



**Wake Forest Board of Commissioners Work Session  
Meeting Agenda  
October 01, 2019 at 5:30 PM**

**1. Presentations**

- 1.1. Recognition of New Employees
- 1.2. Update and Review of Market Analysis and Guiding Principles adopted by the BIP (Business & Industry Partnership) for Southeastern Baptist Theological Seminary (SEBTS) Technology Park (Sarah Odio, DFI)

[WFBIP\\_analysis\\_update\\_SEBTS\\_technology\\_site-summary.docx](#)

- 1.3. Update on the Senior Center Renovation

**2. Discussion of Monthly Financial Report**

- 2.1. Financial Summary  
[August 31, 2019 Financial Summaries.pdf](#)

**3. Review of Draft Agenda for Upcoming Regular Meeting**

- 3.1. Review of Draft Agenda for the October 15, 2019 meeting  
[10-15-19\\_agenda-draft.pdf](#)

**4. Other Business**

- 4.1. Discussion of the Equal Rights Amendment Resolution Request (Item from the 9/17/19 Meeting)
- 4.2. Discussion of the StopGap for Heroes, Inc Military Banner Program (8/20/19 Meeting)

**5. Commissioner Reports**

## **6. Adjournment**



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-329

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: October 1, 2019

### **SUBJECT**

Recognition of New Employees

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

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## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-344

Submitted by: Jason Cannon

Submitting Department: Economic Development

Meeting Date: October 1, 2019

### **SUBJECT**

Update and Review of Market Analysis and Guiding Principles adopted by the BIP (Business & Industry Partnership) for Southeastern Baptist Theological Seminary (SEBTS) Technology Park (Sarah Odio, DFI)

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [WFBIP\\_analysis\\_update\\_SEBTS\\_technology\\_site-summary.docx](#)

Agenda Item: Update and Review of Market Analysis and Guiding Public Interests adopted by the WFBIP (Wake Forest Business & Industry Partnership) for Southeastern Baptist Theological Seminary (SEBTS) Technology Park Site (Sarah Odio, DFI)

Summary: Wake Forest Business & Industry Partnership (WFBIP), entered into a joint development agreement with the Southeastern Baptist Theological Seminary (SEBTS) toward the creation of a mixed-use, Live-Work-Play, technology-focused office/commercial/residential park to be located on property held by SEBTS for the purposes of new job creation and tax base investment in Wake Forest.

The Board of Commissioners voted in November 2018 to approve funding a contract with the UNC School of Government's Development Finance Initiative (DFI) to provide analysis and preparation of the site for certification and eventual private development;

Representatives from DFI will present their findings on current market conditions, project progress and guiding public interests adopted by the WFBIP.

Attachments: None



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-356

Submitted by: Mickey Rochelle

Submitting Department: Public Facilities

Meeting Date: October 1, 2019

### **SUBJECT**

Update on the Senior Center Renovation

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

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## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-373  
Submitted by: Aileen Staples  
Submitting Department: Finance  
Meeting Date: October 1, 2019

### **SUBJECT**

Financial Summary

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [August 31, 2019 Financial Summaries.pdf](#)

## Town of Wake Forest

### August 31, 2019 Financial Summaries

#### GENERAL FUND HIGHLIGHTS:

- Total year-to-date revenues are at 5.61% of annual budgeted amounts
- Ad valorem taxes represent slightly over 60% of the total budget – they are due September 1. Penalties and interest do not accrue until January 2020. Majority of this revenue source comes in towards the end of December and before January 6
- Unrestricted intergovernmental revenue (sales tax and utility franchise tax) represent over 24% of total budget. The first distribution of these revenues will be received in mid-October
- Other financing sources include: installment purchase proceeds, interfund transfers and appropriated fund balance – reflective later in the fiscal year
- Total year-to-date expenditures are at 18.06% of appropriations (includes encumbrances)
  - Departments that are above the 17% guideline results from blanket purchase orders that are issued in July and August for services that cover the fiscal year or invoices that are paid at the beginning of the year
- Net loss YTD (*decrease* in fund balance) is **\$4.4 million**
  - Typical for General Fund to operate at a deficit first few months of fiscal year due to timing of property tax collections and receipt of sales tax revenues

#### DEBT SERVICE FUND HIGHLIGHTS:

- \$138,597 in debt service payments made in August
- Net increase YTD (*increase* in fund balance) is **\$370,789**

#### DMSD HIGHLIGHTS:

- Majority of DMSD tax revenue will come in December and early January

#### WFRC HIGHLIGHTS:

- Expenditures are at 12.95% which is below the guideline

#### ELECTRIC FUND HIGHLIGHTS:

- Total year-to-date revenues are 19.14% of budgeted amounts
- Total expenses are at 13.14% (includes encumbrances)
- Net gain YTD is **\$1.7 million**

**GENERAL FUND**  
**August 31, 2019**

**Monthly Target Percentage**

17.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>REVENUES</b>						
Ad Valorem Taxes	\$ 28,938,840	\$ 1,818,163	-	\$ 27,120,677	6.28%	\$ 2,105,027
Other Taxes	60,755	6,100	-	54,655	10.04%	6,252
Unrestricted Intergovernmental	11,506,350	-	-	11,506,350	0.00%	-
Restricted Governmental	75,680	-	-	75,680	0.00%	75,676
Permits and Fees	2,148,000	376,273	-	1,771,727	17.52%	464,096
Other Revenue	782,000	247,777	-	534,223	31.68%	172,508
Sales and Services	947,700	217,164	-	730,536	22.91%	25,035
Investment Earnings	275,000	39,339	-	235,661	14.31%	28,434
Other Financing Sources	3,521,004	-	-	3,521,004	0.00%	-
<b>General Fund Total</b>	<b>\$ 48,255,329</b>	<b>2,704,815</b>	<b>-</b>	<b>45,550,514</b>	<b>5.61%</b>	<b>\$ 2,877,028</b>

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>EXPENDITURES</b>						
410 Board of Commissioners	\$ 670,675	\$ 71,436	\$ -	\$ 599,239	10.65%	\$ 86,752
415 Economic Development	354,160	36,711	-	317,449	10.37%	43,331
420 Administration	413,805	58,438	-	355,367	14.12%	68,395
425 Communications	913,170	98,091	156,447	658,632	27.87%	78,404
430 Human Resources	624,265	130,250	-	494,015	20.86%	108,444
435 Downtown Development	480,985	62,402	38,265	380,318	20.93%	51,897
440 Finance	1,306,260	139,769	-	1,166,491	10.70%	153,463
445 Management Information Systems	1,556,485	114,446	152,630	1,289,409	17.16%	169,738
480 Building Inspections	1,783,470	263,672	-	1,519,798	14.78%	243,905
490 Planning	2,006,169	217,146	202,594	1,586,430	20.92%	201,599
500 Public Facilities	1,974,880	371,252	336,889	1,266,739	35.86%	177,874
510 Public Safety	17,995,190	3,189,582	67,406	14,738,202	18.10%	2,755,181
530 Public Works Administration	296,500	44,737	950	250,812	15.41%	30,467
535 Urban Forestry	225,870	24,952	-	200,918	11.05%	-
540 Engineering	1,092,945	307,831	69,766	715,349	34.55%	128,103
550 Fleet Maintenance	492,110	55,452	13,470	423,188	14.01%	47,467
560 Streets	2,374,815	316,744	46,910	2,011,161	15.31%	259,384
580 Environmental Services	3,937,430	165,139	46,925	3,725,366	5.39%	97,596
620 Parks and Recreation	4,188,995	534,032	514,023	3,140,940	25.02%	393,223
999 Transfers	5,567,150	864,476	-	4,702,674	15.53%	776,728
<b>General Fund Total</b>	<b>\$ 48,255,329</b>	<b>7,066,558</b>	<b>1,646,274</b>	<b>39,542,497</b>	<b>18.06%</b>	<b>\$ 5,871,950</b>

**General Fund - Net Gain (Loss)**

**\$ (4,361,742)**

**\$ (2,994,922)**

**Debt Service Fund**  
**August 31, 2019**

**Monthly Target Percentage**

17.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>REVENUES</b>					
Restricted Governmental	\$ 889,000	-	889,000	0.00%	-
Permits and Fees	692,000	68,586	623,414	0.00%	3,764
Investment Earnings	15,500	487	15,013	0.00%	1,655
Other Financing Sources	5,169,795	806,670	4,363,125	15.60%	729,364
<b>General Fund Total</b>	<b>\$ 6,766,295</b>	<b>875,743</b>	<b>5,890,552</b>	<b>12.94%</b>	<b>\$ 734,782</b>

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>EXPENDITURES</b>					
440 Finance	\$ 9,385	\$ -	\$ 9,385	-	\$ -
480 Building Inspections	104,255	52,448	51,807	50.31%	53,711
500 Public Facilities	883,850	313,909	569,941	35.52%	326,166
510 Public Safety	486,375	-	486,375	0.00%	55,352
540 Engineering	10,755	-	10,755	0.00%	-
550 Fleet Maintenance	-	-	-	0.00%	6,798
560 Streets	1,647,135	38,475	1,608,660	2.34%	50,784
570 Powell Bill	1,552,845	-	1,552,845	0.00%	-
580 Environmental Services	122,230	-	122,230	0.00%	22,143
620 Parks and Recreation	1,949,465	100,122	1,849,343	5.14%	112,397
<b>General Fund Total</b>	<b>\$ 6,766,295</b>	<b>504,954</b>	<b>6,261,341</b>	<b>7.46%</b>	<b>\$ 627,351</b>

**General Fund - Net Gain (Loss)**

**\$ 370,789**

**\$ 107,432**

**DMSD Special Revenue Fund**  
**August 31, 2019**

**Monthly Target Percentage**

17.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>REVENUES</b>						
Ad Valorem Taxes	\$ 74,625	\$ 5,072	-	\$ 69,553	6.80%	\$ 7,356
Investment Earnings	4,000	661	-	3,339	16.53%	637
Other Financing Sources	60,375	-	-	60,375	0.00%	-
<b>DMSD Special Revenue Fund Total</b>	<b>\$ 139,000</b>	<b>5,733</b>	<b>-</b>	<b>133,267</b>	<b>4.12%</b>	<b>\$ 7,993</b>

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>EXPENDITURES</b>						
Transfers In (Out)	\$ 139,000	\$ -	\$ -	\$ 139,000	0.00%	\$ -
<b>DMSD Special Revenue Fund Total</b>	<b>\$ 139,000</b>	<b>-</b>	<b>-</b>	<b>139,000</b>	<b>0.00%</b>	<b>\$ -</b>

**Downtown District - Net Gain (Loss)**

**5,733**

**7,993**



**ELECTRIC FUND**  
**August 31, 2019**

**Monthly Target Percentage**

17.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>REVENUES</b>						
Charges for Services	\$ 20,468,700	\$ 4,041,568	-	\$ 16,427,132	19.75%	\$ 3,889,934
Sales Tax - Utility	1,429,550	282,390	-	1,147,160	19.75%	258,950
Other Revenue	175,000	10,204	-	164,796	5.83%	29,671
Investment Earnings	72,500	13,117	-	59,383	18.09%	7,882
Other Financing Sources	565,500	-	-	565,500	0.00%	-
<b>Electric Fund Total</b>	<b>\$ 22,711,250</b>	<b>4,347,279</b>	<b>-</b>	<b>18,363,971</b>	<b>19.14%</b>	<b>\$ 4,186,437</b>

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
<b>EXPENDITURES</b>						
850 Electric - Operations	\$ 22,133,295	\$ 2,587,511	\$ 326,238	\$ 19,219,546	13.16%	\$ 2,469,778
860 Electric - Tree Trimming	577,955	71,418	-	506,537	12.36%	48,980
<b>Electric Fund Total</b>	<b>\$ 22,711,250</b>	<b>2,658,929</b>	<b>326,238</b>	<b>19,726,083</b>	<b>13.14%</b>	<b>\$ 2,518,758</b>

**Electric Fund - Net Gain (Loss)**

**1,688,350**

**1,667,680**



## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-345

Submitted by: Deeda Harris

Submitting Department: Administration

Meeting Date: October 1, 2019

### **SUBJECT**

Review of Draft Agenda for the October 15, 2019 meeting

### **Recommendation:**

### **Item Summary:**

### ATTACHMENTS

- [10-15-19\\_agenda-draft.pdf](#)



**Wake Forest Board of Commissioners  
Meeting Agenda (DRAFT)  
October 15, 2019 at 7:00 PM**

**Call to Order**

**Pledge of Allegiance**

**1. Approval of Agenda**

**2. Approval of Minutes**

- 2.A. Approval of Minutes for meeting held September 3, 2019 (Work Session) and September 17, 2019 (Regular Meeting)

**3. Presentations**

- 3.A. Proclamation Recognizing November 2019 as “National American Indian Heritage Month”
- 3.B. Proclamation Recognizing November 30, 2019 at Small Business Saturday in the Town of Wake Forest.
- 3.C. Presentation of Annual Reports from the Town’s Advisory Boards

**4. Public hearings / Public Comment**

- 4.A. Public Hearing to receive input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2020 - 2025
- 4.B. Public hearing on a petition requesting contiguous annexation submitted by Alice Soule for property located at 0 Wall Road, being Wake County Tax PIN 1842-41-7677 and adjacent right-of-way
- 4.C. Public hearing on a contiguous annexation petition submitted by: Tryon Investment Partners II, LLC; Pearce Heirs Farm, LLC; Farm, LLC; Herman Pearce Jr.; Eva Lillie Pearce Clontz; Floyd Joseph Clontz Jr.; Marthan Neville and Ronnie Harris; and Pensco Trust Company Custodian FBO for property near the 1700 block of Averette Rd., being Wake Co. Tax PINs 1860-38-0871, 1860-18-5168, 1860-19-9349 (portion), 1850-89-9787, 1860-47-1343, 1860-48-0783, 1860-09-3411, 1860-09-2629, 1861-40-7052 and adjacent rights-of-way

- 4.D. 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.

## **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 Recognizing Anthony Thornburg on his Retirement
- 5.B. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Moffat Properties LLC for property located at 0 Burlington Mills Road, being Wake County Tax PIN 1738-79-3931 and adjacent right-of-way
- 5.C. Approval of Budget Ordinance Amendment # 1 - FY 2019 - 2020
- 5.D. Approval of a Resolution Authorizing the Town Manager to execute Contract Amendment #1 for professional design services to complete the design of Smith Creek Greenway Phase 2 from Burlington Mills Road to Ligon Mill Road
- 5.E. Appointment of Randy Bright and Edward G. Bond, Jr. to the Wake Forest Fireman's Relief Fund.

## **6. Legislative Items**

## **7. Planning Items**

- 7.A. Adoption of the 2019 Town of Wake Forest Comprehensive Transportation Plan
- 7.B. Resolution to approve a Deed of Gift and Memorandum of Understanding with the NC Office of State Archaeology to curate the Ailey Young House artifacts
- 7.C. Consideration of Action on LEGISLATIVE CASE RZ-18-13, Averette Rd. Planned Unit Development (PUD): Request filed by Priest, Craven and Associates to rezone approximately 271.8 acres located near the 1700 block of Averette Rd.

from Conditional Use General Residential-10 (CU GR-10), Residential-30 Wake County (R-30 WC) and Residential-40 Watershed Wake County (R-40 W WC) to Planned Unit Development Conditional District (PUD CD), being Wake County Tax PINs 1860-38-0871, 1860-18-5168, 1860-19-9349 (portion), 1850-89-9787, 1860-47-1343, 1860-48-0783, 1860-09-3411, 1860-09-2629, 1861-40-7052, 1850-79-8899 (portion).

**8. Administration and Financial Items**

8.A. Consideration of resolution approving of offer from TING Fiber, Inc. for property located on East Holding Avenue

8.B. Consideration of resolution authorizing consolidation agreement with the Wake Forest Fire Department effective July 1, 2020

**9. Public Services Items**

**10. Parks and Recreation Items**

**11. Public Safety Items**

**12. Other Business**

12.A. Wake County Tax Releases

12.B. Monthly Report and Project Tracker

12.C. Commissioner Reports

**13. Adjournment**



## **Board of Commissioners Work Session Agenda Item Report**

Agenda Item No.: 2019-348

Submitted by: Deeda Harris

Submitting Department: Administration

Meeting Date: October 1, 2019

### **SUBJECT**

Discussion of the Equal Rights Amendment Resolution Request (Item from the 9/17/19 Meeting)

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

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## Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2019-349

Submitted by: Deeda Harris

Submitting Department: Administration

Meeting Date: October 1, 2019

### **SUBJECT**

Discussion of the StopGap for Heroes, Inc Military Banner Program (8/20/19 Meeting)

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

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