Wake Forest Board of Commissioners Work Session
Meeting Agenda
November 3, 2026 – at 6:00 PM
All items listed are for discussion and possible action.

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

1. Presentations

1.1 Introduction of Candidates for Planning Board
Summary Sheet_Candidates 2026.pdf
2026 PB APPS FOR BOC.pdf
PB Candidates Cover letter 2026.pdf

1.2 Consideration of agreement to provide IT services to the Town of Youngsville
IT Services_ Town _summary.pdf

2. Discussion of Monthly Financial Report

2.1 Discussion of September Monthly Financial Summaries
Monthly Financial Report_summary.pdf
September 30, 2026 Financial Summaries.pdf

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting November 17, 2026
Draft Agenda Board of Commissioners 11-17-2026

4. Other Business

4.1 Proclamation Recognizing National Diabetes Month
PROCLAMATION Recognizing November as National Diabetes Month.pdf

5. Commissioner Reports

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

6. Adjournment

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1020
Submitted by: Ella Dowtin,Planning
Submitting Department: Planning
Meeting Date:November 3, 2026

Subject
Introduction of Candidates for Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- Summary Sheet_Candidates 2026.pdf
- 2026 PB APPS FOR BOC.pdf
- PB Candidates Cover letter 2026.pdf

Agenda Item: Introduction of candidates for the Planning Board.

Summary: Candidates have been invited to the November 3, 2026, meeting to be introduced and share why they are interested in being appointed to the advisory board of their choice.

Attachment: None.

Entry #: 113 - Patrick McGinnis **Status:** Submitted **Submitted:** 8/19/2026 12:45 PM

Name

Patrick McGinnis

Address

548 N College St, WAKE FOREST, North Carolina 27587

Email

pmcginnis629@gmail.com

Phone

(610) 322-8638

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 downtown resident, I am very interested in applying my work-life experience to support the town's Planning Department. My primary interest lies in the strategic planning associated with the significant impacts of the NCDOT S Line project. I have completed the Wake Forest Planning 101 program.

Occupation

Retired corporate development executive

Please upload a current resume

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?

7 years

Please provide proof of residency

Interests & Experiences

Interests - Fishing, travel, business consulting
Experiences - 40 years of corporate and technical information services. Project management, business development, corporate development.

Ethics Guidelines for Town Advisory Boards & Commissions

Please agree with the following statement:
If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

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:
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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 Email/E-Notifier

Contact

pmcginnis@tweddle.com

www.linkedin.com/in/patrick-mcginnis-1284b (LinkedIn)

Top Skills

Product Development
Publishing
New Business Development

Patrick McGinnis

Advisor | Volunteer
Wake Forest, North Carolina, United States

Summary

Business Development, Corporate Development, Strategic Planning and Partnerships

Experience

Independent Consultant
Strategic Advisor
January 2026 - Present (8 months)

Tweddle Group
21 years

Chief Strategy Officer (Retired)
January 2023 - January 2026 (3 years 1 month)
United States

Chief Business Development Officer
July 2017 - December 2022 (5 years 6 months)
Greater Detroit Area

Vice President, Business Development
February 2005 - April 2018 (13 years 3 months)

Wolters Kluwer Health
Vice President, Digital Publishing
June 1999 - February 2005 (5 years 9 months)

Reporting to the President and CEO, directed the planning, development and implementation of electronic product and print production activities for this leading medical and health professions publisher.
- Established e-business and content management initiatives aligned with customer-focused business strategy. Directed initiatives leading to media-neutral content management and electronic distribution, expanding content repurposing and licensing opportunities

- In partnership with publishers, sales and marketing, introduced innovative PDA-based clinical reference products to market, contributing over $3 million in revenue
- Provided strategic oversight of LWW Education web portal and e-commerce ventures. Launched Medrevu.com and NursingCenter.com, both profitable continuing education and test preparation businesses.
- Managed annual multi-department financial plans with operating and capital budgets exceeding $10 million.

Knite Inc,
CEO, President
June 1998 - June 1999 (1 year 1 month)

Reporting to Board of Directors, developed and executed strategic business plan for this early-stage technology company. Knite Incorporated was established to pursue the commercialization of an innovative ignition technology develop at Princeton University.
- Raised $3.5 million in angel investment capital
- Developed marketing plan to position technology toward major ignition and combustion engine industries. Signed first technology agreement with outboard marine engine company.
- Represented organization to financial community, customers, and shareholders.
- Developed strategic alliances and negotiated service contracts and license agreements.

SPX, Valley Forge Technical Information Services
Vice President, Operations and Business Manager
November 1986 - June 1999 (12 years 8 months)

Directed the development and execution of sales and operating plans for this leading technical information, consulting, and publishing services company. Provided leadership and vision to business, technical, and publishing professionals service automotive and heavy truck manufacturers, heavy equipment suppliers, and aftermarket publishers.
- Established information services business resulting in new markets and customers. Maintained consistent revenue growth of 7% annually over a five-year period.
- Created and executed plans for information products consisting of electrical schematics and vehicle component location data. Negotiated licensing contracts with major aftermarket publishers resulting in revenue of over $15 million.

- Improved financial performance through employee training, process reengineering, and overhead reductions; received ISO 9001 certification for facility in Exton, PA.

Education

Temple University

Bachelor of Science, Electrical Engineering Technology · (1980 - 1984)

Penn State Great Valley

Masters, Business Administration / Management

Entry #: 125 - Tanesha Grace **Status:** Submitted **Submitted:** 9/10/2026 9:59 PM

Name

Tanesha Grace

Address

225 Tazwell Hall Lane, Wake Forest, North Carolina 27587

Email

taneshagrace@hotmail.com

Phone

(317) 513-1459

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 7-year resident Wake Forest, I have a deep personal and vested interest in the continued strength and success of our community. My family has grown alongside the town- my four children have attended or currently attend Wake Forest schools and have participated in local leagues and activities through the town.

We are active participants in the community, from walking and enjoying the greenways to regularly attending local events and welcoming family and friends from near and far to experience all Wake Forest has to offer.

I am passionate about contributing to the continued growth and prosperity of Wake Forest. I would welcome the opportunity to bring my perspective, experience, and commitment to the community to a board advisory role, helping support thoughtful decisions and initiatives that preserve what makes Wake Forest exceptional while positioning the town for a strong and sustainable future.

Occupation

Project Management

Please upload a current resume

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?

7 years

Please provide proof of residency

Interests & Experiences

Attending and being active in church
Attending social events with my family
Singing and being part of a choir

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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?

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Do you agree?
Yes

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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)
Instagram

TANESHA GRACE

PROJECT MANAGER

CONTACT

317-513-1459

taneshagrace@hotmail.com

225 Tazwell Hall Lane
Wake Forest, NC

www.linkedin.com/in/tanesha-grace-09b1b342

PROFILE SUMMARY

Project administration and coordination professional with experience supporting planning, execution, and monitoring of projects across construction, education, and service environments. Demonstrated ability to track project tasks, schedules, budgets, and documentation while supporting cross-functional teams and external stakeholders. Detail-oriented, organized, and experienced using established project management tools and processes to meet stakeholder expectations.

EDUCATION

1999-2003
BALL STATE UNIVERSITY

- Bachelor of Arts-
- Major- Communications
- Minor- Social Work

SKILLS

- Project Compliance & Documentation
- Project Administration (Award → Closeout)
- Scheduling & Planning Support
- Subcontractor & Material Procurement
- Cross-Functional Team Coordination
- Risk Identification & Mitigation
- Data Entry & Record Maintenance
- Microsoft Office Suite (Excel, Word, Outlook)
- Construction & Project Management Software

WORK EXPERIENCE

Habitat for Humanity Greater Raleigh 2026- CURRENT
Faith Relations Specialist

- Coordinate and manage the Faith Department's weekly staff meetings, including scheduling, agendas and follow-up meet activities.
- Collaborate effectively with internal departments to support shared initiatives, communications and organizational goals.
- Track and acknowledge financial gifts received from faith partners while maintaining accurate records.
- Assist in the implementation and transition to CRM software, including data organization and system adoption.
- Manage grant application process and coordinate required reporting and documentation.
- Participate in Faith Build campaign events and represent the Faith Department at congregational events, including speaking engagements as needed.

Sears Contract Inc 2024-2025
Project Manager/Estimator

- Provide administrative and operational support across all phases of assigned projects, from preconstruction through completion.
- Coordinate project planning, scheduling, material procurement, and documentation to ensure compliance with contract and jurisdictional requirements.
- Manage purchase orders, invoices, and budgeting while maintaining accurate project records for internal reporting and close-out.
- Communicate regularly with general contractors, architects, engineers, and field teams to ensure timely execution and issue resolution.
- Track project milestones, identify potential risks, and assist in implementing corrective actions to prevent cost or schedule impacts.

Brasfield & Gorrie
2023-2024
Project Management

- Supported delivery of a $160M+ multi-stakeholder project by assisting with planning, execution, and monitoring activities.
- Monitored subcontractor activities and project tasks across multiple disciplines to support schedule adherence.
- Assisted with budget tracking, documentation, and reporting to support project controls.
- Managed submittal and RFI workflows, ensuring accurate records and timely communication.
- Partnered with field supervision and design teams to identify risks and support resolution strategies.
- Created a materials tracking matrix to improve forecasting, reporting, and process consistency.

Hope Renovations
2023-2023
Construction Apprentice

- Supported client-centered renovation projects focused on improving safety, accessibility, and long-term habitability for older adults.
- Collaborated with cross-functional teams to efficiently execute project plans while maintaining strong attention to client needs and outcomes.
- Demonstrated flexibility and accountability in a fast-paced, hands-on work environment.

Noom, Inc.
2020-2022
Virtual Health Coach

- Delivered daily written and verbal communications to clients, translating complex health concepts into clear, engaging, and actionable guidance.
- Delivered timely updates, addressed concerns, and maintained consistent communication to support customer satisfaction and engagement.
- Recognized as a high performer for accountability, organization, and results-driven service delivery.
- Trained and mentored new team members, reinforcing standardized processes and documentation requirements.

Kelly Educational Staffing
2018-2019
Building Substitute

- Delivered classroom instruction by executing teacher lesson plans and adapting to diverse student needs across grade levels.
- Served as a school-wide floater, providing operational and instructional support to ensure continuity of learning.
- Maintained safe, structured, and inclusive classroom environments in a fast-paced setting.
- Collaborated with teachers, administrators, and support staff to align classroom activities with instructional goals.

Washington Township Schools
2017-2018
Instructional Assistant

- Assisted lead teachers with classroom instruction, small-group support, and individualized student assistance.
- Supported development and implementation of instructional materials aligned with curriculum objectives.
- Helped monitor student progress and classroom dynamics, providing feedback to teaching staff.

Greentree Real Estate Group
2016-2018
Real Estate Broker

- Developed marketing materials and client-facing communications to promote listings and services.
- Managed multiple client relationships simultaneously, ensuring clear communication and timely follow-up.
- Coordinated transactions involving contracts, compliance documentation, deadlines, and regulatory requirements.
- Maintained organized records and ensured accurate processing from initiation through close-out.

Camden Cross Creek Apts
2007-2011
Leasing Consultant

- Supported leasing and marketing operations through administrative coordination, recordkeeping, and customer service.
- Processed payments, maintained documentation, and supported reporting needs.

TOOLS & TECHNOLOGY

- MS Excel, PowerPoint, Word
- Smartsheets, Procore, Bluebeam
- QuickBid, OST, Sage, Adobe

Entry #: 123 - William Gass **Status:** Submitted **Submitted:** 9/9/2026 5:01 PM

Name

William Gass

Address

4332 Field Oak Drive, Wake Forest, North Carolina 27587

Email

william.gass@edwardjones.com

Phone

(919) 501-3592

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 serve the town with my experience in the building industry as well as financial industry.

Occupation

Financial Advisor

Please upload a current resume

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

Yes

Length of residency in Wake County?

10+ years

Length of residency in Wake Forest?

10+ years

Please provide proof of residency

Interests & Experiences

Outdoors, helping others, spending time with family, traveling

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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

WILLIAM GASS, CEPA®

EDWARD JONES FINANCIAL ADVISOR

CONTACT

984-235-1075
william.gass@edwardjones.com
www.edwardjones.com/william.gass

PROFILE

As a Financial Advisor and CEPA® professional, I work with successful business owners and their families to prepare for life's most important financial decisions. Whether planning for retirement, selling a business, transferring ownership to the next generation, or creating a lasting legacy, I help clients develop strategies that integrate their business and personal wealth.

SKILLS

Res Build/Develop
Comm Build/Develop
Sales Training/Develop
Business Processes/Logistics
Customer Service
Business Development
Business Planning
Certified Exit Planning Advisor

EDUCATION

American Public University
2010
BA in History
3.9 GPA

EXPERIENCE

Financial Advisor and CEPA®
Edward Jones
2025-Present
Help clients grow and protect wealth, prepare for retirement, increase business value, develop succession and exit strategies, reduce financial uncertainty and create a legacy for family and charitable causes.

Sales Representative/Sales Trainer/Sales Manager
Pella Window and Door Company
2000-2025
Manage all aspects of sales, including scheduling installation, product servicing, customer relations, builder relations, inspections, as well as training for new hires.

Wake Forest Planning Board Applicants

Planning Board – 2 Regular Seats
Note: * Reapplying**

All Candidates:

Candidate	Town Limits
Patrick McGinnis	Yes
Tanesha Grace	Yes
William Gass	Yes
***Elaine Sheppard	Yes
***Matt Davis	Yes

Planning Board – 1 ETJ Seat
Note: * Reapplying**

Candidate	Town Limits
***Adam Redler	ETJ

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1037
Submitted by: Adam Oates,Information Technology
Submitting Department: Information Technology
Meeting Date:November 3, 2026

Subject
Consideration of agreement to provide IT services to the Town of Youngsville

Recommendation:

item Summary:

ATTACHMENTS:

- IT Services_ Town _summary.pdf

Consideration of Agreement to Provide Information Technology (IT) Services to the Town of Youngsville

The Town of Youngsville currently contracts with an outside provider for its information technology (IT) services. Our IT team has met with representatives from Youngsville and submitted a proposal to the Town Manager, which has been authorized to proceed by the Youngsville Town Council.

Youngsville has provided a draft interlocal agreement (ILA), which is currently under review by our Town Attorney and staff.

This opportunity would allow us to support a neighboring community by sharing our IT expertise and resources while generating additional revenue for the town. The proposed agreement would establish the framework for providing IT services to Youngsville, subject to the completion of the legal and administrative review process. Upon direction from the Board of Commissioners, the ILA would be on the November 17 agenda for approval.

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1032
Submitted by: Aileen J. Staples,Administration
Submitting Department: Administration
Meeting Date:November 3, 2026

Subject
Discussion of September Monthly Financial Summaries

Recommendation:

item Summary:

ATTACHMENTS:

- Monthly Financial Report_summary.pdf
- September 30, 2026 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
September 30, 2026

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 53% of the General Fund revenues – they are due in September. Penalties and interest do not accrue until January 2027. Majority of this revenue source comes between November and before January 6.

- Typical for General Fund to operate at a deficit first five to six months of the fiscal year due to timing of property tax collections and receipt of sales tax revenues.

- Guidelines for spending is around 25% (1/4 of the year). There are a few departments that exceed that threshold due to blanket purchase orders issued in July/August and other expenditures paid early in the fiscal year.

    - Risk Management (431) – property, liability and workers compensation premiums paid during first quarter

- Encumbrances (purchase orders from FY 26, but items not received) have been carried forward and are reflected in the summaries. Respective budgets have been amended.

- Purchase for resale – power for September ($1,611,136) is paid in October and not reflected in the attached.

- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything is reported cumulative from the beginning – July 2021. All funds must be expended by December 31, 2026. We are on target to spend all funds in accordance with regulations.

GENERAL FUND

September 30, 2026

Monthly Target Percentage 25.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	$ 51,956,800	$ 6,898,088	-	$ 45,058,712	13.28%	$ 7,504,206
Other Taxes	82,500	15,747	-	66,753	19.09%	14,507
Unrestricted Intergovernmental	23,975,490	-	-	23,975,490	0.00%	-
Restricted Governmental	3,802,040	967,842	-	2,834,198	25.46%	942,342
Permits and Fees	2,611,200	590,392	-	2,020,808	22.61%	589,875
Other Revenue	2,954,185	522,925	-	2,431,260	17.70%	329,748
Sales and Services	6,147,720	388,834	-	5,758,886	6.32%	375,541
Investment Earnings	855,500	208,211	-	647,289	24.34%	196,598
Other Financing Sources	5,746,355	-	-	5,746,355	0.00%	-
General Fund Total	$ 98,131,790	9,592,039	-	88,539,751	9.77%	$ 9,952,817

