave earned by full-time employees who regularly work fewer or greater hours than the regular forty (40) hour work week shall be determined by the following formula:

- 1) The number of hours worked by such employees shall be divided by forty.
- 2) The proportion obtained in Step 1 shall be multiplied by the number of hours of leave earned annually by employees with comparable years of service who work a forty-hour (40) work week.
- 3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.

9-16. Management Leave

Management Leave can be granted once per fiscal year to eligible regular full-time exempt (perform duties that are executive, administrative, or professional in nature) employees based on the Fair Labor Standards Act (FLSA) and who work beyond 40 hours in the work week in service to the Town of Wake Forest.

Management Leave may be granted in hours up to a maximum of 80 hours per fiscal year at the sole discretion of Department Directors as approved by the Town Manager. Management leave is granted in recognition of extraordinary time worked, and is intended to provide time off for recuperation. It is not

granted on an hour for hour basis.

Management Leave may be granted to regular full-time exempt employees who come to work after the start of the fiscal year upon completion of their introductory period upon request by the Department Director and approval by the Town Manager.

Management Leave neither accrues nor accumulates. It will not carry over from one fiscal year to the next, is not converted to other leave, and is not paid upon separation from Town employment.

9-17. Voluntary Shared Leave Program

The Voluntary Shared Leave Program, hereinafter referred to in this section as the “Program”, is designed to provide eligible employees the opportunity to assist and receive assistance from other eligible employees during periods of prolonged absences from work due to personal or family catastrophic medical conditions by donation of leave. “Family”, for purpose of this Section, will be defined as spouse, children (including step children), parent (including step parents), sibling, grandparent, and grandchild of the employee.

Eligible Employees:

Eligibility to participate in the Program is limited to regular full-time benefited employees (donor and recipient) with two (2) years of consecutive Town service who have successfully completed their introductory period prior to the date of donation and/or donation request. Further, the employees (donor and recipient) must have responsibly managed earned leave during past years of service.

Sick Leave Sharing:

The Town Manager or Human Resource Director may permit a regular full-time employee to receive sick leave donations from other qualified employees if:

The employee or family member suffers from an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to:

- Go on leave without pay status; or
- Terminate Town employment; and
- The employee's absence and the use of shared sick leave are justified; and
- The employee has depleted or will deplete within 30 days their annual leave and sick leave reserves; and
- The employee has abided by all personnel rules regarding sick leave use.

Procedures – Donating Leave:

The following guidelines will apply when donating leave:

- a) Donated leave may be either in the form of vacation or sick leave or a combination thereof.
- b) The minimum amount of donated leave is a full-day (8-hour) increment.
- c) Donor must maintain a balance of eighty (80) hours in leave balances at the time of donation.
- d) The maximum amount of donated leave will be no more than the amount of the individual’s annual accrual rate.

e) The donor must be in an active paid status and cannot have submitted notice of separation or retirement at the time of donation.

Procedures - Receiving Leave:

In order to qualify for Voluntary Shared Leave, an eligible employee must have complied with existing leave policies. Requests for shared leave must be submitted two (2) weeks in advance of the need for leave. The Department Director in which the prospective recipient works will be responsible for reviewing the merits for participation in the Program and making a recommendation for or against it to the Human Resources Director. Eligibility criteria are as follows:

a) An employee has suffered a non-work related catastrophic illness or injury or the employee's family (as defined above) has suffered a catastrophic illness or injury. The catastrophic illness or injury may require prolonged hospitalization, recovery, or caregiving needs resulting in the employee's prolonged absence from work.

b) Absence from work due to the illness or injury will exceed fourteen (14) calendar days.

c) Must have depleted, or will deplete within 30 days, all accrued sick and vacation balances at the time of the request.

d) The amount of shared leave will not exceed the amount of leave requested.

e) The maximum number of hours of shared leave a recipient may receive is twelve (12) weeks based on the employee's normal workweek.

f) Shared leave and Family Medical Leave (FMLA) will run concurrently.

g) The requesting employee is not receiving income from any other benefit source including, but not limited to, workers' compensation, short-term disability, etc.

h) Submitted a completed Voluntary Shared Leave Request Form to their Department Director who will process it through to the Human Resources Director.

i) Produced to Human Resources medical evidence from treating physician documenting the need for leave and the estimated length of leave time required.

j) Upon review and recommendation for approval by the Human Resources Director, request will be forwarded to Town Manager for final approval.

k) Upon approval, shared leave will be credited to the recipients sick leave balance.

l) Upon return to work or separation from the Town due to resignation, death, retirement, or termination, any remaining shared leave balances will be returned.

Medical conditions including, but not limited to, short-term, sporadic conditions or illness such as allergies, recurring medical or therapeutic treatments, pregnancy, and elective surgeries do not qualify as a covered catastrophic illness or injury.

A system of leave accountability will be maintained by the Human Resources Department which will accurately record the donation and receipt of shared leave. The system established will afford a clear and accurate record for financial and audit purposes. To request a Voluntary Shared Leave Form, contact the Human Resources Director.

Section 10 - Leaves of Absence

10-1. Civil Leave

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

10-2. Personal Leave

If employees are ineligible for any other Town leave of absence, Town of Wake Forest, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Town of Wake Forest will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Town in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Town will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Town will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Town-provided Short-Term Disability Leave of Absence.

10-3. Leave Without Pay

Purpose of Leave

In the sole discretion of the Town, a full or part-time employee may be granted a leave of absence without pay for a period of up to twelve months by the Town Manager. The leave shall be used for reasons of personal disability after sick, vacation and compensation time have been exhausted, sickness or disability of

immediate family members, time with a new born or adopted child, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

Leave Without Pay Procedures

Before such leave will be considered, the employee must first have exhausted any and all other forms of leave, including all paid and unpaid leave. The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Department Director or their designee. Upon returning to duty after being on leave without pay, the employee may return to the same position held at the time leave was granted or to one of like classification, seniority, and pay in the Town's discretion. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

Effect on Benefits

An employee on unpaid leave may continue their participation in the Town's insurance or other benefit plans at the employee's expense, subject to any regulations adopted by the Board of Commissioners and the regulations of the insurance carrier.

10-4. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that Town of Wake Forest can maintain proper coverage while employees are away.

10-5. Military Leave and Service

Military Leave

In accordance with federal and state laws, the Town provides military leave to employees who are members of a United States Armed Forces Reserve organization or National Guard for absences to perform military duty, whether voluntary or involuntary. Absences to perform any military duty (including active duty, active duty training, inactive duty training such as scheduled drills and summer camp, full-time National Guard federal duty, fitness-for-duty examination, and funeral honors duty) are covered by this Policy, unless the employee reaches the five-year maximum of military leave as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). This Policy provides military leave to regular Town employees unless their employment is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

Employees should submit a request for military leave to their supervisor as soon in advance of the military duty as possible. The request should be in writing and should be accompanied by a copy of the military orders. Employees must report back to work as soon after military duty as possible, consistent with federal and state laws. If the reason for the employee's delay is not related to military duties, the employee is subject to the personnel policies and practices normally applied to employees with unexcused absences.

Employees may choose whether to use earned compensatory time, accrued vacation leave, leave without pay, or some combination thereof for these absences, and the provisions of that leave will apply.

Regular employees choosing to use military leave may claim up to ten (10) days of differential pay per calendar year provided the days are recorded as military leave and the military basic pay is less than the employee's regular Town pay. To claim differential pay, the employee must submit a copy of their military orders, pay vouchers, Leave and Earnings Statement and/or other appropriate documentation evidencing performance and compensation pertinent to the military duty.

During the period of military leave, regular employees may continue health and dental insurance coverage up to eighteen months under COBRA coverage, provided they continue to pay their share of the premiums. As with any other unpaid leave, employees do not accrue vacation leave or sick leave during the period of leave without pay. However, the balance of such accruals on the date of commencement of the military leave will remain intact until the employee's return to work.

Reinstatement Following Military Service

Employees who are separated or discharged from military service under honorable conditions and who apply for reinstatement within the established time limits are reinstated to the same position or one of like status, seniority, and pay with the Town. If, during military service, an employee is disabled to the extent that the duties of the original position cannot be performed, the employee is reinstated to a position with duties compatible with the disability, if available. The employee's salary upon reinstatement is based on the salary rate just prior to leave, plus any general salary increase(s) implemented while on leave. The addition of a performance salary increase may be considered. Employees who are eligible for military leave have all job rights specified by USERRA.

An employee's entitlement to the provisions of this section terminates upon the occurrence of any of the following events:

- Such employee is separated from uniformed service with dishonorable or bad conduct discharge;
- Such employee is separated from uniformed service under other than honorable conditions, as characterized pursuant to regulations prescribed by the Secretary concerned;
- The Town's circumstances have so changed as to make such reemployment impossible or unreasonable; or
- Should the employee give clear written notice that they have no intention of returning to work.

10-6. Workers' Compensation

Workers' Compensation Leave

Purpose

The purpose of this policy is to establish standards and guidelines for the administration of the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, as it applies to the full-time, part-time,

temporary employees and paid interns of the Town. (See the Town's Workers' Compensation Administration Policy for additional information).

Coverage

All employees occupying budgeted Town positions and paid interns shall be subject to this policy. Employees working on a contracted basis for the Town shall not be covered by this policy or the Workers' Compensation Act.

Responsibility for claiming compensation under the Workers' Compensation Act is that of the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission immediately or as soon as feasible but no later than two (2) years from date of injury.

Employees are eligible to receive benefits if they suffer an accident/occupational injury disease while carrying out activities for the benefit of the Town under the North Carolina Workers' Compensation Act. Injuries/Illnesses must arise out of and in the course and scope of the covered employment to be compensable. This program provides for payment of medical bills, physical and vocational rehabilitation and financial compensation while the worker is disabled, either temporarily or permanently, and is unable to work. It also provides for lump sum payments (in some cases) for more serious injuries, and assures death benefits and compensation to the employee's dependents in the event the injury is fatal.

Reporting

All work related injuries occurring during working hours must be immediately reported to the immediate supervisor and all appropriate forms must be submitted to the Human Resources Department within twenty-four (24) hours of the incident/injury. If the supervisor deems the incident/injury to require emergency medical attention, depending upon the severity of the nature of the injury, the employee shall be taken to the emergency room or an emergency medical response vehicle shall be called. In cases of non-emergency incidents, the employee shall report to the designated medical provider for the Town of Wake Forest. If the approved provider's offices are closed, the employee may report to the emergency room for medical attention.

Benefits

There is no compensation entitlement for the first seven (7) calendar days of disability under the North Carolina Workers' Compensation Act. Therefore, employees may choose to use their accumulated vacation or sick leave until a determination has been received from the Town's Workers' Compensation carrier that the first seven calendar days of disability have been satisfied. If the employee has exhausted their leave hours, they will immediately be placed on Workers' Comp leave without pay.

The Town allows eligible employees the option to use previously accrued leave (sick or vacation) as a supplement to the disability payments provided by workers' compensation. This optional supplement can only be used to cover payroll deductions such as medical, dental, and vision insurance. At no time shall the combination of accrued leave and the weekly workers' compensation payment exceed the employee's normal net (after tax) compensation. The Finance Department is responsible for calculating the amount of leave needed to cover employee deductions and taxes. Human Resources shall be provided documentation of the use of supplemental accrued leave. Supplemental leave is subject to withholdings such as State and Federal Income Taxes, Social Security, and Medicare. Notification of the desire to take sick leave should be submitted to the employee's supervisor as soon as reasonably possible.

