



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
December 2, 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.

1. Presentations

- 1.1 Presentation of Fiscal Year ended June 30, 2025 Annual Comprehensive Financial Report
[Presentation of Annual Financial Report for June 30, 2025_summary.pdf](#)
- 1.2 Municipal Fee Comparison
[Agenda Summary_BoC Fee Comparison.pdf](#)
[Attachment A - Wake County Planning Fees By Municipality.xlsx](#)
[Attachment B- Transportation Fee Comparison_Benesch Study.pdf](#)
[Attachment C-Recreation Fee Comparison_Benesch Study.pdf](#)
[Attachment D-Expanded Recreation Fee Comparison.xlsx](#)
[Attachment E-Wake Forest Fire Protection Facility Fee.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1 October Monthly Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[October 31, 2025 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1 BOC Regular Meeting Draft Agenda December 16, 2025
[Board of Commissioners Draft Agenda December 16th.pdf](#)

4. Other Business

5. Commissioner Reports

6. Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-633-

Submitted by: Aileen J. Staples, Finance

Submitting Department: Finance

Meeting Date: December 2, 2025

Subject

Presentation of Fiscal Year ended June 30, 2025 Annual Comprehensive Financial Report

Recommendation:

item Summary:

ATTACHMENTS:

- [Presentation of Annual Financial Report for June 30, 2025_summary.pdf](#)

Presentation by:

Scott Anderson, partner with Cherry Bekaert LLP will present the audited financial report for the year ended June 30, 2025. There will be a power point presentation summarizing the financial performance of the Town for the fiscal year 2024-2025. Staff will follow up with additional information and be available for questions.



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-677-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: December 2, 2025

Subject

Municipal Fee Comparison

Recommendation:

For informational purposes

item Summary:

ATTACHMENTS:

- [Agenda Summary_BoC Fee Comparison.pdf](#)
- [Attachment A - Wake County Planning Fees By Municipality.xlsx](#)
- [Attachment B- Transportation Fee Comparison_Benesch Study.pdf](#)
- [Attachment C-Recreation Fee Comparison_Benesch Study.pdf](#)
- [Attachment D-Expanded Recreation Fee Comparison.xlsx](#)
- [Attachment E-Wake Forest Fire Protection Facility Fee.pdf](#)

Agenda Item: Municipal Fee Comparison

Summary: Staff was asked to compare Wake Forest development fees against other Wake County municipalities. With no standardized and common naming convention for development permit types, Planning staff categorized each fee as best as possible for like for like comparisons (Attachment A).

In 2024, the Board of Commissioners adopted a new transportation fee and a revised recreation facility fee, and municipal fee comparisons were completed during those updates (Attachments B and C, respectively).

While a recreation facility fee comparison was provided in 2024, staff has expanded the comparison municipalities (Attachment D).

Additionally, the Town of Wake Forest charges a Fire Protection Facility Fee (Attachment E).

Attachments: Attachment A: Wake County Planning Fees by Municipality
Attachment B: Transportation Fee Comparison_Benesch Study
Attachment C: Recreation Fee Comparison_Benesch Study
Attachment D: Expanded Recreation Fee Comparison
Attachment E: Wake Forest Fire Protection Facility Fee

	Wake County Fees by Municipality (FY26)		
	Site Plan/ Master Plan	Construction P	
Wake Forest	Master Plan	First 3 reviews \$1000 + \$25/unit	Constructi on Plans Revisions after Signature
		4th review and each after \$500	
	Master Plan Modification	First 3 reviews \$500	
		4th review and each after \$250	
Apex	Major	\$1500 + \$10/acre	Subdivisions Sites, utility extensions, etc.
	Minor	\$1100 + \$30/acre	
	Revisions - Structure or parking area	\$400	
	Revisions - all other exempt	\$200	
Cary	Major - ≥ 20000 sf GFA* or ≥ 5 acres	\$3,500	See Site Plar
	Minor - < 20000 sf GFA or < 5 acres	\$2,500	
	Small Projects	\$500	
	Reuse/Redevelopment	\$1,000	
Fuquay-Varina	Major - ≤ 5 acres	\$1,250	Major subdivision
	Minor - > 5 acres	\$625	
	Plan Review - 3rd and subsequent submittals	\$450	
Garner	Residential	\$750 + \$10/unit	Initial Review (2 reviews & signature) Per Additional Review Revision
	Non-residential	\$750 + \$10/acre	
	Revisions: Residential	\$150 + \$5/unit	

	Revisions: Residential	\$150 + \$5/acre	Revision
	Revisions: Non-residential	\$150 + \$5/acre	
Holly Springs	Major (Residential or Non-Residential)	\$1100 + \$5/lot(unit)	Subdivision
	Major Subdivision w/ Conditional Rezoning Option 1	\$600	Site
			Major Revisions
			Minor Revisions
Knightdale	Commercial Nonresidential Master Plan	\$150	Development Site Plan CDs
	Master Plan (with Site Plan Review)	\$600 + \$50/acre	Submittal Fee
Morrisville	Conceptual Master Plan / Major Modification	\$750 + \$30/acre	Construction Plans
	Minor Modification	\$600	Minor Modification
	4th Review and Each After	\$250	4th Review and Each After
Raleigh	Prelim Subdivision - Level 1*	Per Review \$780 3rd review and after \$449	Through Building Dep
	Prelim Subdivision - Level 2	Per Review \$855 3rd review and after \$528	
	Prelim Subdivision - Level 3	Per Review \$1,638 3rd review and after \$909	
		Level 1 \$788	
		Level 1 re-review \$695	
	Site Permit Review: Major	Level 2 \$788	
		Level 2 re-review \$785	
		Level 3 \$1,022	
		Level 3 re-review \$885	
	Site Development Plan	\$1,000	Construction Infrastructure Drawings

Rolesville				
Wendell	Major Subdivision	Master Plan (Preliminary) Final Plan	\$400 + \$10/lot \$200 + \$5/lot	First Submittal Each Additional
	Minor Subdivision			
Zebulon		See Construction Plans		Construction Plan Review (Site Plan) Subsequent Submittal

Plans	Rezoning (Map Amendment)		
r sheet	\$1000 + \$25/unit	General	\$750 + \$25/acre
	\$500	Conditional	\$1000 + \$25/acre
		PUD	\$2000 + \$25/acre
	\$700 + \$10/lot	General	\$700 + \$25/acre
	\$700 + \$15/lot	Conditional	\$1000 + \$10/acre
		PUD	\$2000 + \$25/acre
1		Full TRC Review	\$800
		Not full TRC Review	\$800
		General	\$1,500
		>5 acres	\$1,500
		< 5 acres	\$300
		Conditional	\$1,500
		-	\$3,500
		Mixed Use	\$1,750
		Amendment <50%	\$1,750
		PUD	\$3,500
	\$500 + \$5/lot	General	\$500
		Conditional	\$600
		Master Plan (PUD)	\$1,000
	\$750 + \$10/lot	General	\$500 + \$10/acre
	\$300	Conditional	\$500 + \$10/acre
	\$300 +		

\$5/lot		
\$1100 + \$50/lot	General	\$900 + \$10/acre
\$1100 + \$30/lot	Option 1*	\$1500 + \$10/acre + \$600
\$1,500	Conditional	\$1500 + \$10/acre
	Option 2*	
\$900	PUD minor amendment	\$500
\$300	General	\$600
\$700	Conditional	\$600
	Residential	\$600 + \$50/acre
	PUD	
	Nonresidential	\$600
\$750 + \$30/acre	All	\$1,000
\$600		
\$560		
partment	General	\$880
	Conditional	\$1,760
\$1,000	General	\$600

	Conditional	\$1,000
	Mixed Use	\$1,200
\$700	Rezoning Application	\$600
\$350	Map Amendment/ Conditional District	\$600
\$700	General	\$600
\$250	Conditional	\$700
	PUD	\$800

Technical Study

Calculated MMTIF Rates

Land Use	Unit	Town of Wake Forest		City of Durham			City of Raleigh	Town of Knightdale	Town of Cary		Town of Zebulon DRAFT*
		Calculated	Town Travel (@6%)	North	South	Downtown			Central	Base	
Study Date		2024	2024	2008	2008	2008	2006	-	-	-	2024
Adoption %		N/A	N/A	50%	50%	50%	98%	-	-	-	100%
Residential											
Single Family (2,000 sf)	du	\$10,601	\$636	\$531	\$1,405	\$293	\$2,262	\$400	\$1,103	\$1,573	\$2,089
Multi-Family (Low-Rise)	du	\$6,748	\$405	\$326	\$862	\$180	\$1,512	\$300	\$684	\$975	\$1,493
Non-Residential											
Light Industrial	1,000 sf	\$4,431	\$266	\$389	\$1,029	\$215	\$1,770	\$181	\$869	\$1,238	\$1,079
Office (50,000 sq ft)	1,000 sf	\$9,862	\$592	\$909	\$2,406	\$503	\$2,800	\$543	\$1,483	\$2,113	\$2,401
Retail (125,000 sq ft)	1,000 sfgla	\$14,085	\$845	\$1,892	\$5,008	\$1,046	\$3,672	\$1,247	\$1,148	\$1,637	\$5,411

*Since 2024, Zebulon adopted their transportation impact fee and does not have a set fee but rather it is calculated using the following equation: $(\$221.53 \times \text{average daily trips}) - (\text{pass by traffic})$.

IX. Parks and Recreation Facility Fee Schedule Comparison

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

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

Table 9
Parks and Recreation Facility Impact Fee Schedule Comparison

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

- 1) Represents the portion of the maximum calculated fee for each respective county that is actually charged. Fee may have been lowered/increased through annual indexing or policy discounts. Does not account for moratorium/suspensions.
- 2) du = dwelling unit
- 3) Source: Table 8
- 4) Source: Town of Wake Forest
- 5) Source: City of Raleigh Development Fee Guide, Zone 1
- 6) Source: Town of Rolesville, Impact fee for recreational development Fiscal Year 2023-2024 Adopted Budget

Recreation Fees				
Wake Forest	Recreation Facility Fees*			
	SF dwelling	MF dwelling		
	\$4,370	\$2,528		
	*Some have payment in lieu or land dedication			
Apex	Housing Type	Fee per Unit	Acreage per Unit	Decimal Multiplier
	SF - detached	\$4,244.42	1/30 acre	0.0333
	SF - attached	\$2,858.65	1/45 acre	0.0223
	MF - attached	\$2,516.93	1/51 acre	0.01964
Garner	Fee in Lieu of Parkland Dedication			
	Housing Type	Per Unit Fee		
	SF - detached	\$2,375		
	SF - attached	\$1,715		
	MF (townhouse, apartments)	\$1,762		
Morrisville	Parkland Fee in Lieu			
	SF attached, detached, duplex, manufactured homes		1/35 of an acre times	
			# of dwelling units	
	MF	214.52 per unit		
Raleigh	Recreation Facility Fees			
	Zone 1			
	SF dwelling	MF dwelling		
	\$1871/ unit	\$1358/ unit		
	Zone 2			
	SF dwelling	MF dwelling		
	\$1871/ unit	\$1358/ unit		
	Zone 3			
	SF dwelling	MF dwelling		
	\$1577/ unit	\$1147/ unit		
	Zone 4			
	SF dwelling	MF dwelling		
	\$1583/ unit	\$1162/ unit		

Recreation Impact Fee

Zebulon

Plat Already Recorded for Development

Single-Family

\$3000/ unit

Multi-Family

\$3000/ unit

Plat Not Recorded for Development

Single-Family

\$3000/ unit

Multi-Family

\$3000/ unit

Fire Protection Facility Fee			
Wake Forest	Unit of Service		Impact Fee
	Single-Family Detached	Per household (2.74 persons)	\$780
	Single-family Attached (multi-	Per residential unit (2.23 persons)	\$681
	Commercial & Institutional*	Per 1,000 sq. ft.	\$1,015
	Industrial & Manufacturing*	Per 1,000 sq. ft.	\$762
*Occupancy designation is determined based upon NC Building Code definition			





BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-672-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: December 2, 2025

Subject

October Monthly Financial Summaries

Recommendation:

item Summary:

ATTACHMENTS:

- [Monthly Financial Report_summary.pdf](#)
- [October 31, 2025 Financial Summaries.pdf](#)

Agenda Item: Monthly Financial Report

Summary: Staff prepares monthly financial reports for each of the respective operating funds for which an annual budget is authorized by the Board of Commissioners. The reports are accompanied by highlights during respective month for each fund.

Attachments: Financial summaries

Town of Wake Forest

October 31, 2025

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September. Penalties and interest do not accrue until January 2026. Majority of this revenue source comes in towards the end of December and before January 6.
- Typical for General Fund to operate at a deficit first five to six months of the fiscal year due to timing of property tax collections and receipt of sales tax revenues. Comparatively speaking, spending is higher than this time last year due to some capital items being ordered earlier than normal. The gap should start to close in November/December when property tax collections increase.
- Guidelines for spending is around 33%. Total year-to-date expenditures are at 36.81% of appropriations (includes encumbrances). There are some departments that exceed that threshold due to blanket purchase orders issued in July/August and other expenditures paid early in the fiscal year (i.e. workers compensation, property and liability insurance in Risk Management).
- Encumbrances (purchase orders from FY 25, but items not received) have been carried forward and are reflected in the summaries. Respective budgets have been amended.
- Purchase for resale – power for October (\$1,054,143) is paid in November and not reflected in the attached. Rate adjustment went into effect September 1 – 3% increase in residential energy charge.
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.

GENERAL FUND
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 51,065,310	\$ 9,374,581	-	\$ 41,690,729	18.36%	\$ 9,517,687
Other Taxes	72,500	21,377	-	51,123	29.49%	16,932
Unrestricted Intergovernmental	20,816,945	1,502,287	-	19,314,658	7.22%	1,701,785
Restricted Governmental	3,403,535	1,310,760	-	2,092,775	38.51%	1,038,322
Permits and Fees	2,615,000	816,998	-	1,798,002	31.24%	909,065
Other Revenue	3,234,635	470,223	-	2,764,412	14.54%	521,548
Sales and Services	5,898,535	1,193,304	-	4,705,231	20.23%	1,043,235
Investment Earnings	985,500	245,579	-	739,921	24.92%	421,970
Other Financing Sources	7,413,359	-	-	7,413,359	0.00%	-
General Fund Total	\$ 95,505,319	14,935,110	-	80,570,209	15.64%	\$ 15,170,543

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 409,250	\$ 91,808	\$ -	\$ 317,442	22.43%	\$ 219,437
412 Legal Services	489,630	152,158	-	337,472	31.08%	78,625
420 Town Manager's Office	1,069,335	330,082	31,067	708,186	33.77%	315,637
421 Town Clerk	299,600	89,114	-	210,486	29.74%	75,904
422 Organizational Performance	745,350	195,375	11,260	538,715	27.72%	152,983
423 Budget Management	507,600	157,631	-	349,969	31.05%	92,710
425 Communications	1,450,765	445,128	121,222	884,415	39.04%	361,811
430 Human Resources	1,290,105	438,466	7,967	843,672	34.60%	414,441
431 Risk Management	1,205,650	1,069,357	-	136,293	88.70%	400,636
435 Downtown Development	588,200	180,735	-	407,465	30.73%	148,668
440 Financial Services	1,674,505	446,654	1,485	1,226,366	26.76%	407,187
445 Information Technology	2,381,430	977,107	180,137	1,224,187	48.59%	1,148,747
480 Inspections	2,367,660	718,149	-	1,649,511	30.33%	617,144
490 Planning	5,573,396	1,218,890	1,553,925	2,800,581	49.75%	945,893
500 Public Facilities	3,495,450	949,217	1,207,071	1,339,162	61.69%	1,052,155
510 Police	19,396,634	5,689,397	1,020,828	12,686,409	34.59%	4,914,900
520 Fire	14,267,530	4,595,120	992,771	8,679,640	39.17%	3,889,790
530 Public Works Administration	329,535	99,750	355	229,430	30.38%	82,743
535 Urban Forestry	745,495	198,189	5,341	541,965	27.30%	129,820
540 Engineering	2,297,981	627,569	152,855	1,517,557	33.96%	469,598
550 Fleet Maintenance	727,290	206,549	11,233	509,508	29.94%	188,254
560 Streets	5,089,139	931,546	1,020,407	3,137,186	38.36%	941,155
580 Solid Waste	6,923,154	1,747,726	255,985	4,919,443	28.94%	1,154,305
620 Parks and Recreation	6,940,425	2,028,270	385,882	4,526,273	34.78%	1,685,196
630 Center for Active Aging	761,905	175,009	1,549	585,347	23.17%	-
999 Transfers	14,478,305	4,438,435	-	10,039,870	30.66%	3,283,431
General Fund Total	\$ 95,505,319	28,197,430	6,961,339	60,346,550	36.81%	\$ 23,171,170

General Fund - Net Gain (Loss)

\$ (13,262,319)

\$ (8,000,626)

Debt Service Fund
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,805,715	908,536	897,179	50.31%	859,892
Permits and Fees	637,500	174,323	463,178	27.34%	221,485
Investment Earnings	106,350	46,704	59,646	43.92%	34,012
Other Financing Sources	8,854,850	2,929,950	5,924,900	33.09%	2,237,704
General Fund Total	\$ 11,404,415	4,059,512	7,344,903	35.60%	\$ 3,353,093

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 12,820	\$ 768	\$ 12,052	5.99%	\$ 768
445 Information Technology	615,455	188,259	427,196	30.59%	320,882
480 Building Inspections	13,530	6,762	6,768	49.97%	6,762
490 Planning	396,910	249,859	147,051	62.95%	6,762
500 Public Facilities	1,103,515	161,189	942,326	14.61%	156,282
510 Police	425,790	199,592	226,198	46.88%	378,606
520 Fire	1,199,465	134,543	1,064,922	11.22%	134,543
535 Urban Forestry	-	-	-	0.00%	4,273
540 Engineering	9,310	4,654	4,656	49.99%	4,654
550 Fleet Maintenance	12,050	-	12,050	0.00%	4,273
560 Streets	1,733,785	267,001	1,466,784	15.40%	228,193
570 Powell Bill	2,823,460	957,826	1,865,634	33.92%	-
580 Solid Waste	255,875	64,711	191,164	25.29%	91,070
620 Parks and Recreation	2,802,450	1,096,611	1,705,839	39.13%	183,992
General Fund Total	\$ 11,404,415	3,331,775	8,072,640	29.21%	\$ 1,521,059

Debt Service Fund - Net Gain (Loss)

\$ 727,737

\$ 1,832,034

DMSD Special Revenue Fund
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 209,200	\$ 51,555	-	\$ 157,645	24.64%	\$ 44,932
Investment Earnings	12,500	5,254	-	7,246	42.03%	7,231
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 221,700	56,809	-	164,891	25.62%	\$ 52,163

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 221,700	\$ -	\$ -	\$ 221,700	0.00%	\$ -
DMSD Special Revenue Fund Total	\$ 221,700	-	-	221,700	0.00%	\$ -

Downtown District - Net Gain (Loss)

56,809

52,163

Wake Forest Renaissance Centre
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 322,700	\$ 30,835	\$ -	\$ 291,865	9.56%	\$ 35,784
Other Revenue	184,825	50,695	-	134,130	27.43%	50,014
Other Financing Sources	996,625	308,875	-	687,750	30.99%	199,388
WFRC Fund Total	\$ 1,504,150	390,405	-	1,113,745	25.96%	\$ 285,185

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,504,150	\$ 487,273	\$ 103,015	\$ 913,862	39.24%	\$ 396,677
WFRC Fund Total	\$ 1,504,150	487,273	103,015	913,862	39.24%	\$ 396,677

WFRC Fund - Net Gain (Loss) **\$ (96,868)** **\$ (111,492)**

Wake Forest Business and Industry Partnership Fund (BIP)
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Revenue	15,500	3,919	-	11,581	25.28%	6,262
Other Financing Sources	567,355	189,285	-	378,070	33.36%	124,500
WFRC Fund Total	\$ 582,855	193,204	-	389,651	33.15%	\$ 130,762

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 582,855	\$ 167,648	\$ -	\$ 415,207	28.76%	\$ 143,827
WFRC Fund Total	\$ 582,855	167,648	-	415,207	28.76%	\$ 143,827

WFBIP Fund - Net Gain (Loss) **\$ 25,557** **\$ (13,065)**

WAKE FOREST POWER (ELECTRIC FUND)
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 26,006,750	\$ 9,612,187	-	\$ 16,394,563	36.96%	\$ 9,350,835
Sales Tax - Utility	1,771,610	663,217	-	1,108,393	37.44%	650,909
Other Revenue	422,640	233,030	-	189,610	55.14%	293,319
Investment Earnings	40,000	27,516	-	12,484	68.79%	18,830
Electric Fund Total	\$ 28,241,000	10,535,950	-	17,705,050	37.31%	\$ 10,313,893

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 872,860	\$ 227,519	\$ -	\$ 645,341	26.07%	\$ 247,731
850 Electric - Operations	\$ 26,837,655	7,692,846	780,878	18,363,932	31.57%	8,770,237
860 Electric - Tree Trimming	530,485	122,653	97,236	310,597	41.45%	102,134
Electric Fund Total	\$ 28,241,000	8,043,018	878,113	19,319,869	31.59%	\$ 9,120,102

Electric Fund - Net Gain (Loss)

2,492,932

1,193,791

STORMWATER UTILITY FUND
October 31, 2025

Monthly Target Percentage

33.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 3,610,510	\$ 1,379,249	-	\$ 2,231,261	38.20%	\$ 657,019
Investment Earnings	25,000	7,333	-	17,667	29.33%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 3,635,510	1,386,582	-	2,248,928	38.14%	\$ 657,019

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 3,635,510	\$ 270,729	\$ 1,051,491	\$ 2,313,290	36.37%	\$ 106,785
Stormwater Utility Fund	\$ 3,635,510	270,729	1,051,491	2,313,290	36.37%	\$ 106,785

Stormwater Utility Fund - Net Gain/(Loss)

1,115,853

550,234

AMERICAN RESCUE PLAN ACT (ARPA)
10/31/2025 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

							N/A
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
REVENUES							
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-	
Investment Earnings	1,169,850	1,163,173	-	6,677	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,710,850	15,705,018	-	5,832	99.96%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 825,000	\$ 803,732	\$ -	\$ 21,268	97.42%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	7,416,320	4,091,593	3,146,938	177,789	97.60%	-	
638 Other Improvements	4,248,690	4,020,332	227,703	655	99.98%	-	
General Fund Total	\$ 15,710,850	10,482,488	5,028,641	199,721	98.73%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 5,222,531					\$ -



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-679-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: December 2, 2025

Subject

BOC Regular Meeting Draft Agenda December 16, 2025

Recommendation:

item Summary:

ATTACHMENTS:

- [Board of Commissioners Draft Agenda December 16th.pdf](#)



**Wake Forest Board of Commissioners
Meeting Agenda
December 16, 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

3. Presentations

4. Public hearings / Public Comment

4.A Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2026-2031
[Public Hearing on Proposed CIP Update_Summary.pdf](#)

4.B Public Hearing to receive public input for the FY 2026-2027 Annual Operating Budget
[FY 26-27 Budget Public Hearing 1 Summary.pdf](#)
[FY 26-27 Budget Public Hearing 1 Tentative Schedule.pdf](#)

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.

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 Appointment to Citizen Advisory Boards
[RESOLUTION2026-XXX_Adv_Board_Appts-BOA .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PB_MMoore.pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-TAB .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PRCR.pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-HRC .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PAC.pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-HPC.pdf](#)
[HPC Waiver Statement_Elizabeth Miller_Dec2025.pdf](#)

5.B RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF WAKE

FOREST STREET SYSTEM FOR MAINTENANCE
[Attachment_A_summary_12.2025_Accept_Streets.docx](#)
[Attachment_B_Resolution__Accept_Streets.docx](#)

- 5.C Approval of the 2026 Street Resurfacing Project
[Summary_Street Resurfacing Contract 2025.docx](#)
[Attachment_A_2024-xx_Resolution_.docx](#)
[Attachement_B_Street_Resurfacing_Bid_0004-2024.pdf](#)
[Attachment_C_Bid Tab.pdf](#)

- 5.D Approval of Budget Ordinance Amendment # 3 - FY 2025-2026
[Budget Ordinance Amendment_summary.pdf](#)

- 5.E Consideration of an Interlocal Agreement with Wake County for an EMPA Program

6. Legislative Items

7. Planning Items

8. Administration and Financial Items

- 8.A Consideration of Approval of Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160-20 (Construction of Fire Station 6)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A Department Monthly Reports
- 12.B December Tax Report
- 12.C Resolution of Appreciation for Outgoing Commissioner
- 12.D Resolution of Appreciation for Outgoing Mayor
- 12.E Oath of Office for Commissioner-elect
- 12.F Oath of Office for Mayor-elect
- 12.G Commissioner Reports

13.Adjournment