



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
January 07, 2025 at 6:00 PM**

1. Presentations

- 1.1. Discussion of FY 2025-2030 Capital Improvements Plan Update
[Discussion of 2025-2030 CIP Update_summary.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1. Discussion of November Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[November 30, 2024 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[Draft BOC Agenda_Jan202521.pdf](#)

4. Other Business

- 4.1. Consideration of Appointment of an Interim Town Attorney
[Interim Town Attorney.doc](#)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-394-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: January 7, 2025

SUBJECT

Discussion of FY 2025-2030 Capital Improvements Plan Update

Recommendation:

Item Summary:

ATTACHMENTS

- [Discussion of 2025-2030 CIP Update_summary.pdf](#)

Discussion of Updated Capital Improvements Plan for FY 2025 - 2030

There will be a power point presentation summarizing overview of CIP update. Staff will be on hand to discuss and answer questions on FY 2025 – 2026 funding level summary.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-431-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: January 7, 2025

SUBJECT

Discussion of November Financial Summaries

Recommendation:

Item Summary:

ATTACHMENTS

- [Monthly Financial Report_summary.pdf](#)
- [November 30, 2024 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

November 30, 2024

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2025. Majority of this revenue source comes in towards the end of December and before January 6.
- Net increase YTD (increase in fund balance) is \$6.8 million
 - Increased collections in current year ad valorem taxes - \$ 22 million for the month.
- Guidelines for spending is 42%. There are some departments that exceed that threshold due to blanket purchase orders issued in July 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 24, but items not received) have been carried forward and are reflected in the summaries. Respective budgets have also been amended.
- Purchase for resale – power for November is paid in December and not reflected in the attached.
 - Staff is monitoring cash deficit issue and will adjust allocated personnel costs to increase Electric Fund's cash position the remainder of FY 25.
- Effective with FY 2025 is the Stormwater Utility Fund
 - Fees are received with weekly tax collections
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.
 - All funds will be encumbered or under contract by December 31, 2024 (first deadline).
 - Second deadline – all funds must be expended by December 31, 2026.

GENERAL FUND
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 48,625,135	\$ 31,532,627	-	\$ 17,092,508	64.85%	\$ 25,016,147
Other Taxes	62,500	22,436	-	40,064	35.90%	20,623
Unrestricted Intergovernmental	18,839,490	3,133,382	-	15,706,108	16.63%	2,810,680
Restricted Governmental	2,720,475	1,050,087	-	1,670,388	38.60%	1,153,316
Permits and Fees	2,761,985	1,065,568	-	1,696,417	38.58%	1,245,534
Other Revenue	2,276,900	678,878	-	1,598,022	29.82%	763,710
Sales and Services	5,538,100	1,469,283	-	4,068,817	26.53%	1,423,067
Investment Earnings	1,365,500	530,099	-	835,401	38.82%	556,901
Other Financing Sources	6,881,683	-	-	6,881,683	0.00%	48,296
General Fund Total	\$ 89,071,768	39,482,360	-	49,589,408	44.33%	\$ 33,038,274

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 450,200	\$ 228,470	\$ -	\$ 221,730	50.75%	\$ 108,008
412 Legal Services	309,225	107,787	-	201,438	-	130,713
420 Town Manager's Office	1,031,179	400,869	69,084	561,227	45.57%	357,066
421 Town Clerk	281,000	102,127	-	178,873	36.34%	94,291
422 Organizational Performance	580,445	216,089	31,560	332,796	42.67%	175,950
423 Budget Management	339,430	127,277	-	212,153	37.50%	57,040
425 Communications	1,311,315	488,223	121,705	701,387	46.51%	481,499
430 Human Resources	1,319,140	504,511	66,420	748,209	43.28%	446,901
431 Risk Management	515,430	421,507	-	93,923	81.78%	331,746
435 Downtown Development	545,610	199,637	-	345,973	36.59%	217,196
440 Financial Services	1,594,445	648,318	2,008	944,119	40.79%	464,981
445 Information Technology	2,660,440	1,266,806	123,397	1,270,237	52.25%	1,070,012
480 Inspections	2,425,530	843,973	48,945	1,532,612	36.81%	827,057
490 Planning	4,230,860	1,254,452	466,593	2,509,814	40.68%	1,100,439
500 Public Facilities	5,090,994	1,330,214	1,941,803	1,818,977	64.27%	1,285,401
510 Police	18,096,625	6,941,156	1,448,216	9,707,253	46.36%	6,354,589
520 Fire	13,572,320	5,480,502	614,657	7,477,162	44.91%	4,209,536
530 Public Works Administration	305,630	113,785	-	191,845	37.23%	123,237
535 Urban Forestry	632,960	176,443	8,440	448,077	29.21%	187,551
540 Engineering	1,842,758	628,776	60,510	1,153,472	37.41%	601,568
545 Stormwater Management	-	-	-	-	0.00%	173,571
550 Fleet Maintenance	701,625	245,607	8,597	447,422	36.23%	232,885
560 Streets	4,374,905	1,292,713	537,709	2,544,483	41.84%	1,195,583
580 Solid Waste	6,554,365	2,047,209	98,644	4,408,512	32.74%	1,480,152
620 Parks and Recreation	7,110,117	2,157,957	1,048,553	3,903,607	45.10%	1,888,436
999 Transfers	13,195,220	5,472,385	-	7,722,835	41.47%	3,334,020
General Fund Total	\$ 89,071,768	32,696,791	6,696,841	49,678,136	44.23%	\$ 26,929,428

General Fund - Net Gain (Loss)

\$ 6,785,569

\$ 6,108,846

Debt Service Fund
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,505,600	859,892	645,708	57.11%	682,961
Permits and Fees	596,085	288,214	307,871	48.35%	273,672
Investment Earnings	8,000	45,183	(37,183)	564.79%	8,288
Other Financing Sources	9,015,815	3,729,506	5,286,309	41.37%	2,505,740
General Fund Total	\$ 11,125,500	4,922,796	6,202,704	44.25%	\$ 3,470,660

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 1,173,105	\$ 1,536	\$ 1,171,569	\$ -	\$ -
445 Information Technology	621,895	320,882	301,013	51.60%	196,009
480 Building Inspections	20,580	6,762	13,818	32.86%	47,397
490 Planning	26,120	6,762	19,358	25.89%	-
500 Public Facilities	304,515	194,975	109,540	64.03%	346,574
510 Police	640,215	378,606	261,609	59.14%	342,891
520 Fire	2,306,235	134,543	2,171,692	5.83%	134,543
535 Urban Forestry Division	4,280	4,273	7	99.84%	4,273
540 Engineering	16,360	4,654	11,706	28.45%	-
550 Fleet Maintenance	12,155	4,273	7,882	0.00%	4,273
560 Streets	1,743,055	228,193	1,514,862	13.09%	176,743
570 Powell Bill	2,059,045	570,776	1,488,269	27.72%	585,034
580 Solid Waste	338,650	91,070	247,580	26.89%	26,360
620 Parks and Recreation	1,859,290	183,992	1,675,298	9.90%	184,321
General Fund Total	\$ 11,125,500	2,131,296	8,994,204	19.16%	\$ 2,048,419

Debt Service Fund - Net Gain (Loss)

\$ 2,791,499

\$ 1,422,241

DMSD Special Revenue Fund
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 203,850	\$ 110,129	-	\$ 93,721	54.02%	\$ 59,179
Investment Earnings	21,500	8,619	-	12,881	40.09%	8,086
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 225,350	118,747	-	106,603	52.69%	\$ 67,265

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 225,350	\$ -	\$ -	\$ 225,350	0.00%	\$ -
DMSD Special Revenue Fund Total	\$ 225,350	-	-	225,350	0.00%	\$ -

Downtown District - Net Gain (Loss)

118,747

67,265

Wake Forest Renaissance Centre
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 233,100	\$ 43,378	\$ -	\$ 189,722	18.61%	\$ 44,265
Other Revenue	185,605	71,102	-	114,503	38.31%	43,966
Other Financing Sources	984,045	332,313	-	651,733	33.77%	301,577
WFRC Fund Total	\$ 1,402,750	446,792	-	955,958	31.85%	\$ 389,809

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,402,750	\$ 563,375	\$ 71,767	\$ 767,608	45.28%	\$ 419,119
WFRC Fund Total	\$ 1,402,750	563,375	71,767	767,608	45.28%	\$ 419,119

WFRC Fund - Net Gain (Loss) **\$ (116,583)** **\$ (29,310)**

Wake Forest Business and Industry Partnership Fund (BIP)
November 30, 2024

Monthly Target Percentage

42.00%

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	15,000	7,433	-	7,567	0.00%	5,984
Other Financing Sources	573,500	207,500	-	366,000	36.18%	198,000
WFRC Fund Total	\$ 588,500	214,933	-	373,567	36.52%	\$ 203,984

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 588,500	\$ 184,965	\$ -	\$ 403,535	31.43%	\$ 121,819
WFRC Fund Total	\$ 588,500	184,965	-	403,535	31.43%	\$ 121,819

WFBIP Fund - Net Gain (Loss) **\$ 29,968** **\$ 82,166**

WAKE FOREST POWER (ELECTRIC FUND)
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 23,918,460	\$ 11,120,537	-	\$ 12,797,923	46.49%	\$ 10,566,368
Sales Tax - Utility	1,622,720	773,835	-	848,885	47.69%	735,427
Other Revenue	380,000	400,292	-	(20,292)	105.34%	169,861
Investment Earnings	54,320	18,960	-	35,360	34.90%	31,433
Other Financing Sources	100,000	-	-	100,000	0.00%	3,112
Electric Fund Total	\$ 26,075,500	12,313,624	-	13,761,876	47.22%	\$ 11,506,201

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 898,365	\$ 339,170	\$ -	\$ 559,195	37.75%	\$ 233,679
850 Electric - Operations	\$ 24,774,985	11,731,531	3,524,801	9,518,653	61.58%	10,381,380
860 Electric - Tree Trimming	402,150	139,362	1,586	261,201	35.05%	120,554
Electric Fund Total	\$ 26,075,500	12,210,064	3,526,387	10,339,048	60.35%	\$ 10,735,613

Electric Fund - Net Gain (Loss)

103,559

770,589

STORMWATER UTILITY FUND
November 30, 2024

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 2,325,000	\$ 1,945,458	-	\$ 379,542	83.68%	\$ -
Other Revenue	-	-	-	-	0.00%	-
Investment Earnings	-	-	-	-	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 2,325,000	1,945,458	-	379,542	83.68%	\$ -

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 2,325,000	\$ 170,765	\$ 6,728	\$ 2,147,507	7.63%	\$ -
Stormwater Utility Fund	\$ 2,325,000	170,765	6,728	2,147,507	7.63%	\$ -

Stormwater Utility Fund - Net Gain/(Loss) **1,774,693** **-**

AMERICAN RESCUE PLAN ACT (ARPA)
11/30/2024 (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	1,025,430	985,558	-	39,872	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,566,430	15,527,404	-	39,026	99.75%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 1,030,000	\$ 762,054	\$ 3,365	\$ 264,581	74.31%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	6,770,000	1,951,526	1,972,675	2,845,799	57.96%	-	
638 Other Improvements	4,545,590	3,293,035	619,659	632,896	86.08%	-	
General Fund Total	\$ 15,566,430	7,573,447	4,249,698	3,743,285	75.95%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 7,953,957					\$ -



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-429-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 7, 2025

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [Draft BOC Agenda_Jan202521.pdf](#)



Wake Forest Board of Commissioners
Draft Meeting Agenda
January 21, 2025 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. December 3, 2024, Work Session
December 17, 2024 Regular Meeting

3.Presentations

- 3.A. Resolution Recognizing Chief Jeffrey M. Leonard on his Retirement
- 3.B. Resolution Recognizing Captain Matthew May on his Retirement
- 3.C. North Carolina League of Municipalities Law Enforcement Risk Review Presentation

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. Approval of a Resolution to surplus the badge and service weapon carried by Chief Jeffrey M. Leonard
- 5.B. Approval of a Resolution to surplus the badge and service weapon carried by Captain Matthew May
- 5.C. Approval of an Ordinance for Impact Fees
- 5.D. Approval of Budget Ordinance Amendment # 1 for fiscal year 2024-2025

6.Legislative Items

7.Planning Items

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

13.Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2024-432-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: January 7, 2025

SUBJECT

Consideration of Appointment of an Interim Town Attorney

Recommendation:

Approve

Item Summary:

ATTACHMENTS

- [Interim Town Attorney.doc](#)

RESOLUTION 2025-XX

APPOINTMENT OF AN INTERIM TOWN ATTORNEY

WHEREAS, Wake Forest employs a full-time Town Attorney; and,

WHEREAS, the current Town Attorney submitted his resignation on December 23, 2024; and,

WHEREAS, an Interim Town Attorney is needed to provide legal assistance to the Board of Commissioners and Town staff; and,

WHEREAS, the law firm of WyrickRobbins previously served as the Town Attorney until the position was transitioned into a full-time town employee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the law firm of WyrickRobbins is appointed Interim Town Attorney until a new Town Attorney is hired or the firm is removed by the Board.

Duly adopted this 7th Day of January 2025.

(ATTEST)

Vivian A. Jones, Mayor

Ella Downtin, Deputy Town Clerk