



**Wake Forest Board of Commissioners Work Session
Meeting Minutes
June 01, 2021 at 5:30 PM
Wake Forest Town Hall**

Mayor Jones called the meeting to order at 5:30 p.m. This meeting was open to the public and not offered via zoom. The meeting was made available for the public to view on Channel 10 television and live stream.

Council Members Present

Mayor Vivian A. Jones
Commissioner Jim Dyer
Commissioner Chad Sary
Commissioner Liz Simpser
Commissioner Adam Wright
Commissioner Bridget Wall-Lennon

Staff Present

Kip Padgett, Town Manager
Eric Vernon, Town Attorney
Deeda Harris, Town Clerk
Courtney Tanner, Planning Director
Jennifer Currin, Assistant Planning Director
Aileen Staples, Chief Financial Officer
Ben Blevins, Senior Budget Analyst
Dylan Bruchhaus, Transportation Planner

1. Presentations

1.1. Discussion of FY 2021-2022 Proposed Budget

Chief Financial Officer Staples thanked the Department Directors, the Assistant Town Managers and Budget Analyst Blevins for their help compiling the proposed budget. She stated Town Manager Padgett presented the budget to the board at the Work Session on May 4, 2021. The public hearing was held at the May 18th meeting. No one spoke at the hearing. She was there to present the budget highlights. If the Board had any questions, there were some staff in attendance and participating over the phone to respond.

She stated the tax based was over \$7 billion. The town had recently been upgraded to Aaa by Moody's. The rating agency commented on being conservative. The town had been conservative in projections in next year's budget. She commented the collection rate was at 99.7 percent over the last five years so staff projected at 98.5 percent in the budget.

Sales tax revenue was 15.9 percent of General Fund Revenues. Last year there was concern because no one knew the impact of COVID. Staff were projecting about eight percent over what was collected last year. They budgeted a decrease last year and were still being conservative.

Staff were requesting ten personnel positions. One position was to have a town attorney on staff, a paralegal and separate legal services department but there would still be some contracted service. Also requested was a Safety Coordinator as there were more safety concerns. She reminded the board they had decided to focus on certain personnel areas every other year. Some positions were delayed. This year they were focusing on public safety so there were eight positions.

Chief Financial Officer Staples continued with a discussion of the debt services. She shared the bond sales results from May 25, 2021. It was 1.57 percent over the life of the bonds. She said the rates were phenomenal. There would not be a tax rate increase which was consistent with the debt model. The impact to debt services in FY2022 would be \$463,000. There were some rolling stocks coming up but there was time with the delivery of vehicles. They would be staggering when the debt was issued to coincide with the delivery.

She said there would be some fee and rate changes in the planning and inspections departments. The details would be included in the agenda packet. They were realigning fees to where they need to be. There would be some event fee updates for Friday Night on White. Staff had discussed electric rates with the board, but they were built into the budget. Related to cost recovery, there would be funds received from the American Recovery Plan Funds (ARP funds). Staff had applied for the funds and submitted information into the state. They had consulted with the town's auditors. The plan was to have on the upcoming agenda the approval to have a separate revenue fund set up for the ARP Funds. This was part of the \$1.9 trillion of the stimulus plan. The Town was slated to receive \$13.4 million in two installments. There would be half this year and the remaining half next year. Strategic Performance Manager Hayes would be coordinating those efforts. Staff planned to discuss details of what the funds could be used for in an upcoming Work Session. She mentioned if the funds were received before June 30, 2021, they would be treated as deferred revenue. It would be subject to a single audit. Staff would discuss at a Work Session the specifics of what the town could and could not use the funds for.

Commissioner Simperts asked if the Human Resources department had the staff they needed. Chief Financial Officer Staples said they had added an HR Analyst position. Commissioner Wall-Lennon asked was funding included for Diversity and Inclusion. Chief Financial Officer Staples said it was included in training. Town Manager Padgett stated several staff had registered for the upcoming training through the NC League of Municipalities. Commissioner Wall-Lennon thanked Chief Leonard for including a community resources and victims advocate position. When asked would this person go out on calls that may be for a possible mental event, Chief Leonard replied to her victims advocate person would not go out on the initial call as the officers were trained in crisis intervention. He added as an example of a domestic situation, they would go out the next day to see if assistance were needed need to go to the court system or magistrate to get resources that person would be more on-on-one. Officers including supervisors over the last 4-5 years had received the crisis intervention training. Their goal was to get all through the lieutenants and some captains. Commissioner Wall-Lennon said she understood the Town and Town Staff were mindful of those crisis-type calls. Chief Leonard added that some officers had received training for military crises also.

Mayor Jones commented she thought a very well-presented budget. She thought the manager's letter was spot on. She thanked everyone for their work on it.

1.2. CAMPO Northeast Area Study (NEAS) Final Briefing and Endorsement

Transportation Planner Bruchhaus said the Northeast Area Study was a routine update of the CAMPO region. This was an in-depth approach to find the transportation needs. This study was important and needed to be in the Northeast Area plan to get NCDOT and STIP funding. The town was in the northeast area. It was a really important process to ensure the transportation projects were captured and allowed to be scored and get potential funding. Staff also included the hotspot Stadium Drive overpass. These transportation projects included in the study would be eligible for scoring and potential funding from NCDOT.

Staff played a YouTube video presentation from Brandon Watson, CAMPO Project Manager. The slides are attached and made a part of these minutes. Staff would have a consideration of endorsement on the upcoming meeting agenda.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

There were no questions of finance staff.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for the June 15, 2021 meeting

The Board reviewed the draft agenda.

4. Other Business

4.1. Consideration of Potential Planning Board Appointment Options - Board of Commissioners' Directed

Planning Director Tanner stated as a follow up to the April meeting staff had provided six options for the commissioners to consider in lowering the number of members of the Planning Board. She reminded them they could not eliminate the ETJ (extra-territorial jurisdiction) position. She also mentioned Ms. Turrentine was moving and resigning so that would be seven members.

Commissioner Wright suggested to rescind the last of the three appointed which was Mr. Jim Stephanadis. Mayor Jones said she reviewed the information provided by staff of options for the board to consider. She also felt the information of the participation in the planning and community plan meetings was helpful. She thought participating in the Community Plan discussions was important. Commissioner Simperts also mentioned having the participation in the Planning Board Academy information. Commissioner Dyer commented Mr.

Stephanadis name was listed several times on the option information provided by staff. The consensus was to remove Mr. Jim Stephanadis from the Planning board.

5. Commissioner Reports

Commissioner Simperts attend the Parks & Recreation and Cultural Resources meeting. They were planning some upcoming events. There would be a Wake Forest Downtown meeting tomorrow. She gave kudos to staff for continuing to move things forward and keeping folks involved.

Commissioner Sary participated in the TJCOG meeting. They reported the airport was seeing some increase in travel. The numbers were more promising than a year ago. Things were looking up for the airport.

Commissioner Wright attended the Technology Board meeting last week. He was still recruiting women in STEM for their STEM event.

Commissioner Dyer shared he did not attend the Human Relations Meeting. He was participating in a funeral. He participated in the Memorial Day event.

Commissioner Wall-Lennon attended the Memorial Day event. She also participated in a UNC School of Government Training on social media for elected officials. There was a problem with the zoom connection for the Urban Forestry Board so she would report on that at the next meeting.

Mayor Jones reported she participated in the virtual NC Railroad conference. The information was shared was very informative. She hoped they could continue to partner with the railroad in moving people and freight along the rails. She along with Town Manager Padgett and Strategic Performance Manager Hayes had a virtual meeting with Congressman Price. A project was submitted for funding for the reservoir improvements. It was listed as one of his ten top projects. They discussed a few other projects with him. She was pleased to see so many people at the Memorial Day event even though it was not advertised. It was a great turnout.

6. Adjournment

Mayor Jones adjourned the meeting at 6:25 p.m.

Respectfully submitted:


Town Clerk


Mayor