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	$ 302,750	$ 83,019	$ -	$ 219,731	27.42%	$ 81,263
412 Legal Services	504,080	86,538	-	417,542	17.17%	87,320
420 Town Manager's Office	1,074,040	209,780	-	864,260	19.53%	210,671
421 Town Clerk	314,800	59,947	2,687	252,166	19.90%	59,504
422 Organizational Performance	799,500	134,328	49,006	616,166	22.93%	117,773
423 Budget Management	674,000	176,754	9,940	487,306	27.70%	112,712
425 Communications	1,556,500	391,577	167,472	997,451	35.92%	294,053
430 Human Resources	1,510,295	359,678	-	1,150,617	23.82%	322,955
431 Risk Management	1,325,000	1,188,689	-	136,311	89.71%	1,011,957
435 Downtown Development	591,300	148,376	5,962	436,961	26.10%	136,620
440 Financial Services	1,751,520	256,927	-	1,494,593	14.67%	293,372
445 Information Technology	2,765,200	889,578	60,300	1,815,322	34.35%	734,784
480 Inspections	2,341,950	499,662	1,506	1,840,781	21.40%	466,193
490 Planning	6,226,398	843,222	390,356	4,992,820	19.81%	609,855
500 Public Facilities	3,455,640	739,704	346,487	2,369,449	31.43%	703,518
510 Police	19,852,198	3,967,018	173,687	15,711,492	20.86%	3,756,547
520 Fire	16,354,307	3,416,903	681,648	12,255,756	25.06%	3,195,033
530 Public Works Administration	346,350	81,307	-	265,043	23.48%	64,990
535 Urban Forestry	759,130	110,739	157,073	491,318	35.28%	132,383
540 Engineering	1,921,285	383,825	46,323	1,491,137	22.39%	399,322
550 Fleet Maintenance	746,500	104,632	-	641,868	14.02%	131,714
560 Streets	4,519,402	702,164	224,772	3,592,466	20.51%	646,382
580 Solid Waste	7,182,500	1,555,579	-	5,626,921	21.66%	1,148,710
620 Parks and Recreation	6,253,305	1,277,905	284,299	4,691,101	24.98%	1,465,204
630 Center for Active Aging	829,540	162,015	8,253	659,272	20.53%	112,052
999 Transfers	14,174,300	3,343,575	-	10,830,725	23.59%	3,328,826
General Fund Total	$ 98,131,790	21,173,442	2,609,772	74,348,575	24.24%	$ 19,623,712

General Fund - Net Gain (Loss)	***$ (11,581,403)***	***$ (9,670,895)***

Debt Service Fund
September 30, 2026

Monthly Target Percentage 25.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	$ 1,670,630	927,728	742,902	55.53%	908,536
Permits and Fees	423,350	71,262	352,088	16.83%	117,840
Investment Earnings	101,575	39,983	61,592	39.36%	36,289
Other Financing Sources	9,255,945	2,313,986	6,941,959	25.00%	2,197,463
General Fund Total	**$ 11,451,500**	**3,352,959**	**8,098,541**	**29.28%**	**$ 3,260,127**

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	$ 6,005	$ 1,500	$ 4,505	24.98%	$ 768
445 Information Technology	527,715	184,384	343,331	34.94%	188,259
480 Building Inspections	13,530	-	13,530	0.00%	-
490 Planning	378,660	241,656	137,004	63.82%	243,098
500 Public Facilities	1,627,735	702,258	925,477	43.14%	122,407
510 Police	544,795	233,834	310,961	42.92%	199,592
520 Fire	2,091,545	47,809	2,043,736	2.29%	134,543
540 Engineering	9,315	-	9,315	0.00%	-
560 Streets	1,741,320	173,616	1,567,704	9.97%	136,915
570 Powell Bill	1,670,630	545,330	1,125,300	32.64%	554,205
580 Solid Waste	129,425	-	129,425	0.00%	-
620 Parks and Recreation	2,710,825	1,061,133	1,649,692	39.14%	1,086,032
General Fund Total	**$ 11,451,500**	**3,191,520**	**8,259,980**	**27.87%**	**$ 2,665,818**
Debt Service Fund - Net Gain (Loss)		***$ 161,440***			***$ 594,309***

DMSD Special Revenue Fund
September 30, 2026

Monthly Target Percentage 25.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	$ 195,265	$ 42,418	$ -	$ 152,847	21.72%	$ 30,368
Investment Earnings	17,500	5,411	-	12,089	30.92%	4,086
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	**$ 212,765**	**47,830**	**-**	**164,935**	**22.48%**	**$ 34,454**

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	$ 212,765	$ -	$ -	$ 212,765	0.00%	$ -
DMSD Special Revenue Fund Total	**$ 212,765**	**-**	**-**	**212,765**	**0.00%**	**$ -**
Downtown District - Net Gain (Loss)		***47,830***				***34,454***

Wake Forest Renaissance Centre **Monthly Target Percentage** 25.00%

September 30, 2026

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	$ 319,165	$ 49,292	$ -	$ 269,873	15.44%	$ 26,112
Other Revenue	200,000	13,364	-	186,636	6.68%	41,723
Other Financing Sources	1,041,005	232,584	-	808,421	22.34%	231,656
WFRC Fund Total	**$ 1,560,170**	**295,240**	**-**	**1,264,930**	**18.92%**	**$ 299,492**

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	$ 1,560,170	$ 319,934	$ 93,835	$ 1,146,401	26.52%	$ 318,525
WFRC Fund Total	**$ 1,560,170**	**319,934**	**93,835**	**1,146,401**	**26.52%**	**$ 318,525**

WFRC Fund - Net Gain (Loss)		***$ (24,694)***				***$ (19,034)***

Wake Forest Business and Industry Partnership Fund (BIP) **Monthly Target Percentage** 25.00%

September 30, 2026

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	$ -	$ -	$ -	$ -	0.00%	$ -
Investment Earnings	13,500	3,586	-	9,914	26.56%	3,074
Other Financing Sources	719,750	179,938	-	539,812	25.00%	141,964
WFRC Fund Total	**$ 733,250**	**183,523**	**-**	**549,727**	**25.03%**	**$ 145,038**

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	$ 733,250	$ 107,506	$ -	$ 625,744	14.66%	$ 119,825
WFRC Fund Total	**$ 733,250**	**107,506**	**-**	**625,744**	**14.66%**	**$ 119,825**
WFBIP Fund - Net Gain (Loss)		***$ 76,017***				***$ 25,213***

WAKE FOREST POWER (ELECTRIC FUND) **Monthly Target Percentage** 25.00%

September 30, 2026

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	$ 26,653,650	$ 8,315,834	-	$ 18,337,816	31.20%	$ 7,621,598
Sales Tax - Utility	1,840,350	574,183	-	1,266,167	31.20%	526,254
Other Revenue	267,500	127,676	-	139,824	47.73%	133,933
Investment Earnings	45,000	28,434	-	16,566	63.19%	20,953
Other Financing Sources	904,000	-	-	904,000	0.00%	-
Electric Fund Total	**$ 29,710,500**	**9,046,126**	**-**	**20,664,374**	**30.45%**	**$ 8,302,738**

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	$ 988,620	$ 173,656	$ 3,012	$ 811,952	17.87%	$ 156,476
850 Electric - Operations	$ 28,167,235	5,947,445	795,843	21,423,947	23.94%	5,241,391
860 Electric - Tree Trimming	554,645	86,527	72,755	395,364	28.72%	80,690
Electric Fund Total	**$ 29,710,500**	**6,207,628**	**871,610**	**22,631,263**	**23.83%**	**$ 5,478,557**
Electric Fund - Net Gain (Loss)		***2,838,499***				***2,824,180***

STORMWATER UTILITY FUND
September 30, 2026

Monthly Target Percentage 25.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	$ 3,985,000	$ 509,115	-	$ 3,475,885	12.78%	$ 1,250,818
Other Revenue	-		-	-	0.00%	-
Investment Earnings	35,500	16,268	-	19,232	45.82%	5,146
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	**$ 4,020,500**	**525,383**	**-**	**3,495,117**	**13.07%**	**$ 1,255,964**

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	$ 4,020,500	$ 220,841	$ 347,825	$ 3,451,835	14.14%	$ 119,992
Stormwater Utility Fund	**$ 4,020,500**	**220,841**	**347,825**	**3,451,835**	**14.14%**	**$ 119,992**
Stormwater Utility Fund - Net Gain/(Loss)		***304,542***				***1,135,972***

AMERICAN RESCUE PLAN ACT (ARPA)

9/30/2026 (Cumulative - Life to Date)

Monthly Target Percentage N/A

Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	*N/A* PY YTD Actuals
REVENUES						
Restricted Governmental	$ 14,541,000	14,541,846	-	(846)	100.01%	-
Investment Earnings	1,169,850	1,267,983	-	(98,133)	108.39%	-
Other Financing Sources	-	-	-	-	0.00%	-
General Fund Total	$ 15,710,850	15,809,829	-	(98,979)	100.63%	$ -

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	3,223,642	-	(2,802)	100.09%	-
540 Engineering	7,416,320	6,143,852	1,272,467	1	100.00%	-
638 Other Improvements	4,248,690	4,084,604	180,408	(16,322)	100.38%	-
General Fund Total	$ 15,710,850	14,255,830	1,452,875	2,144	99.99%	$ -
ARPA Fund - Net Gain (Loss)		***$ 1,553,999***				***$ -***

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1039
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 3, 2026

Subject
Draft Agenda for BOC Regular Meeting November 17, 2026

Recommendation:

item Summary:

ATTACHMENTS:

- Draft Agenda Board of Commissioners 11-17-2026

Wake Forest Board of Commissioners
Meeting Agenda
November 17, 2026 – at 6:00 PM
All items listed are for discussion and possible action.

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

3. Presentations

3.A Recognizing the 50th anniversary of the Wake County Public School System

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

4. Public hearings / Public Comment

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

5. Consent Agenda

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

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

5.B Approval of Appointment to Planning Board

6. Legislative Items

6.A Consideration of Appointment of Candidates for Planning Board

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

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

12.B Monthly Report

12.C Discussion of Youth Leadership Advisory Board

12.D Commissioners Report

13.Adjournment

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1029
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:November 3, 2026

Subject
Proclamation Recognizing National Diabetes Month

Recommendation:

item Summary:

ATTACHMENTS:

- PROCLAMATION Recognizing November as National Diabetes Month.pdf

WAKE FOREST

Where Innovation Meets Opportunity

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

PROCLAMATION

Recognizing November 2026 as "National Diabetes Month"

WHEREAS diabetes is a chronic health condition that affects millions of individuals and families across the United States, including members of the Wake Forest community; and

WHEREAS, according to the U.S. Centers for Disease Control and Prevention, an estimated 40.1 million Americans, about 12 percent of the population, were living with diabetes in 2023, and about one in four adults with diabetes do not know they have it; and

WHEREAS, an estimated 115 million American adults have prediabetes, including more than half of those aged 65 and older, and many cases of type 2 diabetes can be prevented or delayed through healthy eating, physical activity, and early intervention; and

WHEREAS, diabetes can lead to serious complications, including heart disease, stroke, kidney disease, vision loss, nerve damage, and amputation, making prevention, early diagnosis, and effective management essential; and

WHEREAS, individuals living with diabetes, their families, health care professionals, and community partners play vital roles in raising awareness and improving access to nutritious food, care, and resources; and

WHEREAS, the Town of Wake Forest is committed to a healthy and informed community and encourages residents to learn their risk, talk with health care professionals about screening, and support those affected by diabetes;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, on behalf of the Wake Forest Board of Commissioners, do hereby proclaim November 2026 as "National Diabetes Month" in the Town of Wake Forest.

BE IT FURTHER PROCLAIMED, that all residents are encouraged to join in raising awareness, promoting prevention, supporting those living with diabetes, and working together toward a healthier community.

This the 3rd day of November 2026.

Attest:

_____
Evelyn Wright, Town Clerk

_____
Ben C. Clapsaddle, Mayor

BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2026-1018
Submitted by: Kip Padgett,Administration
Submitting Department: Administration
Meeting Date:November 3, 2026

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

Recommendation:

item Summary:

ATTACHMENTS: