



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
May 03, 2022 at 6:00 PM**

1. Presentations

- 1.1. Presentation of debt model forecast by Davenport & Company
- 1.2. Presentation of Town Manager's Proposed Budget for FY 2022-2023
- 1.3. Proclamation Celebrating the 25 Year Anniversary of Hope Lutheran Church
[Hope Lutheran Church 25 Year Anniversary Proclamation.pdf](#)
- 1.4. Proclamation Recognizing April 23, 2022 as "Arbor Day" in the Town of Wake Forest
[Proclamation_ArborDayApril2022.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1. Monthly Financial Report
[March 31, 2022 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[DraftBOCAgendaMay202217.pdf](#)

4. Other Business

- 4.1. Closed Session: N.C.G.S. 143.318.11(a)(4) Consultation with the Town Staff
(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session

- 4.2. Closed Session: N.C.G.S. 143.318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
(added to agenda on 5/2/2022)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-550-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: May 3, 2022

SUBJECT

Presentation of debt model forecast by Davenport & Company

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-551-

Submitted by: Aileen Staples

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Presentation of Town Manager's Proposed Budget for FY 2022-2023

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-561-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Proclamation Celebrating the 25 Year Anniversary of Hope Lutheran Church

Recommendation:

Item Summary:

ATTACHMENTS

- [Hope Lutheran Church 25 Year Anniversary Proclamation.pdf](#)



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

Proclamation Hope Lutheran Church 25th Anniversary

WHEREAS, Hope Lutheran Church is celebrating its 25th anniversary on May 18, 2022;
and

WHEREAS, Hope Lutheran Church was chartered on May 18, 1997, at the Stone Chapel
at 701 South Main Street, Wake Forest, North Carolina; and

WHEREAS, the mission and activities of Hope Lutheran Church were continued by
their members at this location for six years; and

WHEREAS, on November 23, 2003, Hope Lutheran Church relocated to 3525 Rogers
Road, where there was additional space to worship God freely in a faith community
that is warm and inspiring; and

WHEREAS, Hope Lutheran Church has benefited the Town of Wake Forest with its
deep and abiding Christian commitment to faithfully contribute to our entire
community; and

WHEREAS, we give honor this day to those who, in faith, continue the great work of
this church and thank them for the wonderful influence throughout the years;

NOW, THEREFORE, I, VIVIAN A. JONES, MAYOR OF THE TOWN OF WAKE
FOREST, do hereby proclaim May 18, 2022, as Hope Lutheran Church Day within the
Town and urge all citizens of Wake Forest to express their best wishes to the members
of this congregation on the occasion of this twenty-fifth anniversary.

This the 3rd day of May, 2022

ATTEST:

Terry Savary, CMC
Deputy Town Clerk



Vivian A. Jones
Mayor



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-565-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Proclamation Recognizing April 23, 2022 as "Arbor Day" in the Town of Wake Forest

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation_ArborDayApril2022.pdf](#)



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Wake Forest has been recognized as a Tree City USA for 43 consecutive years by the National Arbor Day Foundation and desires to continue its tree-planting tradition.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim Saturday, April 23, 2022 as **ARBOR DAY** in the Town of Wake Forest, and I urge all citizens to support efforts to protect our trees and woodlands and to support our Town's urban forestry program; and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

This the 3rd day of May, 2022.

ATTEST:

Terry Savary, CMC
Deputy Town Clerk



Vivian A. Jones
Mayor



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-566-
Submitted by: Terry Savary
Submitting Department: Finance
Meeting Date: May 3, 2022

SUBJECT

Monthly Financial Report

Recommendation:

Item Summary:

ATTACHMENTS

- [March 31, 2022 Financial Summaries.pdf](#)

Town of Wake Forest

March 31, 2022

GENERAL FUND HIGHLIGHTS:

- o Total year-to-date revenues are at 86.13% of annual budgeted amounts.
- o Current year ad valorem tax collections are ahead of prior YTD by over \$1.6 million
- o Six distributions of sales tax received through March - \$6.9 million
 - o Please note that this is **40.2% higher** than the previous year currently.
- o Permits and fees are at 102.3% over budgeted amounts and \$675,000 above prior fiscal year to date currently due to increased construction activity.
- o Total year-to-date expenditures are at 74.77% of appropriations (includes encumbrances).
- o Net increase YTD (increase in fund balance) is **\$11.8 million**. This will level out over the remainder of the year.
 - Capital purchases and transfers to debt service fund will occur April - June

DEBT SERVICE FUND HIGHLIGHTS:

- o \$783,920 in debt service payments made in March.
- o Net increase YTD (increase in fund balance) is **\$1,576,675**.
 - o This will level out the remainder of the year as the most of the significant debt service payments are made in April and June

WF BIP:

- o Other financing sources represents transfer from General Fund.
- o Other revenue reflects funds received from SEBTS and Electricities for support of the tech sector analysis.
- o Expenditures are at 34.96% which is below the guideline (75%).

DMSD HIGHLIGHTS:

- o DMSD tax revenue is above budget due to additional properties coming online.
- o Transfer to Debt Service Fund made in March - \$65,000 – Downtown streetscape improvements.
- o Transfer for façade improvements - \$8,334 – actual spent to date.

WFRC HIGHLIGHTS:

- o Expenditures are at 64.45% which is below the guideline (75%).
- o Revenues are up over previous fiscal year due to increased rentals of the facility and programs/events.
- o Other financing sources represents transfer from General Fund for personnel costs.

March 31, 2022 - Financial Summaries – page 2

ELECTRIC FUND HIGHLIGHTS:

- o Total year-to-date revenues are at 74.30% of budgeted amounts.
- o Total expenses are at 73.47% (includes encumbrances)
 - o Purchase for resale – power for March **(\$889,899)** is paid in April and not reflected in the attached.
- o Net gain YTD is **\$915,888**.

GENERAL FUND
March 31, 2022

Monthly Target Percentage

75.00%

Department		Amended	YTD		Remaining Budget	% Budget Used	PY
Department		Budget	Actual	Encumbrances	(including encumbrances)	(includes encumbrances)	YTD Actuals
REVENUES							
Ad Valorem Taxes	\$	34,329,580	\$ 34,146,220	-	\$ 183,360	99.47%	\$ 32,477,813
Other Taxes		51,000	38,001	-	12,999	74.51%	29,985
Unrestricted Intergovernmental		12,599,475	8,306,265	-	4,293,210	65.93%	6,233,057
Restricted Governmental		1,921,375	1,262,779	-	658,596	65.72%	2,225,143
Permits and Fees		2,851,000	2,917,379	-	(66,379)	102.33%	2,242,686
Other Revenue		1,345,855	995,263	-	350,592	73.95%	786,954
Sales and Services		4,274,000	2,606,820	-	1,667,180	60.99%	414,997
Investment Earnings		28,500	10,500	-	18,000	36.84%	15,758
Other Financing Sources		4,031,795	2,629,702	-	1,402,093	65.22%	1,643,785
General Fund Total	\$	61,432,580	52,912,930	-	8,519,650	86.13%	\$ 46,070,179

Department		Amended	YTD		Remaining Budget	% Budget Used	PY
Department		Budget	Actual	Encumbrances	(including encumbrances)	(includes encumbrances)	YTD Actuals
EXPENDITURES							
410 Board of Commissioners	\$	484,020	\$ 423,833	\$ -	\$ 60,187	87.57%	\$ 547,345
412 Legal Services		550,310	401,691	653	147,965	73.11%	-
420 Administration		984,365	671,801	36,466	276,098	71.95%	426,409
425 Communications		1,006,060	698,622	55,272	252,167	74.94%	601,766
430 Human Resources		838,785	561,263	799	276,724	67.01%	430,908
435 Downtown Development		458,175	285,509	266	172,399	62.37%	176,820
440 Finance		1,369,625	1,055,382	2,920	311,323	77.27%	806,041
445 Information Technology		1,608,740	973,157	211,546	424,037	73.64%	812,957
480 Building Inspections		1,848,265	1,319,975	6,365	521,925	71.76%	1,189,701
490 Planning		3,070,635	1,676,738	236,654	1,157,243	62.31%	1,244,242
500 Public Facilities		3,060,570	1,709,431	647,986	703,154	77.03%	1,732,766
510 Police		14,242,867	10,542,649	1,556,853	2,143,365	84.95%	8,096,848
520 Fire		9,830,914	6,661,172	773,629	2,396,113	75.63%	7,544,906
530 Public Works Administration		294,875	161,649		133,226	54.82%	177,999
535 Urban Forestry		237,030	178,197	532	58,301	75.40%	165,878
540 Engineering		1,786,780	722,227	359,330	705,223	60.53%	719,953
550 Fleet Maintenance		601,525	351,822	79,264	170,439	71.67%	315,155
560 Streets		3,078,319	1,940,168	206,736	931,415	69.74%	1,685,856
580 Solid Waste		4,850,220	3,157,727	261,132	1,431,361	70.49%	2,950,860
620 Parks and Recreation		4,403,530	2,487,102	368,195	1,548,233	64.84%	2,267,983
999 Transfers		6,826,970	5,150,850	-	1,676,120	75.45%	5,051,935
General Fund Total	\$	61,432,580	41,130,964	4,804,599	15,497,018	74.77%	\$ 36,946,330

General Fund - Net Gain (Loss)

\$

- \$

11,781,966

\$

9,123,849

Debt Service Fund
March 31, 2022

Monthly Target Percentage

75.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,282,385	1,282,385	(0)	100.00%	909,619
Permits and Fees	724,000	477,862	246,138	66.00%	509,604
Investment Earnings	1,000	252	748	25.20%	153
Other Financing Sources	5,070,365	4,086,613	983,752	80.60%	3,909,639
General Fund Total	\$ 7,077,750	5,847,112	1,230,638	82.61%	\$ 5,329,014

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Finance	\$ 4,400	\$ -	\$ 4,400	\$ -	4,540
445 Information Technology	412,785	409,104	3,681	99.11%	205,696
480 Building Inspections	106,410	102,739	3,671	96.55%	101,740
500 Public Facilities	844,775	719,943	124,832	85.22%	735,990
510 Police	380,365	298,506	81,859	78.48%	497,088
520 Fire	406,265	355,039	51,226	87.39%	204,733
535 Urban Forestry Division	8,550	8,546	4	99.95%	-
540 Engineering	17,645	8,288	9,357	46.97%	5,223
550 Fleet Maintenance	8,550	8,546	4	0.00%	-
560 Streets	1,885,680	1,007,037	878,643	53.40%	450,815
570 Powell Bill	887,980	446,738	441,242	50.31%	632,094
580 Solid Waste	115,705	86,268	29,437	74.56%	79,488
620 Parks and Recreation	1,998,640	819,682	1,178,958	41.01%	837,220
General Fund Total	\$ 7,077,750	4,270,438	2,807,312	60.34%	\$ 3,754,627

Debt Service Fund - Net Gain (Loss)

\$ 1,576,675

\$ 1,574,387

Wake Forest Business and Industry Partnership Fund (BIP)
March 31, 2022

Monthly Target Percentage

75.00%

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	8,000	8,000	-	-	100.00%	-
Other Financing Sources	330,275	259,517	-	70,758	78.58%	220,138
WFRC Fund Total	\$ 338,275	267,517	-	70,758	79.08%	\$ 220,138

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 338,275	\$ 118,272	\$ -	\$ 220,003	34.96%	\$ 143,341
WFRC Fund Total	\$ 338,275	118,272	-	220,003	34.96%	\$ 143,341

WF BIP Fund - Net Gain (Loss) **\$ 149,245** **\$ 76,796**

DMSD Special Revenue Fund
March 31, 2022

Monthly Target Percentage

75.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 132,050	\$ 137,306	-	\$ (5,256)	103.98%	\$ 125,565
Investment Earnings	300	76	-	224	25.33%	85
Other Financing Sources	30,150	105	-	30,045	0.35%	2,608
DMSD Special Revenue Fund Total	\$ 162,500	137,487	-	25,013	84.61%	\$ 128,258

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 162,500	\$ 73,334	\$ -	\$ 89,166	45.13%	\$ 67,610
DMSD Special Revenue Fund Total	\$ 162,500	73,334	-	89,166	45.13%	\$ 67,610

Downtown District - Net Gain (Loss)

64,153

60,648

Wake Forest Renaissance Centre
March 31, 2022

Monthly Target Percentage

75.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 141,000	\$ 90,590	\$ -	\$ 50,410	64.25%	\$ 18,315
Other Revenue	116,340	82,570	-	33,770	70.97%	2,987
Other Financing Sources	421,710	333,844	-	87,866	79.16%	240,058
WFRC Fund Total	\$ 679,050	507,004	-	172,046	74.66%	\$ 261,361

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 679,050	\$ 432,635	\$ 5,032	\$ 241,382	64.45%	\$ 314,007
WFRC Fund Total	\$ 679,050	432,635	5,032	241,382	64.45%	\$ 314,007

WFRC Fund - Net Gain (Loss) **\$ 74,369** **\$ (52,646)**

ELECTRIC FUND
March 31, 2022

Monthly Target Percentage

75.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 21,389,300	\$ 15,691,501	-	\$ 5,697,799	73.36%	\$ 14,836,890
Sales Tax - Utility	1,452,865	1,090,773	-	362,092	75.08%	1,033,602
Other Revenue	243,100	483,829	-	(240,729)	199.02%	343,155
Investment Earnings	2,000	605	-	1,395	30.24%	1,107
Other Financing Sources	250,000	73,790	-	176,210	0.00%	407,125
Electric Fund Total	\$ 23,337,265	17,340,499	-	5,996,766	74.30%	\$ 16,621,878

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
850 Electric - Operations	\$ 22,817,910	\$ 16,094,232	\$ 720,285	\$ 6,003,393	73.69%	\$ 14,736,715
860 Electric - Tree Trimming	519,355	330,379	774	188,202	63.76%	318,088
Electric Fund Total	\$ 23,337,265	16,424,611	721,059	6,191,596	73.47%	\$ 15,054,803

Electric Fund - Net Gain (Loss)

915,888

1,567,075



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-427-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCAgendaMay202217.pdf](#)



Wake Forest Board of Commissioners
Draft Meeting Agenda
May 17, 2022 at 6:00 PM
All items listed are for discussion and possible action.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A. April 5, 2022 Work Session
April 19, 2022 Regular Meeting

3. Presentations

- 3.A. Proclamation Proclaiming June 2022 as "Men's Health Month"

4. Public hearings / Public Comment

- 4.A. Public Hearing to receive public comment on the proposed FY 2022-2023 Budget
- 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 5 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.
- 4.C. Public Comment for Approval of a Resolution Recommending that the Mutschler House be Submitted for Listing in the National Register of Historic Places

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 # 4 for FY 2021 - 2022
- 5.B. Approval of sole-source exception pursuant to NC General Statute 143-129 (e) (6) for the purchase of Self Contained Breathing Apparatus (SCBA) for Fire Department
- 5.C. Approval of fee adjustment for audit contract with Cherry Bekaert, LLP for fiscal year ended June 30, 2022
- 5.D. Consideration of Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract Amendment for Dunn Creek Phase 4
- 5.E. Approval of Ordinance Codification for the Town's Code of Ordinances, Supplement 16

6. Legislative Items

7. Planning Items

- 7.A. Approval of a Resolution Recommending that the Mutschler House be Submitted for Listing in the National Register of Historic Places

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

- 12.A. Department Monthly Report
- 12.B. Wake County Tax Release
- 12.C. Commissioner Reports

13. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-563-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Closed Session: N.C.G.S. 143.318.11(a)(4) Consultation with the Town Staff

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-568-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 3, 2022

SUBJECT

Closed Session: N.C.G.S. 143.318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(added to agenda on 5/2/2022)

Recommendation:

Item Summary:

ATTACHMENTS

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