After a determination has been made and received from the Town's Workers' Compensation carrier that the first seven days of disability have been satisfied by the employee, the employee will be placed on Workers' Compensation leave without pay and receive only benefits as provided by the North Carolina Workers' Compensation Act. If the disability continues more than twenty-one (21) calendar days, the employee is

entitled to compensation from the Workers' Compensation carrier for the first seven (7) days. When an employee is placed on Workers' Comp leave without pay, the employee will cease to earn vacation/sick leave credits for any week in which they are on leave without pay. In addition, employer/employee contributions to the NC Retirement System will not be reported when on unpaid leave status, nor will the employee receive retirement service credit. Contributions to 401(k) will cease while an employee is on unpaid leave status. All group insurance benefits applicable to an employee shall remain in effect while an employee is on leave without pay status. However, the employee is still responsible for making their portion of the premium payments while out on Workers' Compensation leave. Any salary increase that the employee would have normally received had they not been on unpaid leave, will be given in the first available pay period at the time the employee returns to work, without any retroactive benefit.

Return to Work Policy

Before an employee may return to work at full duty or light duty, the employee must provide a physician's note to their supervisor certifying that the employee is fit to return to work, and what, if any, work restrictions are in place. If the employee retains some temporary disability, a reasonable accommodation will be provided to the extent such an accommodation will permit the employee to perform the essential functions of their job. Only when the disability cannot be reasonably accommodated in the original position should an employee be transferred to a different role. When the employee reaches maximum medical improvement, the Town shall attempt to reinstate the employee to their original position or comparable position held prior to Workers' Compensation leave, or a position deemed suitable to fit medical restrictions. Reasonable accommodations will be attempted by the Town in order to comply with the Americans with Disabilities Act. If an employee who has been on Workers' Compensation leave is released to return to full duty by their physician, and refuses suitable employment in keeping with their capacity, the Town has the right to determine appropriate separation procedures. Departments will be allowed to fill positions temporarily if the employee is unable to return to work after 30 days. The Town will try to accommodate the employee to the point where it does not jeopardize the Town's operations. However, if in the Town's determination it is critical for the position to be filled; appropriate action may be taken to fill the position.

10-7. Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the FMLA Coordinator.

Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Town for at least 12 months (which need not be consecutive); 2) have been employed by the Town for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their family and medical leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate dismissal, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Town substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Town will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Town telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Town's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Town may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Town's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Town and employee can mutually agree that leave be retroactively designated as FMLA leave.

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Town of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the FMLA Coordinator and/or their supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the

Town to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Town's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Town has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Town notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Town and make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operations, subject to the approval of the employee's health care provider. Employees must consult with the Town prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Town and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Town may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Town may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Town of the reason why such leave is medically necessary. In such instances, the Town and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Town's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Town with timely, complete and sufficient medical certifications. Whenever the Town requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Town's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Town will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Town will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Town (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Town with authorization allowing it to clarify or authenticate certifications with health care providers, the Town may deny FMLA leave if certifications are unclear.

Whenever the Town deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Town has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Town's expense. If the opinions of the initial and second health care providers differ, the Town may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Town and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Town may require employees to provide recertification of medical conditions giving rise to the need for leave. The Town will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Town with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Town may delay and/or deny job restoration until employees provide return

to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Town may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Town may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Town may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Town will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Town notifies employees of other arrangements, whenever employees are receiving pay from the Town during FMLA leave, the Town will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Town upon leave.

The Town's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Town will send a letter notifying the employees that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Town for the cost of the premiums the Town paid for maintaining coverage during their unpaid FMLA leave.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the FMLA Coordinator. The Town is

committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the FMLA Coordinator immediately. The Town will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Town's other leave policies in this handbook or contact the FMLA Coordinator.

10-8. Paid Parental Leave

A regular full-time employee who has been employed with the Town of Wake Forest for at least 12 months and who is eligible for Family Medical Leave (FMLA) may request paid parental leave. Paid parental leave must be used within 12 months of the date of the qualifying event.

Qualifying events include:

- Birth of a child of the employee;
- The legal placement of a child with the employee for adoption, foster care or guardianship; or
- The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities (in loco parentis).

The amount of paid parental leave for any one person shall not exceed six (6) weeks in a rolling 12-month period. If both parents are employed by the Town of Wake Forest and have one qualifying event, each parent is eligible for the six (6) weeks of paid parental leave, either consecutively or intermittently. Paid parental leave shall run concurrently with FMLA. After paid parental leave has been exhausted, employees shall use other appropriate forms of accrued leave before requesting leave without pay.

A non-exempt employee who fails to remain in an active status for a minimum of six (6) months after returning from paid parental leave will be required to reimburse the Town for any paid parental leave received. The value of the paid parental leave received will be deducted from the employee's final paycheck, including any annual leave to be paid out.

10-9. Paid Eldercare Leave

Paid Elder Care Leave

A regular full-time employee who has been employed with the Town of Wake Forest for at least 12 months and who is eligible for Family Medical Leave (FMLA) may request paid elder care leave. Paid elder care leave must be used within twelve (12) months of the date of the qualifying event.

A qualifying event includes the care of a parent, grandparent or legal guardian.

The amount of paid elder care leave for any one person shall not exceed six (6) weeks in a rolling 12-month period. If the qualifying event requirements are met the employee is eligible for the six (6) weeks of paid elder care leave, either consecutively or intermittently. Paid elder care leave shall run concurrently with FMLA. After paid elder care leave has been exhausted, employees shall use other appropriate forms of accrued leave before requesting leave without pay.

A non-exempt employee who fails to remain in an active status for a minimum of six (6) months after returning from paid elder care leave will be required to reimburse the Town for any paid elder care leave received. The value of the paid elder care leave received will be deducted from the employee's final paycheck, including any annual leave to be paid out.

10-10. Volunteer Leave/Community Service Leave

Full time employees who have at least one (1) year of service with the Town, may use up to four (4) hours per fiscal year to volunteer for service in the schools or in community programs. The hours of paid Town time will be given **in addition to** reasonable travel time to and from the school or the community program site with prior approval.

Section 11 - Technology & Social Media

11-1. Technology Resources Policy

Please reference the Town's Computer Use policy for complete guidelines.

11-2. Personal and Company-Provided Portable Communication Devices

Town of Wake Forest-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Town's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Town-provided or personal device, employees must comply with applicable Town guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Town-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Town information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Town information. This is the only way currently possible to ensure that all Town information is removed from the device at the time of termination. The removal of Town information is crucial to ensure compliance with the Town's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Town-issued device, the Town's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Town business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to

another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

11-3. Use of Social Media

Town of Wake Forest respects the right of any employee to maintain a blog or web page or to participate in social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Town interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Town equipment or property, unless job related and approved by a Supervisor. Equipment or property also includes uniforms, hats, etc. that have the Town logo or provide any inference to the Town.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Town and also expresses either a political opinion or an opinion regarding the Town's actions that could pose an actual or potential conflict of interest with the Town, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the Town's position. This is necessary to preserve the Town's good will in the community.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Town policies apply equally to employee social media usage.

Town of Wake Forest encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including dismissal.

11-4. Publicity/Statements to the Media

All media inquiries regarding the position of the Town as to any issues must be referred to the Director of Communications and Public Affairs. Only the Town Manager and the Director of Communications and Public Affairs, or designee, is authorized to make or approve public statements on behalf of the Town. No employees, unless specifically designated by the Town Manager or the Director of Communications and Public Affairs, are authorized to make those statements on behalf of Town. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Town must first obtain approval from the Director of Communications and Public Affairs.

Section 12 - Disciplinary Actions and Grievance Procedures

12-1. Purpose

The purpose of this section is to ensure that all employees follow the necessary rules, regulations, policies and guidelines applicable to their job performance and behavior as they work to serve the Wake Forest Community. It is the Town's intent to protect the rights and safety of all Town employees and to provide uniform working guidelines to assure equitable and business like behavior and performance that effectively serves the community.

12-2. Policy

Each situation is unique and the Town reserves the right to treat violations of its rules, regulations, policies, guideline or other performance expectations on an individual basis without creating a binding precedent for other cases which may arise in the future. Examples set forth in this policy are intended to serve as guidelines and are not all inclusive.

This policy sets forth a minimum range of penalties which might apply for specific offenses; however, a more severe penalty may be issued other than the one described in this policy.

The Town utilizes a progressive disciplinary policy for performance issues. It also reserves the right to determine the level of discipline for conduct issues without use of progressive disciplinary principles. Introductory and part-time temporary employees are not subject to progressive discipline and cannot grieve disciplinary actions.

Department Directors, or designee, are responsible for all disciplinary actions taken in their departments. Timely investigation and resolution of issues is expected and required.

Reduction in force, performance evaluations, substance abuse policy violations, verbal and written reprimands, working hours and pay cannot be grieved.

12-3. Progressive Disciplinary Steps to Address Performance Issue

Performance problems will be addressed as follows:

- **Step 1 – Verbal reprimand**
- **Step 2 - Written reprimand**
- **Step 3 - Suspension and/or demotion:** This level is not required. If the performance is determined to be serious, termination may result.
- **Step 4 - Termination:** A pre-disciplinary conference is required prior to issuing suspensions, demotions, or terminations in most cases.

12-4. Disciplinary Steps to Address Conduct Issues

1. Discipline for misconduct will be based on the specific conduct that occurred;
2. Conduct issues are considered serious and discipline may begin at any disciplinary step
3. In those instances where the conduct in question may include violations of criminal law, or subject the Town, as an employer, to some risk of liability, the Town may take immediate action based on the findings of an administrative investigation.

12-5. Town Manager's Authority

The Town Manager may determine the specific level of discipline for Department Directors and Assistant Town Managers.

12-6. Disciplinary Action Procedures

Investigations – When a supervisor becomes aware of a situation that may involve disciplinary action, the investigation must begin immediately. Investigative procedures may include but are not limited to the following:

Determine and document pertinent facts by interviewing employees and other parties involved.

Consult pertinent rules, standards, policies and procedures.

Examine results of the relevant performance issue or alleged behavior.

Consult with the Police Department if criminal activity is suspected.

Conclude the investigation and document investigation findings as soon as possible.

Disciplinary action based on the results of an investigation must occur within ten (10) calendar days following the end of the investigation. The Town Manager must be notified if any investigation is expected to extend beyond 30 days or if additional assistance is required.

Pre-Disciplinary Conference

The issue requiring disciplinary action and the recommended disciplinary action will be recorded on an Employee Notice Form.

During the conference, the supervisor will state the actions or issues that have resulted and their recommended disciplinary action. The employee will be provided with an opportunity to provide any additional, factual information they believe their supervisor may not be aware of. After the employee has provided their version of the facts surrounding the accusation/s, the supervisor and Human Resources staff person may meet if needed. If no additional discussion is warranted, the supervisor will deliver their recommended disciplinary decision.

If a suspension is imposed the date and duration of the suspension will be indicated on the Employee Notice Form. The Department Director must be notified and sign off on any suspension action prior to the date that such an action is taken. The employee must be given an Employee Notice Form which must be copied to the Human Resources Director, or designee, for the personnel file.

At the conclusion of the conference, the supervisor will prepare summary notes of the meeting. The

supervisor's documentation of the conference must include, at a minimum, a summary of the proceedings, the date, time and location of the conference, persons in attendance, a description of any documentation presented and a summary of statements made by the employee.

Steps in the Pre-Disciplinary Conference are as follows:

1. The conference shall include the employee, their supervisor and a Human Resources support person at a minimum;
2. The conference may include one individual of the employee's choice (*support person). The Department Director may also be present;
3. The supervisor will explain the recommended disciplinary action ;
4. The employee will be given an opportunity to provide information related to the issue that they believe is relevant to the situation;
5. The supervisor will make the final disciplinary recommendation only after considering information presented by the employee. Typically, this decision is made during the same pre-disciplinary conference.
6. At the conclusion of the pre-disciplinary conference, the employee's supervisor will document the conference in the form of supervisory notes. All documentation of the conference will be forwarded to the Human Resources Department.

If the Department Director, or designee, did not participate in the pre-disciplinary conference prior to an employee's demotion, suspension or termination, and the employee wishes to grieve the disciplinary action, the employee's first appeal is to the Department Director for a complete review of the allegations.

A Department Director may suspend an employee immediately by placing an employee on administrative leave with pay if the person poses a danger to citizens, patrons, co-workers or others with whom they may come into contact, or if the employee is disrupting Town operations. The Department Director shall notify Town Administration and Human Resources of any immediate suspension of an employee on the date that such an action is taken. The Department Director shall provide written confirmation to the employee of the reasons for the immediate suspension within 10 calendar days of taking such an action. The employee may submit a written statement within 10 calendar days of receiving the confirmation, which shall be appended to the copy of the confirmation of suspension in the personnel file. All written statements related to an immediate suspension shall be copied to the Human Resources Director and shall be made a part of the employee's personnel file.

Process and Documentation – Supervisors should consult with departmental leadership and the Human Resources Department concerning pending disciplinary action. Disciplinary action steps must be conducted in compliance with the time frames described and contained in the disciplinary sections of this policy. Employee copies must be hand-delivered or sent by certified mail to the employee's address of record.

Action Entry – Suspension, demotion and termination actions must be prepared immediately upon notification of the effective date of the action so that pay can be deducted appropriately. The Human Resources Department must notify payroll of any termination as soon as it is known.

12-7. Grievances

The personnel actions for which a grievance can be filed are suspensions, demotions and terminations. Reduction in force, performance evaluations, substance abuse policy violations, verbal and written reprimands, working hours and pay cannot be grieved. If the employee's Department Director did not participate in the pre-disciplinary conference or otherwise process the personnel action, the employee must first obtain complete review by the Department Director of the allegations and file documentation on the issue before the action can be appealed to the Town Manager. The employee must request this action review within seven (7) calendar days after the personnel action is taken. The employee must complete and submit a Department Director Appeal Form to the Department Director. The Department Director, or designee, must notify the employee within ten (10) calendar days of receipt of the form of the outcome of the appeal review. A copy of the form must be sent to the Human Resources Department for the personnel file.

Grievance Procedures

In order to grieve a personnel action, an employee must provide written notice of the desire to grieve to the Human Resources Director, or designee, within ten (10) calendar days after the personnel action is taken or in the case of a personnel action requiring pre-grievance review by the Department Director within 10 calendar days after the Department Director communicates to the employee that the action is affirmed. The written notice of appeal must be submitted to the Human Resources Department. The Human Resources Director will notify the department of receipt of the notice of appeal.

The grievance hearing must occur within 30 calendar days following the notice of appeal. If the grievance hearing is not heard within that time period, the employee may be deemed to have abandoned the appeal of the disciplinary action and the underlying disciplinary action taken by the department may be conclusively upheld. Exceptions to time limitations in this provision will be considered by the Town Manager on case-by-case basis.

- Each grievance hearing shall be heard by the Town Manager.
- The Human Resources Director, or designee, will coordinate the hearing.
- The Town Manager will hear statements and evidence from the employee and the department and will make a determination to uphold the department's action or to overturn the department's action and/or determine a different disciplinary action within five (5) business days of the hearing.
- In lieu of an in-person hearing, the grievant may allow their written statement to serve as their full and complete response.
- The Town Manager will prepare a letter of determination for the employee.

Other

No employee will be retaliated against for use of the grievance/appeal process or for deciding to participate as a witness, support person or representative for another employee in any pre-disciplinary conference or grievance hearing.

The Town Manager is the final authority with regard to the grievance process. The Town Manager's decision is the final administrative decision for the organization.

Guidelines for Grievance Hearings

All forms must be completed, signed and submitted in accordance with the policy timeframes.

Hearings shall be conducted as follows:

1. Direct evidence and testimony will be given greater weight than hearsay.
2. The decision will be based on the greater weight of evidence.
3. Personalized accusations, attacks or innuendoes are forbidden.
4. Use of profanity is forbidden. Any attempt to use such tactics shall be overruled by the Town Manager.
5. The Town Manager will ensure that both sides have the opportunity to present evidences.
6. The Town Manager will be impartial and unbiased in considering evidence and rendering a decision.
7. The Town Manager can ask questions at any time during the hearing, especially if it will aid in the clarity of issues or in the resolution of the grievance.
8. Witnesses, grievant and departmental representatives shall maintain a respectful decorum throughout the proceedings and shall refrain from interrupting any witness or presenter who is speaking.
9. The employee's support person may not participate in the hearing except to talk directly to the employee in a manner that does not disrupt the hearing. The employee's representative may speak on behalf of the employee during the hearing.
10. The employee may use the operation of public records laws fully subject to the limitations imposed on that law by the Personnel Privacy Act, N.C.G.S 160A-168.
11. The Town Manager has the authority to terminate the hearing and to expel individuals if the hearing guidelines are not being followed.

Additional Guidelines: Hearings will be conducted in neutral settings, such as conference rooms, whenever possible.

Participants: Hearing participants shall include:

1. the employee, the supervisor, the Department Director (or designee),
2. the Town Manager (or designee), the Human Resources Director (or designee),
3. a support person for the employee if the employee chooses (this may be a friend, relative or another Town employee) OR a representative for the employee if the employee chooses.

The employee may have an attorney as the representative or support person though this is not required. The employee may not however have both an attorney and a support person present. Attorney fees are the sole responsibility of the employee.

Employees may ask procedural policy questions of the Town Manager and the Human Resources Director. A list of names of witnesses for both sides must be submitted to the Human Resources Director at least three (3) calendar days before the scheduled date of the hearing.

Witnesses must be available to come into the hearing to present their testimony and to answer questions only. A place must be designated where witnesses can wait. Witnesses are dismissed after giving testimony and questioning is completed.

Witnesses who are Town employees will be notified by the party requesting their testimony. Witnesses will be given paid time off work to testify. Town employees are not required to participate. Participation is voluntary.

It is the responsibility of the individual who selects a witness to contact the witness with the appropriate information.

The Human Resources Director (or designee) may raise questions to clarify the issues of the record and may be asked questions regarding policies. The Human Resources Director is not an advocate for either side. The Human Resources Director is a neutral information source.

Documentation

Both sides are required to bring documentation that is relevant to the issues involved in the case. A copy of the documentation for the opposing side should be supplied when it is introduced at the grievance hearing. Irrelevant documentation will be disallowed by the Town Manager. All documents become permanent parts of the record and must be forwarded to the Human Resources Director with the Town Manager's recommendation(s).

Accommodations

The Town shall make appropriate arrangements to assure that individuals with disabilities can participate in the grievance process on the same basis as those without disabilities. Notification of the accommodation needed must be submitted at least three (3) calendar days in advance of the scheduled hearing date to Human Resources. For individuals who may need assistance with English three calendar day advance notice is also required.

Timeframes

All timeframes specified herein must be observed. Each side may cancel the hearing one time as a matter of right with three (3) calendar days notice. Neither side shall delay the scheduling of the hearing. Regardless of cancellations or rescheduling, a hearing must be heard within 30 days following the written appeal notice or the grievant will be deemed to have abandoned the appeal of the disciplinary action and the underlying disciplinary action taken by the department will be conclusively upheld.

Failure to Appear

If the grievant fails to appear, the personnel action which is grieved will remain and the grievance hearing will not be rescheduled.

Minimum Disciplinary Guidelines*			
INFRACTION	First Offense	Second Offense	Third Offense
Engaging in horseplay, distracting others, disorderly conduct	Written reprimand	3 day suspension	Termination
Sleeping during active on duty working hours; neglecting job duties	Written reprimand	5 day suspension	Termination
Failure to complete job duties; poor job performance	Verbal reprimand	Written reprimand	5 day suspension
Threatening, intimidating, coercing employees, supervisors, others in the workplace, using abusive language	3 day suspension	Termination	
Misuse of Town resources (including technology), intentional damage or destruction of public property, equipment or the equipment and property of a Town employee	5 day suspension	Termination	

Possession of a concealed weapon while in a Town facility unless authorized based on an individual's job (excludes parking lots)	Termination		
Leaving assigned work area while on duty without authority	Written reprimand	3 day suspension	Termination
Refusal to perform work assigned or to comply with written or verbal instructions	Written reprimand	5 day suspension	Termination
Immoral, illegal or improper conduct on or off the job which would affect the employees' ability to do the job or that would bring discredit on the Town.	5 days suspension	Termination	
Violation of safety rules	Verbal reprimand or Written reprimand	2 days suspension	Termination
At fault accident	Verbal reprimand or Written reprimand	3 days suspension	Termination
Failure to report suspension or revocation of drivers' license where driving is required by the job	Termination		
Violation of the Substance Abuse Policy including positive test, breathalyzer result above the authorized limit, failure to report prescription drug use that may impact job performance, possession of drug paraphernalia	Termination		
Absence without authorized leave or permission for less than 3 workdays (3 days or more = resignation)	3 days suspension	5 days suspension	Termination
Falsification of Town records	5 Days suspension	Termination	
Theft or removal from Town locations without proper authority any Town property or property belonging to another employee	5 days suspension or Termination	Termination	
Use of bribery, political pressure or use of Town position to secure appointment or advantages.	Termination		
Using Town property, equipment, supplies or personnel for personal gain.	Termination		
Engaging in any acts of sexual or other prohibited harassment	5 days suspension	Termination	

Fighting, provoking or participating in a fight.	Termination		
*Examples – not inclusive. Discipline will be determined on a case by case basis. Determination of discipline does not set a precedent.			

Section 13 - Ethics & Confidentiality

13-1. Ethics Purpose Statement

The Town's Code of Ethics seeks to ensure that governmental decisions are made in the public's best interest by prohibiting town officials and employees from participating in matters that affect their personal or financial interests or reflect poorly on the town. By following the standards established by policy, employees help the town gain the complete trust of its residents as a government entity that conducts itself openly, honestly, and fairly.

13-2. Expectation of Ethical Conduct

The proper operation of the Town of Wake Forest requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy are made in the proper channels of the governmental structure; that public office is not used for personal gain; and that the public have confidence in the integrity of its government. As stewards of public resources and holders of the public trust, Town employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities.

The Town of Wake Forest will comply with all applicable laws and regulations. All employees are to conduct town business in a professional manner and in accordance and intent of all relevant laws and to refrain from any dishonest or unethical conduct. Should a situation arise where it is difficult to determine the proper course of action, the employee should seek advice and consultation from a supervisor, and, if necessary, the Human Resources Department. Compliance with this policy is the responsibility of every town employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination.

Section 14 - Separation from Employment

14-1. Separation and Reinstatement

Types of Separations

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: Resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two (2) weeks. For the Town Clerk Assistant Town Manager(s) and other Department Directors, thirty (30) days' notice is requested. Failure to provide minimum notice shall result in forfeit of payment for accumulated vacation leave unless the notice is waived upon recommendation of the Department Director and approval by the Town Manager.

Three (3) consecutive days of absence without contacting the immediate supervisor or Department Director may be considered to be a voluntary resignation. Sick leave will only be approved during the final two (2) weeks of a notice with a physician's certification or comparable documentation.

Reduction in Force

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two (2) weeks notice of the anticipated action. No regular employee shall be separated while there are temporary or introductory employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the temporary or introductory employee.

Disability

An employee may be separated for disability. Disability means any physical or mental condition that prevents the employee from performing the essential functions of their position, with or without a reasonable accommodation. Before an employee is separated for disability, if reasonable accommodations cannot be made, a reasonable effort shall be made to locate alternative positions within the Town's service for which the employee may be suited. The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990, as amended ("ADAA").

Voluntary Retirement

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employees' Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

Dismissal

An employee may be dismissed in accordance with the provisions and procedures of the disciplinary and grievance policy.

Reinstatement

An employee who is separated because of reduction in force may be reinstated within one year of the date of separation, upon recommendation of the Department Director, through the Human Resources Director, and upon approval of the Town Manager. An employee who is reinstated in this manner shall be re-credited with their previously accrued sick leave.

Rehiring

An employee who resigns while in good standing may be rehired after six (6) months with the approval of the Town Manager, and shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. However, the employee shall be credited with their previously accrued sick leave if they are rehired within five years. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

14-2. If You Must Leave Us

Should the employees decide to leave the Town, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. All Town property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Town's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Town (through payroll deduction, if lawful) for any lost or damaged Town property. As noted previously, all employees are employed at-will and nothing in this policy changes that status.

14-3. Exit Interviews

Employees who resign or who are dismissed are requested to complete a confidential, electronic survey about their time here prior to their last day. An exit interview will be held with the departmental the Human Resources Representative and/or Human Resources Support staff, if possible, to review benefits and collect outstanding equipment.

14-4. Unemployment Compensation

In accordance with the Federal Unemployment Tax Act, and subsequent amendments, local governments are covered by unemployment insurance. Town employees who are dismissed due to a reduction in force or released from Town service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

Section 15 - Amendment & Review

15-1. Definitions

For the purposes of this Policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Allocated Position: An allocated position is authorized as a regular position by the Board of Commissioners. Regular allocated positions are assigned a specific job title, pay grade, duties, and minimum qualifications. Allocated positions are filled through a competitive selection process. All Town positions are subject to budget review and approval each year by the Board of Commissioners.

Assignment of Classes to Grades (Classification Plan): A listing by pay grade of all the approved minimum, midpoint, and maximum salary ranges authorized by the Board of Commissioners for various position classifications.

Class: A group of positions assigned to the same salary range due to having similar duties, responsibilities and qualifications.

Coaching and counseling – Periodic coaching and counseling by a supervisor is an integral part of the Town's performance management system. An employee may receive coaching and counseling for performance and/or behavior concerns. Coaching and counseling should clearly convey the performance and behavioral changes expected.

Confidential information - includes, but is not limited to, Town-related, secure or proprietary information and material, whether written or verbal, or contained on computer hardware or software, disk, tape, microfiche or other media, and all copies, notes or other reproductions or replicas thereof.

Continuous Service: Years of regular service with the Town without separation or rehire of employment. An employee who is a member of the military will have continuous service with the Town in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

Demotion: The reassignment of an employee to a position or classification having a lower salary range than the position from which the reassignment is made.

Department Director – The individual who is responsible for oversight and control of a department. Department Directors may delegate responsibilities to department staff members.

Dismissal - Occurs when an employee is terminated or laid-off from the job.

Documented verbal reprimand- A documented, verbal reprimand is part of the progressive disciplinary process. Documented verbal reprimands are appropriate when there has been no change or insufficient change in behavior and/or performance after coaching/counseling. Documentation of an oral reprimand should be recorded on the electronic Employee Notice Form (ENF).

Employee:

- **Exempt Employee** - Employees in positions determined to be exempt from the Fair Labor Standards Act (as Executive, Administrative, or Professional staff) will not receive overtime pay for hours worked in excess of their pre-determined calculation period.

- **Full-Time Employee** - An employee who is in a position for which an average work week equals at least 30 hours and budgeted for twelve (12) months.
- **Introductory Employee** - A newly hired, full-time employee who has not yet successfully completed the first six months of hire, or who has had their introductory period extended. During this time, a new employee's performance, attendance, and overall suitability for the position are evaluated. During this time, the employee or the agency may terminate employment without advance notice. Completion of the introductory period does not guarantee continued employment and does not alter the at-will nature of the employment relationship.
- **Non-Exempt Employee** - All employees who are not Exempt employees are non-exempt employees and will receive overtime pay for hours worked in excess of their predetermined calculation period in accordance with the Fair Labor Standards Act (FLSA).
- **Part-Time Employee** – An employee who is in a position for which an average workweek is less than 30 hours and who works less than 1,000 hours in a twelve (12) month period.
- **Probationary Employee** - A regular employee who has been promoted, demoted or assigned to a new position and is being evaluated to determine their ongoing suitability for the role.
- **Regular Employee** – An employee assigned to a full-time allocated position who has successfully completed the designated introductory period.
- **Seasonal Employee** – An employee in a position scheduled to work in a seasonal capacity of less than six (6) continuous months and less than 1,000 hours in a twelve (12) month period.
- **Temporary Employee** - An employee who is in a position scheduled to work less than 1,000 hours per year in an on-call, as needed, or otherwise variable work schedule. Temporary status may also be applied to employees whose jobs are budgeted for short durations or paid by funds that have limited availability.
- **Trainee** – An employee who is hired, promoted, demoted or transferred who does not meet the minimum requirements of the position. An employee identified as a trainee may be, dismissed, demoted, or suspended should they fail to meet performance or conduct standards.

Failure to Notify - If an employee is absent for three (3) consecutive workdays without contacting their supervisor, unless there are extenuating, verifiable circumstances, this is considered a resignation without notice. No pre-disciplinary conference is required. Neither the supervisor nor the Department bears any burden for locating any employee who has failed to call in.

Fair Labor Standards Act (FLSA): A United States law enacted in 1938 which sets out various labor regulations including, but not limited to, interstate commerce employment, minimum wages, requirements for overtime pay, and limitations on child labor.

Grievance: An appeal by an employee of a personnel action that involves suspension, demotion or termination of employment.

Hiring Rate: The hourly rate paid to an employee when hired with the Town.

Immediate Family: Spouse, parent, legal guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Maximum Salary Rate: The maximum salary authorized for an employee within an assigned pay grade.

Mentoring: A continuous feedback relationship between an employee and another individual. A mentor would give an employee information concerning organizational culture, policy, or other information needed by the employee. A mentor could be the employee's immediate supervisor but may be another individual

who is familiar with the work and the organization. Supervisors are encouraged to provide mentoring to new employees and others who need additional assistance in becoming successful Town employees.

Minor Adjustment: includes changes affecting five or fewer positions or those involving grade reassignments without a fiscal impact.

Major Adjustments: includes structural changes to pay ranges, movement of multiple positions across grades, or actions requiring increased budget allocations.

Pay:

- **Career Ladder-** Refers to a structured pathway of career advancement or promotion within an organization. This process typically involves vertical and upward movement across classifications, where employees progress through distinct levels or titles within their career field. Each step on the ladder represents a higher level of responsibility, skill, or authority, often accompanied by a salary adjustment. Career ladders include specific criteria for moving up, such as meeting job performance standards, gaining experience, acquiring certifications, or completing educational requirements.
- **Career Progression or Advancement-** Refers to the movement of an employee through the various states within a grade or job classification. This movement is often based on achieving specific competencies, gaining experience, or filling vacancies. Unlike a 'career ladder', career progression can occur without a change in job title or pay grade, but typically involves increased responsibilities and skill development.
- **Overtime Pay-** Pay for time worked by a non-exempt employee at a rate of time and one-half for hours worked in excess of forty (40) hours in a workweek; or in the case of law enforcement personnel, in excess of 171 hours in a 28 day cycle; or in the case of Fire personnel, 212 hours in a 28 day cycle.
- **Straight Time Pay-** Pay for time earned by a non-exempt employee for hours worked up to, but not in excess, of forty (40) hours in a workweek; or in the case of law enforcement personnel, up to, but not in excess of 171 hours in a 28 day cycle; or in the case of Fire personnel, up to, but not in excess of 212 hours in a 28-day cycle.
- **Pay Plan-** A schedule of pay ranges systematized into sequential rates including minimum, midpoint and maximum for each class assigned to any given salary range.

Pay Status:

- **Active Status** – This category includes all employees who are working a regular schedule. Employees in active status must be able to work and cannot be on any form of leave of absence. The use of approved and available vacation and sick leave does not preclude an employee from being on active status except when such time is used to supplement income during a leave of absence.
- **Inactive Status** – This category includes all employees who are on any recognized leave of absence or are suspended from work for disciplinary reasons.

Performance Pay Increase: An increase in salary within the same salary grade, based on meritorious service and on performance of duties and conduct satisfying the standard for the assigned position.

Position: A group of current duties and responsibilities requiring the full or part-time employment of one person, however, the existence of a position or its identification does not depend upon it being occupied by an employee.

- **Full-Time Position** – A position that has been approved by the Board of Commissioners whose duties and responsibilities are required to be performed on a continuous basis requiring full-time employment.
- **Part-Time Position** – A position that has been approved by the Board of Commissioners whose duties and responsibilities are required to be performed on a continuous basis requiring part-time employment.

Pre-Disciplinary Conference - It is required that the supervisor hold a pre-disciplinary conference with an employee receiving a suspension, demotion, or termination. In the pre-disciplinary conference, the supervisor explains that suspension, demotion or termination is being considered and the employee is given the opportunity to discuss the facts surrounding the performance or conduct issue.

Prior Service - Prior employment with any North Carolina governmental unit or subdivision thereof.

Probationary Status - A period of time after a promotion or demotion in which the employee's performance, attendance, and overall suitability for the position are evaluated. During this time, the Town may terminate an employee who is not performing well in their new role, or who is otherwise deemed unsuitable for transfer to other positions.

Progressive Discipline - Progressive discipline is a process of using increasingly serious disciplinary steps or measures when an employee fails to correct a problem after being given reasonable opportunity to do so. The primary purpose of progressive discipline is to assist employees with understanding that a performance problem or opportunity for improvement exists.

Promotion: A change in an employee's position/title/classification, and salary. This action can occur within the current pay range or involve a move to a different pay grade, depending on the job evaluation scores and market assessment. A promotion is typically related to increased responsibilities, authority, and expectations, aligning with the employee's demonstrated skills and achievements; often related to a recruitment & selection process.

Reorganization: The process of restructuring a department within the government structure to improve efficiency, effectiveness, or align with changing needs. This may involve consolidating departments, creating new ones, shifting responsibilities, and/or realigning personnel. A strategic approach to optimizing the internal structure and operations of the department.

Reclassification: The process of re-evaluating a position's duties, responsibilities, and required qualifications, and then assigning it to a new classification based on actual duties and responsibilities being performed; typically conducted due to substantial and ongoing changes in the duties of the role that make the current classification inaccurate.

Pay Grade: All positions which are sufficiently comparable to warrant one range of pay rates. For the purpose of this definition, the words "grade," and "level" are used interchangeably.

Salary Range: The minimum salary to maximum salary range within a given job classification.

Salary Range Revision: The increase or reduction of the salary range for one or more specific classes of positions within the classification plan.

Suspension – A department may suspend an employee without pay. A suspension is the temporary removal from duty for a performance-related issue or behavior.

Technology Resources: Technology Resources consist of all electronic devices, software and means of electronic communication including, but not limited to the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services such as the Internet; electronic mail; telephones; cellular phones; pagers; and voice mail systems.

Termination – Dismissal of an employee is appropriate in cases involving recurring disciplinary offenses or a single offense involving a serious job performance-related issue or behavior (including “conduct unbecoming” of a Town employee).

Transfer: A movement of an employee from one position to another position in the same salary grade either in the same department or a different department.

Written reprimand – A written reprimand is part of a progressive discipline policy. It is one of the final corrective steps supervisors use before they consider employee suspension or dismissal.

15-2. References

Town of Wake Forest will respond to reference requests through the Human Resources Department or the Department Director. The Town will provide general information concerning the employee such as date of hire, date of discharge, and positions held. If an employee or former employee designates a Town staff member to provide a reference in excess of the general information, that person must sign a form waiving all claims related to reference.

15-3. A Few Closing Words

This policy is intended to give employees a broad summary of things they should know about the Town of Wake Forest. The information in this policy is general in nature and, should questions arise, any member of management within their department should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this policy, the Town of Wake Forest, in its sole discretion, may always amend, add to, delete from or modify the provisions of this policy and/or change its interpretation of any provision set forth in this policy. Employees should not hesitate to speak to management if they have any questions about the Town or its personnel policies and practices.



Where Innovation Meets Opportunity

Human Resources Department



Amendment of Policies & Procedures

Item Agenda No.

Policies & Procedures – 2025 Update

1

State Statue

2

Content

3

Questions

State Statue Requirement

- New State Law – Session Law 2025-16
 - For Cities: G.S. 160A-164.2(b)
- If a position being filled by a county or city “requires an applicant for employment to work with children in any capacity,” every board of commissioners and city council must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be conducted in accordance with G.S. 143B-1209.26, the statute which authorizes the SBI to provide fingerprint-based state and national criminal record check to cities and counties.



Content

2

- Section 6 – Recruitment & Hiring
 - 6-2 Recruitment, Selection & Appointment
 - New Language:
 - Background Process:
 - Before any commitment is made to an applicant, the Town will conduct reference checks regarding the employee's qualifications and work performance. In addition, physical examinations, drug screening and criminal background investigations may be performed. Conviction of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is job related to the position for which the applicant is being considered, and the length of time since the conviction to determine the degree to which there is a business necessity for choosing not to hire the applicant.
 - In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the Town must require the applicant, if offered the position, to be subject to a criminal history background check conducted by the SBI. These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint based state and national criminal record check information to cities and counties.



Questions





Thank you

Human Resources Department



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-640-

Submitted by: Evelyn Wright, Administration

Submitting Department: Administration

Meeting Date: November 18, 2025

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [October 2025 Monthly Report.pdf](#)

October 2025| Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
Total Active Members	4,608	August Collections	Amount
New members this month	79	Classes	\$6,501
Number of Events Hosted	3	Donations	\$220
Number of Programs Hosted	382	Miscellaneous	\$1,250
Total Events Attendance	78		
Total Programs Attendance	6,108		

Updates: Seven volunteers with 112 volunteer hours.

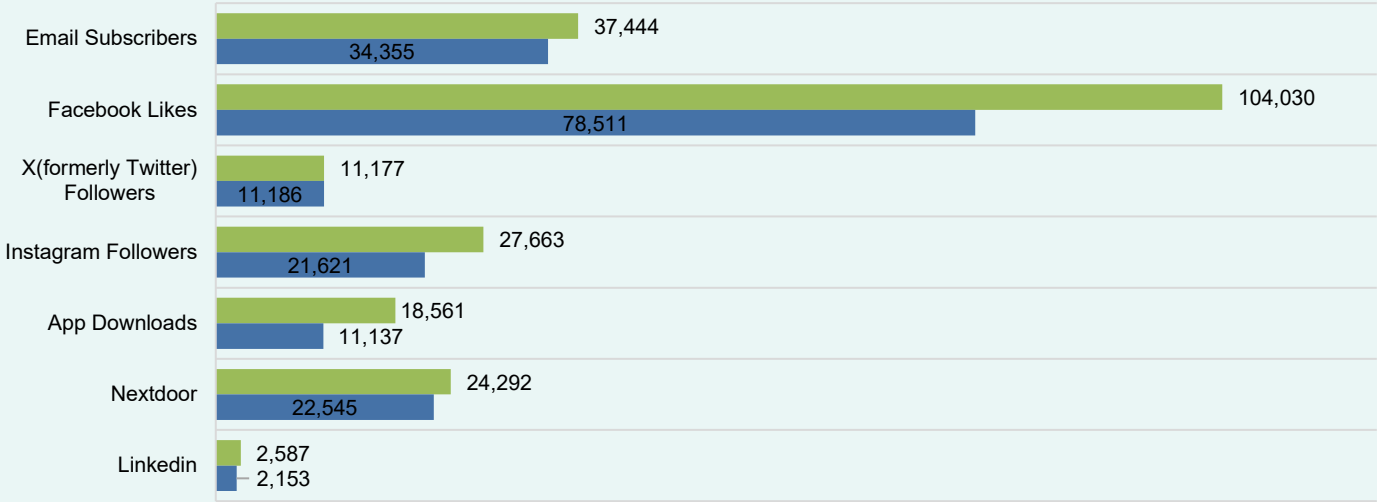
Communications

ANNOUNCEMENTS	
Media Releases	37
Email Announcements	23
Town-to-Resident Phone Calls	20

TOP 5 VIEWED PAGES ON WEBSITE		
RANK	PAGE	VIEWS
1	Forms & Applications	8,514
2	Home	5,785
3	Halloween Boo Bash	2,529
4	Voter Election Information	1,077
5	Jobs	2,084

SUBSCRIBERS

■ OCT-25 ■ OCT-24



Downtown Development

OCCUPANCY

	OCT –DEC 2025	OCT- DEC 2024
Occupancy Rate in Percentage	91%	91%

EVENTS

THIRD QUARTER EVENTS (OCT - DEC)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
Spirits of Wake Forest	668	747

NEW BUSINESSES

	OCTOBER 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	2	3
Number of Businesses Closed	0	0

Spirits of Wake Forest Haunted History Walking Tours, presented by Wake Forest Downtown, Inc. (WFD), wrapped up and the 6th annual event. We partnered with Firebox Theatre again for Storytellers and raised over \$10000 in revenue from ticket sales. WFD is sending out surveys to attendees to gauge overall experience so that they can determine if this event continues to appeal to community members.

WFD has rolled out its 2026 Annual Sponsorship Opportunities and has already secured one new Gold and one new Silver Sponsor for 2026. Sponsor Thank You gifts and Renewals are scheduled for early November.

Dept. Director led a tour of Downtown for Chamber Leadership attendees to share more about Wake Forest Downtown, Inc., history of downtown, quality of life events, future development and more.

Dept. Staff presented at Citizen's Academy on 10.16.25 and provided attendees with an overview of department responsibilities, as well as history and role of WFD. They also had the opportunity to learn more about the level of planning and work that goes on behind the scenes for Friday Night on White.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

WFBIP FOUNDERS NEWSLETTER [VIEW](#)

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

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

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
N/A

REQUESTS FOR INFORMATION (RFIs)

	OCTOBER 2025	OCTOBER 2024
Number of Responses to RFIs	2	0

Engineering

PROJECT UPDATES

Street Resurfacing	The contractor is working through final punch list items. Bid opening for next years contract was recently awarded.
S. Franklin Street	Updated schedule anticipates substantial completion in late winter with final completion in early spring. Lane closures are expected to continue throughout the project's duration.
HL Miller Park Stream Restoration & Greenway Improvements	The pedestrian bridge has been set. Work has shifted to the boardwalk portion of the project.
Dunn Creek Culvert Replacement – Juniper Avenue	The project is substantially complete, and the road is open to the public. The contractor is working on punch list items as they wrap up this project.
Dunn Creek Greenway Phase III	The project remains on schedule for completion in the Spring.
Dunn Creek Greenway Phase IV	The project remains on schedule for completion in the Spring.
Crenshaw Stream Restoration Site 5	Stream restoration is progressing, and work is anticipated to be completed in early fall.
Crenshaw Stream Restoration Site 6	Stream restoration is progressing, and work is anticipated to be completed in winter.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	10-15-2025
ORBIT/LGERS Report – NC State Treasurer	10-06-2025
Utility Sales Tax Return – E500 E	10-17-2025
Food & Beverage Tax Report	10-15-2025
941/NC-5Q Quarterly Payroll Tax Returns	10-15-2025
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	0
Number of Invoices Paid Electronically	0
Number of Invoices Paid with P-Card	0
Number of Active Grants	0

PURCHASING / WAREHOUSE

Purchase Orders Processed	72
New Vendors Set Up	10
Informal Quotes	20
\$ Received Surplus Items Sold	\$15,319
Number of Bids Placed	1
HUBSCO Reports	0

Fire

KEY STATS

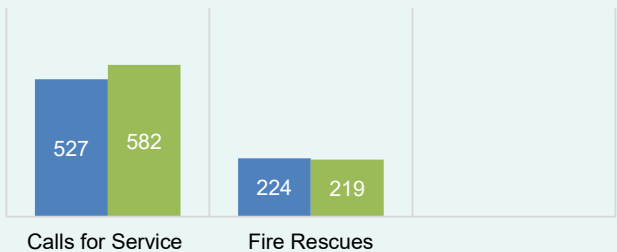
	OCTOBER 2025	OCTOBER 2024
Calls for Service	527	582
Average Response Time	2:76	4:47

TYPES OF CALLS

	OCTOBER 2025	OCTOBER 2024
Fire	224	219
Medical	269	328
Motor Vehicle Accidents (MV24A)	34	35

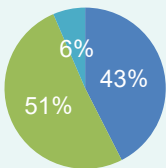
FIRE-KEY STATS

■ OCT-25 ■ OCT-24



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	OCTOBER 2025	OCTOBER 2024
Positions filled	443	430
Vacancies	29	23
Total Authorized Positions FY 2023–2024	472	453

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Lawrence Diaz	Public Works – Streets	Stormwater Supervisor	09-29-2025
Rodney Carroll	Public Works – Streets	Construction Worker II	10-27-2025
J. Trey Wainwright	Public Works – Streets	Construction Worker II	10-27-2025

Information Technology

SERVICE STATS

	OCTOBER 2025	OCTOBER 2024
Service Requests Completed	861	570
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

RESIDENTIAL PERMITS

	OCTOBER 2025	OCTOBER 2024
Single-Family Dwelling	13	69
Townhomes	25	16
Duplexes	1	0
Multi-Family Dwelling Units	13	0
Other	110	145
Total	162	230

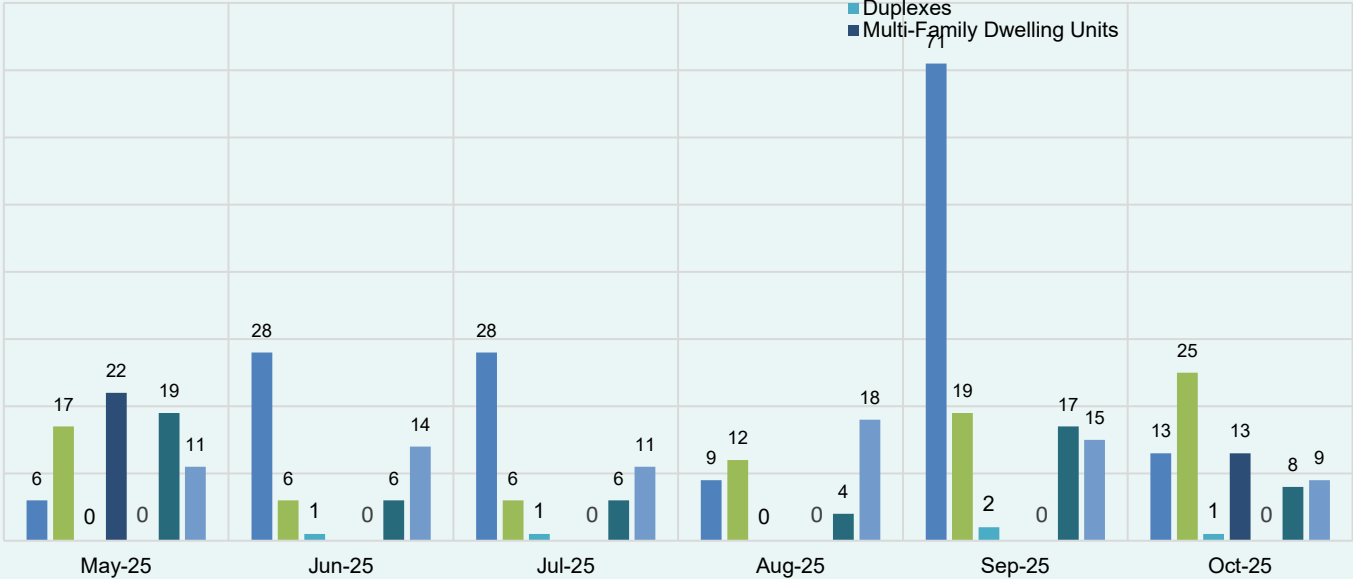
NON-RESIDENTIAL PERMITS

	OCTOBER 2025	OCTOBER 2024
New Commercial	0	1
Fit-Ups	1	4
Other	42	32
Total	43	37

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

Single-Family Dwelling
Townhomes
Duplexes
Multi-Family Dwelling Units

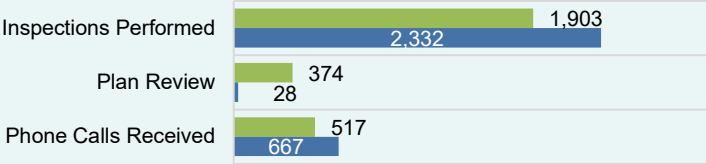


PUBLIC FACILITIES

	OCTOBER 2025	OCTOBER 2024
Preventative Maintenance Completed	635	585
Reactive Work Orders	128	146

DEPARTMENTAL PRODUCTIVITY

OCTOBER 2025 OCTOBER 2024



BUSINESSES

NEW COMMERCIAL BUSINESSES

None	

FIT-UPS

Cameron Family CP	1628 S Main St 207

PRE-OCCUPANCIES

Capital Plaza (new owner)	11721 Retail Dr
Lloyds of Wake Forest LLC	10520 Ligon Mill Rd 108
New owner – Personal Woodworking Shop	1053 Unicon Dr K
Harmony Family Therapy	900 S Franklin St 202
B&D Integrated Health Services	620 Dr Calvin Jones Hwy 100
Daniels Financial Partners	822 S White St 101

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	20 hrs./week
Updates	Deliveries WFCT - 3 Mini Pantry Pick up - 2 Mini Pantry Stock - 8 Mobile Market - 2
Lunch & Learn	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	21
Inactive	1 (Health Issues)
Onboarding	N/A
Hours (September)	162

Parks, Recreation & Cultural Resources

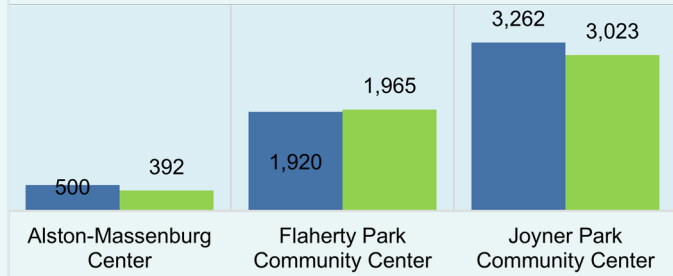
ATHLETICS

	OCTOBER 2025	OCTOBER 2024
Registrations Received – Youth	3	0
Registrations Received – Adult	0	0
Games Held	127	196
Revenue	\$330	\$0

VISITORS TO COMMUNITY CENTERS

■ OCTOBER-25

■ OCTOBER-24



FACILITY RENTALS

	OCTOBER 2025	OCTOBER 2024
Athletic Fields	10	2
Joyner Park Outdoor / Open Space	3	3
General Outdoor / Open Space	0	0
Picnic Shelters	0	1
Wake Forest Community House	9	8
Joyner Park Community Center	4	3
Flaherty Park Community Center	0	1
Alston-Massenburg Center	4	3

[VIEW](#)

RECONNECT PROGRAM GUIDE

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

PROGRAMS

	OCTOBER 2025	OCTOBER 2024
Registrations Received – Youth	170	167
Registrations Received – Adult	151	152
Classes/Programs Held	36	36
Revenue	\$8,890	\$8,499

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	2
Reactive Maintenance	3
PM Inspections & Services	72
Evening & Weekend Park Services	6

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	OCTOBER 2025	OCTOBER 2024
Aquatic Center	0	0
Taylor Street 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 2025	OCTOBER 2024
COAs Received	1	0
COAs Approved	1	0

Police

KEY STATS

	OCTOBER 2025	OCTOBER 2024
Calls for Service	4,330	5,249
Vehicle Crashes	185	241

Public Works

Streets: -Installed Historic Sign at Olive Branch Baptist Church, Winter weather/snowplow training started, replaced 200 feet of sidewalk, poured 15.5 yards of concrete, patched 6 potholes, poured 60 tons of asphalt, staff assisted with Boo Bash & Pride Event, completed Smith Creek greenway drainage repairs, and downtown Alley Stormwater project.

Fleet: Fleet successfully completed 235 work orders, achieving a combined shop productivity average of 82% of billable hours for the month of October. We wish Wesley Hight a safe time away from Fleet while on active duty over the next year or so.

Solid Waste: Leaf season began on October 6th. Offer has been extended for the vacant driver position, with the new driver starting November 10th. RFP for commercial dumpster service contract posted. Compost program went LIVE!

Urban Forestry: Continued to replant town trees and grind stumps

Admin: Donald Alvarez taught a CPR class for Public Works. We had 22 employees to take the class and pass. They will all receive a 2-year certification.

RECYCLING

	OCTOBER 2025	OCTOBER 2024
Volunteer Collected Litter	475	0
Volunteer Collected Recycling	25	0
Volunteer Hours	98	0
Volunteer Miles of Streets	4	0
Sections of Roads Cleaned (not miles)	5	0
Number of Creeks Cleaned	2	0
Number of Litter Kits Issued / Returned	45	0

SOLID WASTE

	OCTOBER 2025	OCTOBER 2024
New Construction Homes Added	13	78
New Cart Sets	13	78

CEMETERY

	OCTOBER 2025	OCTOBER 2024
Number of Plots Sold	0	0
Number of Niches Sold	1	0
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

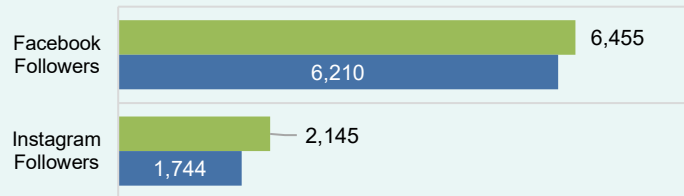
VIEW

EVENT & PROGRAM ATTENDANCE

	OCTOBER 2025	OCTOBER 2024
Monthly In-Person Attendance	2,158	1,410
Virtual Views	1,060	1,456
Ticketed Events Held	9	1
Free Events Held	4	1

SOCIAL ENGAGEMENT

■ OCTOBER-25



Highlights for October 2025 for the Renaissance Centre

The Wake Forest Renaissance Centre proudly kicked off October with “Some Enchanted Evening,” featuring acclaimed jazz artists Jane Monheit and Christian Tamburr, who performed nearly sold-out renditions of Broadway favorites such as “The Sound of Music,” “Oh, What a Beautiful Morning,” and “You’ll Never Walk Alone.”

On October 11, the Public Arts Commission hosted its most successful and diverse Celebration of the Arts: Arts for All to date, welcoming approximately 335 attendees and 20 student volunteers to enjoy free crafting, arts vendors, and a multilingual musical storyteller.

In addition, the Centre is honored to present an art gallery exhibition featuring works from three military families representing all branches of service.

The exhibition remains open for viewing Monday through Friday, 9 AM–12 PM and 1–5 PM, through November 26.

Wake Forest Power

CUSTOMER SUMMARY

	OCTOBER 2025	OCTOBER 2024
Electric Meters/Customers	8,117	7,826
Pre-Pay Power Customers	369	452
H.O.P.E. Participants	42	42
N.C. GreenPower Participants	16	17

PAYMENTS RECEIVED

	OCTOBER 2025	OCTOBER 2024
eSuite Credit Card Payments	\$157,013	\$489,791
Authorize.net (Pre-Pay)	\$28,841	\$0
Paymentus CC Payments	\$1,450,580	\$1,342,432
Paymentus CC Payments (Pre-Pay)	\$12,369	\$53,198

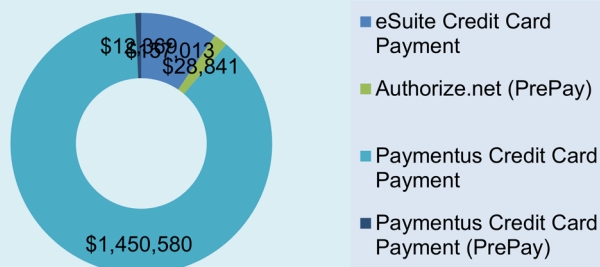
POWER OUTAGES

	OCTOBER 2025	OCTOBER 2024
Total Number of Customers Affected by Outages this Month	2,013	296
Average Number of Customers Affected per Outage	403	49

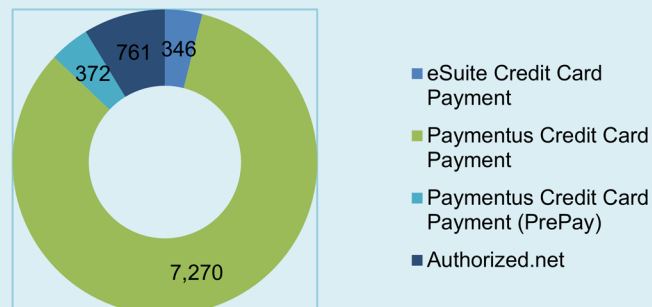
NUMBER OF TRANSACTIONS

	OCTOBER 2025	OCTOBER 2025
eSuite Credit Card Payments	346	382
Paymentus CC Payments	7,270	6,811
Paymentus CC Payments (Pre-pay)	372	1,426
Authorized.net (Pre-Pay)	761	0

PAYMENTS RECEIVED OCTOBER 2025



PAYMENTS RECEIVED OCTOBER 2025



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 10/28/2025

Number of members in attendance: 8 out of 9

The HPC met applicants Elizabeth Miller, Jason Mabraten, and Cooper Bolten. The HPC voted unanimously to recommend all three to the Board of Commissioners for appointment.

Human Relations Council

MEETINGS

Most recent meeting held 10/23/2025

Number of members in attendance: 5 out of 10

The Council met with interested applicants to join the Council and moved forward in the electronic voting application. During the meeting, the council moved forward with plans for the upcoming Minority and Women Owned Business Expo to be held Saturday, February 28, 2026.

Public Art Commission

MEETINGS

Most recent meeting held 10/23/2025

Number of members in attendance: 7 out of 11

The Taylor Street Splash Pad updates are moving forward with a new surface and artwork.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 10/27/2025

Number of members in attendance: 8 out of 12

Upcoming PRCR Events: Nov. 12, Skate Park Follow Up; Board Staff Holiday Luncheon Nov. 21 (Alston Massenburg Center); Calls from Santa – Dec. 4, Snowball Dance – Dec. 12; Board Planning Meeting - Feb. 7.

Technology Advisory

MEETINGS

Most recent meeting held 10/27/2025

Number of members in attendance: 8 out of 13

The TAB convened and voted to approve the amended by-laws. Additionally, the board voted to recommend two new candidates and one current member for appointment to the TAB, pending approval by the Board of Commissioners.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-641-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: November 18, 2025

Subject

November Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WF-TXREP-NOV-2025-BOC-MTG..pdf](#)



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

TEL 919 856 6180
FAX 919 856 5699

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

November 4, 2025

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 November 3, 2025, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard", written over the printed name.

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

09/01/2025 - 09/30/2025

Rebate Detail Report

WAKE FOREST

DATE 10/16/2025
TIME 2:01:13 PM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	INTEREST	BILLED	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER
INDIVIDUAL PROPERTY ACCOUNTS													
934069	4.20	0	0.00	0.42	0.00	0.00	4.62	9/11/2025	0006561525	2024	2024	000000	DOMINION ACCEPTANCE INC
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	4.20	0.00	0.00	0.42	0.00	0.00	4.62	4.62	1 Properties Rebated				
INDIVIDUAL REAL ESTATE ACCOUNTS													
936748	36.50	0	0.00	0.00	0.00	0.00	36.50	9/26/2025	0000098059	2025	2025	000000	THEBERGE, ANN M
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	36.50	0.00	0.00	0.00	0.00	0.00	36.50	36.50	1 Properties Rebated				
TOTAL FOR WAKE FOREST													
	40.70	0.00	0.00	0.42	0.00	0.00	41.12	41.12	2 Properties Rebated for the District City				
	40.70	0.00	0.00	0.42	0.00	0.00	41.12	41.12	2 Properties Rebated for all Cities				
GRAND TOTAL	392,927.90	20,107.45	480.00	2,629.56	0.00	0.00	416,144.91	416,144.91	153 Properties Rebated for all Cities				



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-654-

Submitted by: Michelle Daniels, Administration

Submitting Department: Administration

Meeting Date: November 18, 2025

Subject

Capital Improvement Plan Quarterly Update

Recommendation:

None - For Information

item Summary:

ATTACHMENTS:

- [CIP Project Tracker - Q1 2025-26.pdf](#)
- [CIP Project Tracker - Completed Projects.pdf](#)

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Wake Forest Reservoir Improvements			
DESCRIPTION Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock.			
PROJECT UPDATE Finalizing design.			
Engineering - Steven Meyer	• Design	\$ 450,000.00	6/30/27
Sidewalk Replacement			
DESCRIPTION Replace deteriorated, broken and/or uneven sidewalks.			
PROJECT UPDATE Replacesd 1020 LnFt of sidewalk			
Public Works - Streets - Tim Bailey	• Construction	\$ 50,000.00	6/30/26
Street Maintenance and Resurfacing			
DESCRIPTION Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrow segments in Downtown.) Phase 1 started with a 5.5 million dollar purchase agreement in FY 23-24.			
PROJECT UPDATE Concrete work has been ongoing and street resurfacing started in June.			
Engineering	• Select One	\$ 5,800,000.00	
HVAC Replacement - PRCR Maintenance			
DESCRIPTION Units are 15 years old and not performing.			
PROJECT UPDATE Units have been replaced. Project complete.			
Public Facilities - Mickey Rochelle	• Closed	\$ 25,000.00	
HVAC Replacement - Holding Park			
DESCRIPTION Units are 15 years old and rather than continue repairs we will replace. Will use a conventional system rather than hydronic. This will save cost, maintenance, and utilities.			
PROJECT UPDATE Design completed and begining to acquire quotes. Project was placed on hold by finance until we knew how we were going to proceed with the Town Hall chiller, repair or replace.			
Public Facilities - Mickey Rochelle	• Initiated	\$ 160,000.00	6/30/26

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
HVAC Replacement -			
DESCRIPTION			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Select One	\$ 42,000.00	
Fire Logistics Facility			
DESCRIPTION			
Warehouse space needed to store reserve equipment and supplies.			
PROJECT UPDATE			
The building is in framing stage with site work continuing as well			
Public Facilities - Mickey Rochelle	• Construction	\$ 4,500,000.00	5/31/26
Traffic Pedestrian Signals			
DESCRIPTION			
Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame			
PROJECT UPDATE			
Project has received DOT approval and is now under review by the Town.			
Engineering	• Study	\$ 1,135,000.00	
Dunn Creek Greenway, Phase 3			
DESCRIPTION			
Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park			
PROJECT UPDATE			
Project underway; Mass grading and fill operations underway, including stormwater infrastructure installation.			
Stormwater - Nick Nolte	• Construction	\$ 5,773,000.00	
Smith Creek Greenway, Phase 2			
DESCRIPTION			
1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge			
PROJECT UPDATE			
90% Plans submitted for staff review. Working through securing last remaining easements.			
Planning - Brad West	• Design	\$ 14,241,106.00	6/30/28

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Dunn Creek Greenway, Phase 4			
DESCRIPTION 0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.			
PROJECT UPDATE Project underway; Mass grading and fill operations underway, including stormwater infrastructure installation.			
Stormwater - Nick Nolte	• Construction	\$ 2,285,000.00	
Smith Creek Greenway, Phase 3			
DESCRIPTION 0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.			
PROJECT UPDATE 90% Plans submitted for staff review. Working through securing last remaining easements.			
Planning - Brad West	• Design	\$ 4,161,240.00	6/30/28
Bus Shelter Installation			
DESCRIPTION Installation of three bus shelters and amenities at stops along the Wake Forest Loop.			
PROJECT UPDATE On permanent Hold			
Planning - Emma Linn	• Construction	\$ 300,000.00	
Ligon Mill Road Underpass			
DESCRIPTION Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.			
PROJECT UPDATE Ongoing. Anticipated completion Fall 2025.			
Engineering - Steven Meyer	• Construction	\$ 325,000.00	6/15/25
S. Franklin Street Expansion			
DESCRIPTION Joint Development Agreement for road widening of S. Franklin Street to increase LOS to accommodate increased traffic. The project includes widening the road from two lanes to 4 lanes with a median, sidewalk on both sides, and landscaping.			
PROJECT UPDATE Delayed due to utility conflicts.			
Engineering - Steven Meyer	• Construction	\$ 2,700,000.00	12/31/25

Department - Project Lead	Phase	Total Project Cost	Completion
NCDOT S-Line Project			
DESCRIPTION Local grant matching for design and construction of the S-Line Mobility Hub. Includes matching funds for awarded RAISE grant and future grant opportunities.			
PROJECT UPDATE			
		\$ 9,500,000.00	6/30/31
Physical Security Upfit			
DESCRIPTION Security Upgrades			
PROJECT UPDATE			
Information Technology - Adam Oates		\$ 100,000.00	
Spectator Accessibility, ADA Bleachers, Replace Dugouts			
DESCRIPTION Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.			
PROJECT UPDATE Staff met with the Facilites Director on 9/4 to discuss the project ADA issues. Randy Hoyle, Park Maintenance Manager with be the project manager. He's obtaining qoutes for the project.			
PRCR - Ruben Wall		\$ 492,650.00	12/31/26
Ailey Young House Heritage Site			
DESCRIPTION Northeast Community gateway park showcasing the restored Ailey Young House and associated history of the site.			
PROJECT UPDATE			
	• Design	\$ 5,561,565.00	6/30/29
License Plate Reader System			
DESCRIPTION Installation of fixed automatic license plate reader systems throughout the town.			
PROJECT UPDATE Still implemented, the lease contract auto-renewed this year for another 2 year term.			
Police - Julius Jefferson		\$ 75,000.00	

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Storage Shelter Warehouse				
DESCRIPTION				
Construct shelter to store electrical wire out of the elements.				
PROJECT UPDATE				
On permanent Hold				
Public Facilities - Mickey Rochelle			\$ 125,000.00	6/30/25
Streets Building Office/Meeting Space Expansion				
DESCRIPTION				
Close in a portion of the storage shelter for employee meeting space. THis will gice streets and enviromental services departments a place to gather and have meetings.				
PROJECT UPDATE				
Public Facilities - Mickey Rochelle			\$ 215,000.00	6/1/26
Town Hall Improvements (3rd Floor, Annex, CID)				
DESCRIPTION				
Spaces are being renovated to accomodate staff growth. These projects give extra seats for current staff as well as expected growth.				
PROJECT UPDATE				
Both projects are in the construction phase				
Public Facilities - Mickey Rochelle		• Construction	\$ 913,000.00	1/31/26
Town Hall Upfits - (FY 23-24)				
DESCRIPTION				
PROJECT UPDATE				
			\$ 150,000.00	6/30/24
CID Building Renovation				
DESCRIPTION				
Renovate building for cosmetic reasons (Carpet, Flooring, Steps, Painting)				
PROJECT UPDATE				
			\$ 240,000.00	10/17/25

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Transportation New Sidewalk Projects			
DESCRIPTION Streets to install missing sidewalk as identified by Town staff or through the CTP.			
PROJECT UPDATE No update this quarter			
Public Works - Streets - Joe Medlin	• Construction	\$ 50,000.00	
Transportation Roadway Lighting			
DESCRIPTION Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards			
PROJECT UPDATE No update this quarter			
Public Works - Streets - Joe Medlin		\$ 50,000.00	
Town Hall Wayfinding Designs/Signage - Phase I			
DESCRIPTION Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations			
PROJECT UPDATE			
		\$ 368,665.00	6/30/25
Town Hall Wayfinding Designs/Signage			
DESCRIPTION Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations			
PROJECT UPDATE Signs are in production. Tenative installation scheduled for the week of December 8 through the 15.			
Public Works - Streets - Tim Bailey/Joe Medlin		\$ 455,000.00	12/31/25
Stormwater Infrastructure Maintenance and Funding			
DESCRIPTION Stormwater Infrastructure Assessment for the continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.			
PROJECT UPDATE Funding was not allocated to any services in order to help build additional reserve.			
Stormwater - Nick Nolte	• Select One	\$ 150,000.00	

CIP Project Tracker

Q1: July - September 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Neighborhood Drainage Improvements - Home Gardens				
DESCRIPTION This project should address the existing drainage issue between Wake Drive and Forest Drive by rerouting storm drainage to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.				
PROJECT UPDATE Study underway				
Engineering - Steve Meyer		• Study	\$ 50,000.00	8/15/25
Neighborhood Drainage Improvements - Cardinal Hills				
DESCRIPTION This project should investigate the capacity of the existing stormwater system to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.				
PROJECT UPDATE Study underway				
Engineering - Steve Meyer		• Study	\$ 525,000.00	8/15/25
Crenshaw Lots				
DESCRIPTION Stormwater improvements and stream restoration project.				
PROJECT UPDATE Received construction bids for Sites 5 & 6. Working on setting up contracts with selected contractors.				
Engineering - Steve Meyer		• Design	\$ 1,000,000.00	12/31/25
Downtown Stormwater Study				
DESCRIPTION Study to Support a Downtown Stormwater Plan considering the future growth expected in the Downtown WF area and areas directly surrounding it. Downtown is exempt from Stormwater Management, therefore this plan is to develop a strategy, integrating the Planning Department's Downtown Plan, ensuring the Town is protecting our downstream natural environments through green infrastructure and the potential of regional DT SCMs.				
PROJECT UPDATE Data collection is underway. Downtown business owner and property owner stakeholder meeting taking place July 29th to allow properties who have had issues with flooding in the past.				
Stormwater - Nick Nolte		• Design	\$ 200,000.00	12/31/25
SCM Remediations (Various)				
DESCRIPTION				
PROJECT UPDATE				
Stormwater - Nick Nolte			\$ 200,000.00	

Department - Project Lead	Phase	Total Project Cost	Completion
Line Construction/ System Improvements			
DESCRIPTION Extend and upgrade the Electrical Distribution System			
PROJECT UPDATE On going.			
Wake Forest Power - Chris Terrell	• Select One	\$ 1,200,000.00	
LED Conversion			
DESCRIPTION Convert every light to LED over next 3-5 years			
PROJECT UPDATE Annual			
Wake Forest Power - Chris Terrell	• Select One	\$ 125,000.00	
Meter Testing Room			
DESCRIPTION Construct a meter testing room and offices to be used by meter staff. Needs directed by Electric Department			
PROJECT UPDATE Design is in progress. Project has grew from original plan and cost will not be sufficient.			
Public Facilities - Mickey Rochelle	• Design	\$ 40,000.00	
Wait Avenue Underground			
DESCRIPTION			
PROJECT UPDATE Wait & Franklin Complete. Next will be in front of Doc's Garage			
Wake Forest Power - Chris Terrell		\$ 250,000.00	
Public Facilities Plan - Expansion & Upgrades			
DESCRIPTION Expand and upgrade staffing facilities			
PROJECT UPDATE			
		\$ 960,000.00	10/17/25

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
W. Oak Avenue Pedestrian Underpass			
DESCRIPTION Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 168,000.00	6/30/16
Rogers Road Widening & Pedestrian Underpass			
DESCRIPTION Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd *Bridge replacement			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 1,755,500.00	11/8/16
Athletic Fields Lighting System Replacement/ Installation*			
DESCRIPTION Replacement plan for lighting at athletic fields			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ed Austin	• Closed	\$ 1,279,000.00	1/31/17
Public Safety OSSl System Refresh			
DESCRIPTION Upgrade existing OSSl hardware and operating systems			
PROJECT UPDATE			
IT - Tom LaBarge	• Closed	\$ 40,000.00	2/15/17
Renaissance Centre Renovations Phase 1			
DESCRIPTION Upgrade and renovate areas to improve ability to satisfy the needs of different users			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 1,237,000.00	3/10/17

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Hedrick Property Purchase			
DESCRIPTION N/A			
PROJECT UPDATE			
Public Works	• Closed	\$ 595,515.00	9/5/17
Spray grounds/ Water Features			
DESCRIPTION New spray ground water features at Smith Creek, Flaherty Park, and Future Center			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 411,268.00	9/8/17
Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*			
DESCRIPTION *Building sand-based grass infield *Grading of entire field *Installation of hybrid sod on Field 2			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 138,000.00	11/30/17
Renaissance Centre Renovations Phase 2			
DESCRIPTION *upgrade and renovate areas to improve ability to satisfy the needs of different users			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 995,800.00	4/21/18
Communication Center Hardware Upgrade/ Vista 911			
DESCRIPTION *Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics			
PROJECT UPDATE			
IT - Jeff Leonard	• Closed	\$ 180,000.00	6/30/18

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead		Phase	Total Project Cost	Completion
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation				
DESCRIPTION				
Security alarms and cameras - Install card access at remaining buildings				
PROJECT UPDATE				
Public Facilities - Mickey Rochelle	• Closed	\$ 137,500.00	6/30/18	
Equipment/Materials Storage Building				
DESCRIPTION				
Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop				
PROJECT UPDATE				
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed		6/30/18	
Smith Creek Stream Bank Repair				
DESCRIPTION				
Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew - Working with FEMA on 404/406 funding				
PROJECT UPDATE				
Public Works - Engineering - Carrie Mitchell	• Closed	\$ 200,000.00	7/18/18	
Athletic Court Reconstruction*				
DESCRIPTION				
Reconstruction of Tyler Run and Ailey Young basketball courts				
PROJECT UPDATE				
Parks, Recreation & Cultural Resources - Ruben Wall/Josh Glover	• Closed	\$ 62,500.00	9/4/18	
Holding Park Pool and Playground Renovation				
DESCRIPTION				
*Renovation of Holding Park pool *Improved /more accessible playground with improved drainage system				
PROJECT UPDATE				
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 2,929,000.00	9/15/18	

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Dunn Creek Greenway - Downtown Connector			
DESCRIPTION			
*Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 1,491,500.00	10/31/18
Smith and Sanford Creek Greenway			
DESCRIPTION			
*Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 6,054,935.00	10/31/18
Road Connections			
DESCRIPTION			
Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed	\$ 8,286,000.00	1/31/19
North Main Stormwater Repair and Roadway Rehabilitation			
DESCRIPTION			
Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed		4/30/19
Richland Creek Stream Restoration, phase 2 (The Cottage)			
DESCRIPTION			
Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement			
PROJECT UPDATE			
Public Works - Engineering Joe Guckavan	• Closed	\$ 100,000.00	7/31/19

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Joyner Park Phase 2			
DESCRIPTION Master Plan for Joyner Park Community Center and other improvements to the park			
PROJECT UPDATE			
Parks, Recreation & Cultural Resources - Ruben Wall	• Closed	\$ 11,880,930.00	8/31/19
Comprehensive Transportation Plan			
DESCRIPTION *Multimodal Transportation Plan			
PROJECT UPDATE			
Planning	• Closed	\$ 199,363.00	11/30/19
Downtown Improvements Phase 3			
DESCRIPTION Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 5,600,000.00	12/6/19
Richland Creek Stream Repair 2017			
DESCRIPTION Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement			
PROJECT UPDATE			
Public Works - Engineering - Joe Guckavan	• Closed	\$ 116,950.00	1/31/20
Senior Center Expansion			
DESCRIPTION Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 4,861,300.00	2/3/20

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Board Chambers A/V Camera System			
DESCRIPTION			
Update existing audio visual, camera and sound system in the Board Chambers for televising meetings			
PROJECT UPDATE			
Administration - Aileen Staples	• Closed		3/1/20
Dog Park Upgrades			
DESCRIPTION			
New configuration, shade structures, fencing, water fountains, and ADA access			
PROJECT UPDATE			
Parks, Recreation, & Cultural Resources - Josh Glover	• Closed	\$ 155,000.00	3/20/20
Installation of Irrigation and Sod Flaherty Park Field #3			
DESCRIPTION			
Grading and sod installation in the outfield portion.			
PROJECT UPDATE			
Parks, Recreation, & Cultural Resources - Josh Glover	• Closed	\$ 60,000.00	7/30/20
North White Street Landfill - Cap Construction			
DESCRIPTION			
In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).			
PROJECT UPDATE			
Public Works - Magda Holloway/Jeanette Johnson	• Closed	\$ 565,000.00	7/30/20
Priority Pedestrian Corridors: Wait & West Oak Avenue			
DESCRIPTION			
Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed	\$ 3,800,000.00	12/31/20

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Stadium Drive Complete Street			
DESCRIPTION Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.			
PROJECT UPDATE			
Public Works - Engineering - Jonathan Jacobs	• Closed	\$ 10,643,800.00	12/31/20
Forestville Road Pedestrian Underpass			
DESCRIPTION Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement			
PROJECT UPDATE			
Administration - Candace Davis	• Closed	\$ 349,000.00	6/30/21
Fiber Infrastructure Project			
DESCRIPTION Interconnect Town sites with a fiber network infrastructure			
PROJECT UPDATE			
IT - Adam Oates	• Closed	\$ 2,496,157.73	9/1/21
Endeavor Charter School			
DESCRIPTION Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)			
PROJECT UPDATE			
Engineering - Joe Guckavan	• Closed	\$ 750,000.00	11/30/21
Northeast Community Plan			
DESCRIPTION Update to the 2007 Northeast Neighborhood Plan			
PROJECT UPDATE			
Planning - Michelle Michael	• Closed	\$ 93,715.00	12/7/21

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Ailey Young Dam Removal & Stream Repair			
DESCRIPTION Remove pond dam Repair stream			
PROJECT UPDATE			
Engineering - Joe Guckavan	• Closed	\$ 817,105.00	12/31/21
Community Plan			
DESCRIPTION Update to the 2009 Community Plan			
PROJECT UPDATE			
Planning - Jennifer Currin	• Closed	\$ 206,760.00	5/30/22
Town Hall - Carpet Replacement/Renovations/Office Upfits			
DESCRIPTION Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22			
PROJECT UPDATE			
Public Facilities – Mickey Rochelle	• Closed	\$ 277,300.00	6/30/22
Greenway and Park Signage, Phase 1			
DESCRIPTION Wayfinding, phase 1- Sign implementation across greenways and parks			
PROJECT UPDATE			
Public Works	• Closed	\$ 1,082,500.00	9/30/22
Fire Training Deck Rebuild			
DESCRIPTION Remove and rebuild deck on training conex units			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Select One	\$ 48,000.00	6/30/23

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Town Hall - Lighting & Leak Repair			
DESCRIPTION Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Select One	\$ 321,000.00	6/30/23
Phone System Refresh			
DESCRIPTION Upgrade existing VoIP hardware and related networking gear.			
PROJECT UPDATE			
Information Technology - Adam Oates	• Select One	\$ 200,000.00	10/17/25
Flaherty Field #2			
DESCRIPTION Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.			
PROJECT UPDATE Complete			
PRCR - Ruben Wall	• Select One	\$ 944,000.00	7/30/24
Server Refresh			
DESCRIPTION Facilitate the complete lifecycle of the six hyperconverged servers located within our data centers.			
PROJECT UPDATE			
Information Technology - Adam Oates	• Select One	\$ 400,000.00	9/25/24
Ligon Mill Road Operational Improvements			
DESCRIPTION Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra-large sidewalks, curb and gutter and intersection improvements at S. Main Street.			
PROJECT UPDATE No Update			
Engineering	• Construction	\$ 3,781,500.00	12/31/24

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Flaherty Park Dam Maintenance and Repair			
DESCRIPTION Remove pond dam and repair stream. (ARPA funds)			
PROJECT UPDATE			
Engineering - Steven Meyer	• Finalizing	\$ 1,010,200.00	4/1/25
Work Order and Asset Management Software			
DESCRIPTION Software Upgrades			
PROJECT UPDATE We will continue onboarding some departments and maintaining current users, but the initial scope is completed.			
Information Technology - Adam Oates	• Finalizing	\$ 220,000.00	6/30/25
Forbes Property Improvements			
DESCRIPTION Reimbursement Agreement (3 year) for traffic signal and roadwork improvements associated with Blue Bird Ln			
PROJECT UPDATE Final payment has been made.			
Engineering - Allison Snyder	• Finalizing	\$ 74,700.00	6/30/25
HWY 98 Substation Wildlife Protection			
DESCRIPTION Extend and upgrade the Electrical Distribution System			
PROJECT UPDATE Complete			
Wake Forest Power - Chris Terrell	• Finalizing	\$ 55,000.00	
Electric Building Improvements - 5301 Unicon Dr.			
DESCRIPTION Electric Department Building including building remodel and construction retrofitting			
PROJECT UPDATE			
Public Facilities- Mickey Rochelle	• Closed	\$ 149,500.00	

CIP Project Tracker - Completed Projects

Q1: July - September 2025

Department - Project Lead	Phase	Total Project Cost	Completion
Downtown Underground Conversion - Wait Ave			
DESCRIPTION Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals.			
PROJECT UPDATE In progress waiting on Jones ave			
Wake Forest Power - Chris Terrell	• Closed	\$ 250,000.00	
Rogers Branch Installment			
DESCRIPTION Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road			
PROJECT UPDATE			
Engineering - Joe Guckavan	• Closed	\$ 759,900.00	
Public Works Operations Center (Renovation/Upgrade)			
DESCRIPTION Expansion of the Operations Center			
PROJECT UPDATE			
Public Facilities - Mickey Rochelle	• Closed	\$ 16,110,000.00	
Ailey Young House Rehabilitation			
DESCRIPTION Preservation of the building Will provide an African American historical resource			
PROJECT UPDATE No update. See Ailey Young House/Gateway Park CIP item.			
Planning - Michelle Michael	• Closed	\$ 303,500.00	12/30/22



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-614-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: November 18, 2025

Subject

Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS: