Holly Springs Town Council
7:00 PM **Tuesday, April 7, 2020**

Regular Meeting
Holly Springs Town Hall Council Chambers
128 S. Main Street, 2nd Floor

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of April 7, 2020 meeting agenda.

PROCEDURAL MOTION

5. Approve Electronic Meeting Policy

PUBLIC COMMENT PERIOD **Notes on the Comment Period** - Due to the current restrictions on mass gatherings, and the nature of an Electronic Meeting, public comment will be received in writing and delivered to Council Members prior to this meeting.

CONSENT AGENDA

6. Approve the minutes of March 3, 2020 Business Meeting, March 9, 2020 Community Meeting, March 10, 2020 Workshop Meeting, and March 13, 2020 Emergency Meeting.
7. Monthly Budget Amendment Report
8. Affordability and Financial Policies Analyses
9. Approve Audit Services Contract
10. Water Disconnection Suspension
11. Bass Lake Channel Improvements Project (18-013) Change Order 1

NEW BUSINESS

12. Utley Creek Greenway (TOHS Eng. Proj. 14-021)
13. Fiscal Year 2020-2021 Strategic Plan Update

UNFINISHED BUSINESS

14. United Community Bank Plan Extension Request

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION -

ADJOURNMENT

In accordance with ADA regulations please contact the Town Clerk's office at least 48 hours before the meeting to request an auxiliary aid or service needed to participate in this meeting:
linda.mckinney@hollyspringsnc.us 919-557-3900

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

New Business
Title: Approve Electronic Meeting Policy
Strategic Priority Area: Organizational Excellence
Staff Resource: John Schifano, Town Attorney, Linda McKinney, Town Clerk

Action(s):
Motion to approve Rules of Procedure for Electronic Meetings.

Explanation:
- In order to continue the business of the Town during the current and any future crisis that prevents a quorum from gathering together, and allow access by the public and the press, the Mayor and Council of the Town of Holly Springs wish to pass an Electronic Meeting Policy.
- This policy specifies when an electronic meeting would be allowed, specifies that all members attending electronically would be counted towards a quorum, and calls for the meeting to be paused if an elected official loses his or her connection to the meeting.
- Voting by roll call is required, and the minutes will reflect who attended electronically.
- This policy covers the Town Council and advisory boards, however the town council and board of adjustment cannot hold a quasi-judicial hearing via an electronic meeting under the current state of the law which requires live sworn testimony.

Background:
- The Chairman of the Wake County Board of Commissioners has declared a State of Emergency due to the Covid-19 pandemic which orders no public gatherings and other social-distancing behaviors.
- The governing body of the Town of Holly Springs wishes to protect the health and wellbeing of the residents of Holly Springs by limiting everyone's potential exposure to the virus.

Funding Source(s):
N/A

Attachment(s):
1. Electronic Meeting Policy

THE TOWN OF Holly Springs	Administrative Rule Number: Title: Rules of Procedure for Electronic Meetings	
Administrative Rules Manual	Prepared By:Linda McKinney Town Clerk	Governing Body
	Supersedes: Old # -- Old Effective Date --	
	Effective Date:	
	Date Approved by Council:	

Purpose:
Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Town Council, Planning Board, and other advisory boards ("Public Body") may take place by electronic or telephonic means where the participants engage in real-time discussion in a manner open to the public. Meetings of the Board of Adjustment hearing quasi-judicial matters shall not take place electronically. N.C.G.S § 143-318.10(d) states that an official meeting can "mean[ ] a meeting, conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body." This Policy on Rules of Procedure for Electronic Meetings is a guide for how electronic meetings may occur and do so to ensure transparency and participation by members of the Public Body.

Scope/Coverage:
This Administrative Rule, upon approval by the Town Council, shall apply only when any of the following entities declare that a state of emergency or a disaster exists in an area including the Town of Holly Springs: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Wake County, North Carolina; or the Town of Holly Springs, through the Mayor or other methods permitted by Ordinance 19-09 of the Town of Holly Springs Code of Ordinances. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the Town of Holly Springs. (For example, a determination that an emergency exists under the National Emergencies Act related to piracy conducted by Somali pirates would not reasonably be related to the Town of Holly Springs and cannot support use of electronic meetings.) If no state of emergency or disaster exists, then the Electronic Rules may not be used.

Administrative Rule:

1. Definition of an Electronic Meeting

An Electronic Meeting is any duly advertised meeting where a quorum of the Public Body participates through simultaneous telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the Public Body to hold a meeting without all members being physically present in the same room. An Electronic Meeting shall use whatever technology necessary to ensure: (i) unrestricted communication between all members of the Public Body; (ii) the ability to record the audio of the proceedings; and (iii) allow for telephonic listen-only access available to members of the general public.

2. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

a. The location of the physical meeting (which is where any Council members and staff able to attend the meeting in person shall gather); and

b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with §143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the N.C.G.S. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Town Council, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 N. C. G. S. Any notice provided may also be posted on the Town of Holly Springs website and social media accounts, if possible.

3. Quorum

Members of the Public Body present in person or electronically shall be included in the calculation for determining if a quorum of the Public Body exists. The Town Clerk, or clerk to the board in the event of an advisory board, shall determine who is present telephonically or electronically and shall interrupt the proceedings in the event that a technical difficulty arises or when a member is cut off from communication. If a member who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Public Body present either in person or electronically. Any member withdrawing from the meeting shall no longer be included for purposes the quorum calculation.

4. Process of Opening Meeting

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer shall communicate with the members who are participating electronically and ensure that each consents to the electronic meeting and is prepared to go forward. Only an affirmative vote of consent from the majority may allow an Electronic Meeting to proceed. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open for members of the public to hear, and for members of the body to actively participate in deliberations. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding official shall state orally which members are participating electronically, and such designation shall be recorded in the minutes. Minutes of the Electronic Meeting shall be kept in the same manner as a regular meeting, and an audio record shall be made of the Electronic Meeting and kept for the period required by the Municipal Records Retention Schedule.

5. Voting and Discussion

Members present for the meeting through electronic means are eligible to vote for all items considered by the Public Body during the meeting. However, members present for the meeting through electronic means will not be permitted to vote on any quasi-judicial matters coming before the Public Body. Voting must be by roll call with a verbal "yea" or "nay" such that the Clerk or the Clerk's designee may record the vote. Prior to taking a vote on any issue the Mayor or other presiding officer shall inquire of the members participating electronically if they have been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those members to make any comments they desire. However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer in order to be recognized for discussion.

A member attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the Public Body. If a member attending through electronic means becomes disconnected from the meeting, the Mayor or presiding officer will pause the meeting for a reasonable amount of time to allow the member to reconnect. If the member is unable to reconnect, that member will not be counted as an affirmative or negative vote. A quorum shall need to be maintained until the conclusion of the voting process in order for the vote to be valid.

6. Ratification

Any action taken at a meeting where a quorum was participating remotely shall be ratified at the next meeting where a quorum is physically present.

7. Minutes

The minutes of the meeting shall designate the name of each Council member who participated electronically, the nature of the electronic communication, and the duration of the Council member's participation.

8. Public Participation

Members of the public shall have telephonic or computer listen-only access at all times during the Electronic Meeting, unless an exception applies pursuant to N.C.G.S. §143-318.11. Written Public Comments emailed or otherwise delivered to the Clerk's Office no later than two hours prior to the Electronic Meeting will be provided to members of the Public Body prior to the meeting.

If the public cannot be present in the room where any Council members are physically present, then public participation in Public Hearings will be by sworn affidavit, which must be received by the Clerk's office no later than one hour prior to the Electronic Meeting.

End of Administrative Rule No.

Approved by the Town Council, Town of Holly Springs, this the _____________ day of April, 2020.

ATTEST:

Linda McKinney	Dick Sears, Mayor
Town Clerk	
(Town Seal)	

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Consent Agenda

Title: Approve the minutes of March 3, 2020 Business Meeting, March 9, 2020 Community Meeting, March 10, 2020 Workshop Meeting, and March 13, 2020 Emergency Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Motion to approve the minutes of the Council's business meeting held March 3, 2020, the community meeting held March 9, 2020, the workshop meeting held March 10, 2020, and the emergency meeting held March 13, 2020.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please call the Town Clerk at 919-557-3900 in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

Background:

Funding Source(s):

N/A

Attachment(s):

1. 3.3.20 minutes - Draft
2. 3.9.20 minutes - Draft
3. 3.10.20 Workshop Minutes - Draft
4. 3.13.20 minutes - Draft

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, March 3, 2020 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and five council members were present as the meeting opened.

Council Members Present: Mayor Sears, Councilmen Dan Berry, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

Council Members Absent: none.

Staff Members Present: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager;* John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Kathy White, *Deputy Town Clerk*; Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing;* Mark Andrews, *Communications and Marketing;* Mathew Mutter, *IT;* Gina Clapp*, Director of Planning & Zoning;* LeeAnn Plumer*, Director Parks and Recreation;* Kendra Parrish, *Director Engineering;* Aaron Levitt, Engineering; Dirk Siebenbrodt, *Engineering*; Irena Krstanovic, *Director of Economic Development*; Seann Byrd, *Director Water Quality*; Patty Dressen, *Interim Director Finance*; John Herring, *Chief of Police*; and Leroy Smith, *Fire Chief.*

2. and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Bishop Randy Adamson, of the Church of Jesus Christ of Latter Day Saints.

4. Agenda Adjustment: The March 3, 2020 meeting agenda was adopted with changes, if any, as listed: none.

Motion by: Berry
Second by: McGrath
Vote: Unanimous

5. Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following comments were recorded:

Joe Fanjoy, 109 Fairground Road, Holly Springs spoke requesting improvements to Grigsby Avenue. He said it was a big improvement to get the sidewalks that exist to get runners off the road. But he said he believes it is a substandard road for the amount of traffic it serves. He said it was a major thoroughfare, used by runners, people going to the Hunt Center and others, and he said it was too narrow. He also spoke about the Green bond projects and said he thought the Town should move forward with the Grigsby improvements.

6a. Oath of Office: Board of Adjustment Members Morgan Wiley and Jayson Greene; Planning Board Members Chris Deshazor and Van Crandall

Mayor Sears introduced the newly reappointed members of the Board of Adjustment and Planning Board. Linda McKinney, Town Clerk, administered the Oath of Office to Ms. Wiley, Mr. Greene, Mr. Deshazor and Mr. Crandall.

7a. Public Hearing: Thales Academy Bond

Kristen Kirby of McGuire Woods, LLP, counsel for Thales Academy, said that Thales Academy desires to issue bonds not to exceed $40,000,000 of Public Finance Authority Educational Facilities Revenue Bonds, series 2020. Per 26 U.S. Code §147(f) it is necessary for the school to have a public hearing and receive approval in principle from the "governmental unit having jurisdiction over the area in which any facility, with respect to which financing is to be provided from the net proceeds of such issue, is located."

She said that the bonds will be used to refinance current debt and for capital building. She explained that this resolution creates no obligation for the Town of Holly Springs in relation to these bonds.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded: none.

There being no input, Mayor Sears closed the public hearing.

Action: Motion to approve Resolution 20-06 approving in principle the issuance of bonds by Thales Academy.

Moved by: Kelly
2nd by: Berry
Vote: Unanimous

8. Consent Agenda

The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Berry, a second by Councilman Villadsen and a unanimous vote. The following actions were affected:

8a. Minutes – The Council approved minutes of the Council business meeting held February 18, 2020 and the Council retreat meeting held February 21-22, 2020.

8b. Update to Standard Unit Cost Policy – The Council approved the updated Standard Unit Cost within the existing Infrastructure/Reimbursement/Surety Unit Price Requirement Policy P-002.1. *A copy of the updated Standard Unit Costs is attached to these minutes.*

8c. Amendment to Parks and recreation Committee Ordinance – The Council approved an amendment to the Parks and Recreation Committee Ordinance 18-05, to allow officers to be elected at the second regular monthly meetings of the new fiscal year. *A copy of the Amended Ordinance is attached to these minutes.*

NEW BUSINESS

9a. Holly Springs Express Bus Service

Aaron Levitt, Engineering, gave an overview of the presentation made to Council last November regarding bus service to Holly Springs. He said that Council asked at that time for other options. Staff worked with GoCary and GoTriangle, and they have drafted some other options to consider. He then introduced Eric Landfried of GoTriangle. Mr. Landfried gave an overview of the previous studies and planning efforts by Wake Transit. He said that fares to either Raleigh or RTP would be $2.25 one way, $4.50 round trip. He then outlined options considered by GoCary and GoTriangle for bus service to and from Holly Springs. He showed a map of Bus Routes 305 and 311, which go to Raleigh and RTP respectively, showing how the chosen route passes through the most densely populated employment centers. The original option had trips every 60 minutes during peak hours, required a transfer in Apex to get to Raleigh or RTP, and had stops at Holly Springs

Town Center and the downtown Village District, with a possible park and ride in the South Main Street area. This route would take 85 minutes from Holly Springs to Raleigh and require a transfer. Option A extends Route 305 from Apex to Holly Springs, making the trip to Raleigh a no-transfer option. Trips would be every 30 minutes during peak hours with stops at Ting Park and Holly Springs Road at Main Street. This route would take 70 minutes from Holly Springs to Raleigh. Option B would have trips every 60 minutes, have stops at Ting and Main St. at Center St. It would take 75 minutes to get to Raleigh and would not require a transfer. All three options require a transfer to go to RTP.

After discussions with staff, GoTriangle suggests a hybrid option, with the trips every 30 minutes, but stops at Main St. and Center (as well as Ting) to reach more residents who do not drive. Mr. Landfried said that the next steps will be revising the FY21 Wake Transit Work Plan by March 6th, holding public outreach events during the month of April, and taking the plan to the May 27th meeting of the GoTriangle Board of Trustees meeting for approval.

Council asked questions about how many stops would be on the route outside of Holly Springs and Mr. Landfried said that they were not set yet, but there are many employment centers along the route so it would be a local service, not express. He was asked about parking for the Village District bus stop and said that it was not a park and ride, and was meant for people who walked or biked to the bus stop. He said that the shelter at the Holly Springs Town Center would add travel time and hurt the service because of difficulties of turning left out of the center back on to Hwy 55.

Councilwoman Kelly asked why the cost was higher from Holly Springs than from Cary or Apex. Mr. Landfried said that it was because it was a regional service. There used to be separate fares for express fares and local service, but that is changing this summer. Local service within a municipality fares can be set by the municipality and can be lower, but regional service requires busses to go further from the garage, and the cost reflects that.

Mr. Landfried said that over 50% of their ridership uses the GoPass, which is an employer-subsidized fare. There is also a Youth GoPass for riders under 18; NC State offers a GoPass to their students; seniors ride free; people with disabilities ride for half fare.

Councilwoman Kelly thanked Mr. Landfried for doing the extra analysis and work to come up with new routes.

Mr. Landfried said once they implement mobile ticketing, one of the benefits is fare capping. Discounts are currently provided for people who ride a certain number of times per week or month. Fare capping would implement those caps automatically once a rider has met that number of trips while paying as they go. This would be available on mobile phones, but also on Smart Cards that could be reloaded with cash for the unbanked.

Councilman McGrath asked if an analysis of parking at Ting had been done. Mr. Levitt said staff was waiting for direction from Council but doesn't think there would be many improvements needed. Councilman McGrath asked if there was an accommodation for a bus to pull over on Main Street to avoid backing up the traffic that is currently on Main Street. Mr. Levitt said there could be fewer cars on the road once we have bus service, and there were solutions that could be explored to avoid that problem. Mr. Landfried said GoTriangle would work with staff to identify a place where the bus could lay over between runs. But loading times are usually no more than 30 to 60 seconds, so the delay at the stop itself would be minimal. They will work with the Town to discover a place for layovers.

Councilwoman Kelly asked about public outreach. Mr. Landfried said it would be a combination of education and receiving feedback on what people want to see. They would like Council's blessing to bring one option forward to the public. He outlined the public outreach that GoTriangle would do in April. He also said that in order to start service in August, they need to take the plan to the GoTriangle Board of Trustees in May.

Action: Motion to recommend GoTriangle move forward with Hybrid of Option A and B.

Motion by: Villadsen

Second by: Wolff
Vote: Unanimous

10. OTHER BUSINESS

Mayor Sears gave an update on crosswalk safety and speeding.

Councilman Villadsen asked for an update on the sidewalks on Main St. to Ting. Kendra Parrish, Director of Engineering, said that Public works has begun work and staff will update Council in a Friday briefing memo.

Councilwoman Kelly thanked staff for an excellent retreat and for recent events, including the blood drive, pancake breakfast, and the polar plunge. She said she likes how staff is reaching out to the community and believes the community appreciates it.

Councilman McGrath said that he met with Councilwoman Kelly to start the landfill engagement group and will work to engage with the County Commissioners.

11. MANAGER'S REPORT

Randy Harrington, Town Manager, said that there was a reported case of the Covid19 Corona virus in Wake County. He said the Town is taking it seriously and monitoring it closely. He referred residents to Wakegov.com which has much helpful information for the community.

He then thanked the Mayor and Council for a great retreat, and for the great feedback staff received from them.

12. CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss an economic development incentive agreement, and pursuant to N.C.G.S. 143-318.11(a)(9) to discuss public safety preparedness. No action was taken.

Motion by: Berry
Second by: Villadsen
Vote: Unanimous

13. Adjournment: Councilman McGrath made a motion to adjourn at 9:35 pm. It was seconded by Councilman Berry and passed with a unanimous vote.

Respectfully Submitted on Tuesday, April 7, 2020.

Linda C. McKinney

Linda C. McKinney, Town Clerk

Addenda pages as referenced in these minutes follow and are a part of the official record.

Community Meeting
7 p.m. March 9, 2020
Holly Springs United Church of Christ

MINUTES

A quorum of the Holly Springs Town Council attended a meeting, called by members of the community, on Monday, March 9, 2020 at Holly Springs United Church of Christ. A quorum was present as the mayor and three council members were attended.

Council Members Present: Mayor Sears, Councilmen Shaun McGrath, and Aaron Wolff, and Councilwoman Christine Kelly.

The Mayor and members of the Council listened to stories shared by members of the community about how housing affordability, displacement, and inequity have impacted their lives.

No Action was taken.

Respectfully Submitted on Tuesday, April 7, 2020.

Linda C. McKinney

Linda McKinney
Town Clerk

Mayor and Council Workshop
6 p.m. March 10, 2020
Town Hall, Holleman Room

MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, March 10, 2020 in the Holleman Room of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 6:05 p.m. A quorum was established as the mayor and three council members were present.

Council Members Present: Mayor Sears, Councilmen Dan Berry, Peter Villadsen, Shaun McGrath.

Councilman Aaron Wolff and Councilwoman Christine Kelly arrived at 6:10 pm

Council Members Absent: none

Staff Members Present: Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Linda McKinney, Town Clerk (recording the minutes); John Schifano, Town Attorney; Cassie Hack, Director Communications and Marketing; Melissa Sigmund, Planning & Zoning; Gina Clapp, Director of Planning and Zoning; Kendra Parrish, Director of Engineering; Irena Krstanovic, Director Economic Development; Patty Dressen, Interim Director of Finance; Corey Petersohn, Finance; Kimberly Keyes, Administration; Jeff Wilson, Director of IT;

2. **Workshop Overview**
   Staff Resource: Randy Harrington, Town Manager
   Mr. Harrington gave an overview of the items on the agenda.

Councilmembers Kelly and Wolff arrived at this point.

3. **Space Needs Analysis**
   Staff Resource: Kimberly Keyes and Daniel Weeks, Administration

Daniel Weeks said that the Town has been conducting a space needs study for Town Hall, and introduced Natalie Stenger and Brent Green from Creech and Associates. Mr. Green said that they had considered various solutions for the space problem in Town Hall and showed gave an overview of the process used. Ms. Stenger then showed examples of five considered solutions. She then explained the process they had used to assess space in Town Hall, the deficit of around 15,000 square feet, and the parking needs associated with employment at Town Hall. She outlined five initial massing models they studied in order to meet these space needs, and explained why Option 5 was the best solution. Next she walked through the five phases of the plan, from renovating existing space in Town Hall to improve reception services, to moving some departments into the old Police Station once it becomes available, to renovating Town Hall infill space left open by those departments that moved, to construction of a new three story building and the final renovations to Town Hall. They showed potential floor plans for these phases, and potential elevations for the finished project.

Mr. Weeks explained that the next steps would be budget requests for the proposed improvements in 2021, moving the Parks & Recreation and IT departments to the old Police Station in 2021, and consideration of purchasing the Rendering House/Village Condos.

Randy Harrington said that the plan is conceptual. This is not exactly what is going to happen over the next twenty years, but it gives us some avenues or approaches on how to address the growing space needs. Mayor Sears asked about the timeline. Mr. Green outlined those phases starting with Phase 1 in early 2021, to Phase 5 being 8 to 10 years out.

There was discussion around whether traditional offices and cubicles are the best use of space or whether Town Hall should move to an open plan. Mr. Green said that an open plan was looked at, but so many positions in local government require privacy that a totally open plan doesn't work. There was further discussion about whether telecommuting and other changes in workforce practices were considered when drafting this plan. Mr. Green said that there is no policy in place regarding telecommuting, and therefore it could not be taken into consideration until there is, but that might relieve some pressure, and that some positions were more conducive to telecommuting than others.

There was further discussion around the financing and whether a financial plan had been created. Mr. Harrington said that the purpose of this study was space, and a financial plan would have to happen in the future, but at some point the pressure need would be great and having a plan in place ahead of time would assist in planning.

Finally there was discussion about seeking to purchase and retrofit already existing properties rather than building a new building. It was pointed out that this raises ADA considerations which could make it prohibitively expensive.

4. Green Oaks West Development Agreement

Staff Resource: Kendra Parrish, Director of Engineering; Melissa Sigmund, Planning & Zoning

Kendra Parrish, Director of Engineering, said that the Green Oaks West PUD came before Council and Planning Board for a joint public hearing on January 7, 2020. The following issues were identified at that hearing for further review and consideration: the mix or residential and non-residential; transportation improvements; sewer improvements; and pedestrian connections. Since that time staff has been working with Mr. Chandler on a Development Agreement. Due to traffic and engineering studies, the developer has felt a need to make changes to the PUD in order to pay for the improvements needed. Melissa Sigmund, Planning & Zoning, showed the plan that was presented at the public hearing. She then showed the revised plan submitted by the developer in which the central portion of the property has been changed from Office/Institutional to Mixed Residential. The developer anticipates stand-alone residential in this area, rather than the previously discussed residential up, non-residential down. This plan reverts to the initially proposed design concept which the Technical Review Committee warned them against pursuing.

Staff requested input from Council prior to getting into the details of the negotiations. Council indicated that they wanted to hear the details of the negotiation before they made any decision. They asked staff about "worst case scenarios" and Ms. Parrish said that, with standalone residential allowed, the worst case scenario is that the 600 residential units get built and the commercial would not get built.

Ms. Parrish outlined the points of negotiation on the proposed Development Agreement. She said the goal was to have nonresidential, with residential supporting it. Staff suggested 100,000 square feet of nonresidential and 250 residential units could get building permits at the same time. The Developer requested it be increased to 400 residential units. Phase II would be a check-in where, prior to additional residential units having permits issued, 100,000 square feet of nonresidential needs to have a CO and an additional 150,000 sq. ft. of nonresidential shall have a building permit. Developer thinks that should not have any restrictions on the residential.

Council discussed phasing in the residential and their commitment to keeping the business park nonresidential. They said that the included residential portion of this was envisioned as incidental to the nonresidential. They did not agree with allowing the developer no restrictions on building the residential component. They said that they were more willing to negotiate regarding sewer improvements than road improvements, and that they would prefer fee-in-lieu payments be upfront, rather than phased in, as construction dollars lose value each year.

Pedestrian connections were discussed and Ms. Parrish said the developer was asked to build an 800 foot sidewalk connection along the north side of New Hill. He was willing to obtain the easements and turn them over to the town, but not to build the sidewalk. Council discussed what it would take for Public Works to build the sidewalk and how the materials could be financed. Council expressed a desire to guard against the worst case scenario, and to ensure that the nonresidential is built and that it "pushes the needle" towards the goal of 70% residential, 30% non-residential.

Ms. Parrish said the next steps will include continuing the conversation with the developer along the guidelines given by Council. Another public hearing will be scheduled and before it gets to Planning Board the final terms of the Development Agreement would be worked out. Mr. Parrish said that staff will meet with the developer and continue the conversations. If we need to check back in with you along the way we will. Mr. Harrington said we can have some touch points to check back in with Council as the process continues.

Mr. Harrington asked Council for a time check on what they wanted to do with two remaining topics and 20 minutes left. Council decided to continue with both items.

5. Strategic Plan Check In

Staff Resource: Randy Harrington, Daniel Weeks, and Scott Chase, Administration; Corey Petersohn, Finance

Randy Harrington, Town Manager, said that the purpose of this item is to continue discussion of potential updates to Town Council's Strategic Plan. He said that at the retreat, Council discussed various aspects of the strategic plan. He gave an overview of which initiatives have been completed, or are nearly completed. New initiatives to support the Strategic Priority Areas were also discussed.

Council discussed what the residential v nonresidential ratio should be, how it could be achieved, whether numbers should be included in the strategic plan at all. The consensus was to keep the 70/30 as a goal.

Regarding affordable housing, Council decided at the retreat to focus on two primary issues: displacement of residents and having a variety in housing prices. Goal 5 was proposed under Responsible and Balanced Growth: "Leverage Town and regional partners to mitigate resident housing displacement from NCDOT and Town infrastructure projects and increase housing variety and price points." There were four proposed initiatives beneath this goal. Council discussed them each, attempting to reach a consensus on definitions of the problem and appropriate solutions.

Gina Clapp said that neighboring municipalities have either just completed housing studies, or are in the beginning phases of housing studies. She outlined potential components of a housing study, should Council wish to commission one, and the price range of $50,000 to $90,000 for such a study. She looked at Morrisville's recently completed study, and it was not unique to Morrisville, it was more "any town USA." She did not see their RFP to see what they looked for. Affordable housing is not a local problem; it is a regional problem. She said there are more and more resources that we can tap into from the School of Government (SOG) and other sources.

Ms. Clapp said staff would like to know what Council's goals are, what the local/regional market is or is not; and then create a plan of action. She suggested using SOG and Wake County resources to narrow down Council's goals and plans.

Council discussed the pros and cons of commissioning a housing study, versus forming a committee or dedicating staff time to studying the problem. There was a question on whether the issue could be studied by staff or a committee in time for an item to be put in the budget for the next fiscal year. Mr. Harrington said that a process like that takes 4 to 6 months, and a staff person would be needed to support that committee. He said that if Council is unsure of what it wants to do, some funding could be carved out in the budget that was unspecified and would be available later if Council wanted to spend it on a housing study.

Mayor Sears asked for a vote on Initiative 5.4 at this time.

Action: Motion to amend proposed strategic plan to include initiative 5.4 as amended: "Conduct a Housing Study to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action, and form a housing committee."

Motion by: Wolff
Second by: Kelly
Vote:
Aye: Wolff, Kelly, Villadsen
Nay: McGrath, Berry

The motion passed.

There was consensus (no vote taken) to amend proposed Initiative 5.2 to take out "single family" and to keep goal 5, amended to strike "and increase housing variety and price points."

Mr. Harrington, Town Manager, said that the next steps would be for Council to consider adopting the FY2021-2020 Strategic Plan at their April 7th business meeting, and for Strategic Plan elements to be reflected in the Manager's recommended budget on May 12th.

6. Unified Development Ordinance Decision Matrix:

Staff Resource: Gina Clapp, Director of Planning & Zoning

Gina Clapp, Director of Planning & Zoning, said that the purpose of this item was to provide Council with a general overview of how the various decision making processes are determined for development proposals. She said that administrative decisions must meet or exceed the UDO requirements, which were set by Council. She went on to explain the value of administrative decisions in saving time and costs, which makes the town more small business friendly. She explained that there were four basic types of decision procedures. Public Hearing-Legislative; Public Hearing-Quasi Judicial; Administrative – Town Council; and Administrative – staff. She outlined the parameters for each type of decision making process. She showed how neighboring municipalities grant staff decision making authority, and the special requirements for projects in the downtown village district.

Mayor Sears asked if the requirement for a neighborhood meeting was new. Ms. Clapp said that for rezoning, that rule has been in place for 5 to 8 years. But there is no requirement for a neighborhood meeting for a SEU or Development Plan. Council asked questions about requiring neighborhood meetings for other than rezoning, and was advised that staff encourages it, but can only require it for a rezoning.

7. Adjournment: Motion to adjourn was made by Councilman Villadsen, second by Councilman Berry, and passed with a unanimous vote. The March 10, 2020 workshop meeting of the Holly Springs Town Council was adjourned at 9:33 pm.

Respectfully Submitted on Tuesday, April 7, 2020.

Linda C. McKinney

Linda McKinney
Town Clerk

MINUTES

The Holly Springs Town Council met in a duly called emergency meeting on Friday, March 13, 2020 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and four council members were present as the meeting opened.

Council Members Present: Mayor Sears, Councilmen Dan Berry, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

Council Members Absent: none.

Staff Members Present: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager;* John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Cassie Hack, *Director Communications and Marketing*; Mark Andrews, *Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Jeff Wilson, *Director of IT;* Gina Clapp*, Director of Planning & Zoning;* LeeAnn Plumer*, Director Parks and Recreation;* Kendra Parrish, *Director Engineering;* Aaron Levitt, *Engineering*; Seann Byrd, *Director Water Quality*; Patty Dressen, *Interim Director Finance*; Luncie McNeil, *Director of Public Works*; Annemarie Forbis, *Human Resources;* Capt. Mike Patters, *Holly Springs Police*; and Leroy Smith, *Fire Chief.*

Mayor Sears called the meeting to order at 5:00 pm. He said that we should not panic, even though it is a serious issue. He said that if you are symptomatic you should go to your doctor. If you test positive, your information will be shared with the Wake County Department of Health to be monitored.

Randy Harrington, Town manager thanked Council for being flexible to meet on six hour notice. He said that the purpose of the meeting was to update the Council and the Community on what the town is doing to mitigate the spread of the COVID-19 virus. He showed a chart that shows why it is important to take the actions the Town is considering, called “flattening the curve.” This keeps the health care system from being overwhelmed and saves lives.

He said that Governor Roy Cooper and the Wake County Board of County Commissioners Chair Ford have issued State of Emergency Declarations. In accordance with the Governor’s recommendations the Town is taking action to mitigate the spread of COVID-19 virus. Postponements and cancellations of some Town events follow Gov. Cooper’s recommendation to avoid events and activities where attendance of 100 or more people is anticipated. Other event and meeting modifications are planned where non-time sensitive meetings can be delayed or postponed to mitigate social contact, but Town services will continue without interruption.

He outlined the following actions which the Town is taking, in effect starting at 7:00 am March 14, 2020:

Town Sponsored Meetings:

- No meetings through April 12, 2020:
    - Tree Advisory Committee

    - Parks & Recreation Advisory Committee
    - Board of Adjustment
    - Community engagement meetings on Town projects (to be rescheduled)
- No changes: Planning Board and Town Council meeting schedules (but staff will review opportunities to avoid non-time sensitive agenda items to mitigate crowds and duration of social contact (promote watching online)

Staff:

- Focus on keeping our employees safe while maintaining municipal services
- Temporary telecommuting availability starting Monday, March 16 along with considerations for flex scheduling
- Encouragement of alternate meeting options (i.e. digital and video tools)
- Practice "social distancing"
- No travel to large conferences/meetings through April 15
- Elevated daily cleaning of commonly touched hard surfaces

Parks & Recreation:

- Cancelled and postponed activities through April 12, 2020
    - Family Prom (cancelled)
    - Spring Fling (cancelled)
    - Youth spring sports (postponed start)
    - Senior programs (postponed)
    - Cultural Center performances (cancelled, but will reschedule where possible)
- No changes
    - Arbor Day Tree planting (March 14, 2020)
    - Farmer's Market
    - Facilities remain open (fitness and youth classes no changes)
- No changes but dependent on Wake County Public School System (WCPSS)
    - After school and track out programs (Any changes by WCPSS would likely trigger cancellation of after school, youth, and adult programming.)

Other Town Information:

- Encourage residents to pay utility bills online, and to use telephone or online sources for otherwise accessing Town Hall and town employees
- Police and Fire Department community engagements are cancelled through April 12, 2020
- Information: NCDHHS.gov/coronavirus; 866-462-3821

Mr. Harrington said that these are the key changes staff are planning. This is a rapidly evolving situation and staff is trying to be proactive, but there is no reason to panic and we are going to do our best to carry on as usual.

Mayor Sears asked Mr. Harrington to explain, for the benefit of the audience, why senior activities are being cancelled. Mr. Harrington said that the CDC and WHO say that those aged 65 or older are most at risk from this virus.

Councilman Berry asked if there be any extra cleaning of playground equipment hard surfaces. LeeAnn Plumer, Parks and Recreation Director, said to date there has not been any additional cleaning of playground equipment. Staff is not able to take on such a task, but we are encouraging anyone who visits the playgrounds to wash their hands at the restrooms before and after playing. The restrooms are being kept well stocked with soap and hand towels. Councilman Berry asked if a contractor could be brought on to do that. Mr. Harrington said we can ask the contractor who is doing the extra cleaning inside facilities. Councilman Berry asked if there had been discussion of not disconnecting water services for people with overdue bills. Mr. Harrington said we are suspending cut offs on a temporary basis, given that the best way to stop the virus is to wash your hands. We will continue to work with our residents who have not paid, but will not cut off water. Councilwoman Kelly asked if water had been restored to those who had been cut off. Patty Dressen, Interim Finance Director, said that to her knowledge the only disconnections that are happening at this point are people who are moving out, not for nonpayment.

Councilwoman Kelly asked if there was a banner on our web page to tell people the latest, and if we should post a sign to let people know the playgrounds are not being cleaned, or put it on the website. Mr. Harrington said we do have an external communication that will go out following this meeting and we can add that piece.

Councilwoman Kelly said that Meals on Wheels is anticipating continuing service, but there is a need for younger volunteers to deliver those meals. Also the Food Cupboard has put a call out for increased donations.

Councilman McGrath asked if there was the possibility to record Planning Board meetings so those who want to watch but not attend can see and/or hear them. Also if we could experiment with letting people Skype in and be engaged without overwhelming the service. He said the CDC reported that only 2% of the test kits are coming back positive. Also, remember that the trees are blooming and people have allergies, so not everyone who is coughing is infected. He said that Virginia schools had all been closed, and that ours might be closing soon, so we need to think about child care situations.

Mayor Sears said that the more we know, the better off we are. He will get information out to the Town as it becomes available.

Councilman Villadsen asked if we should cancel fitness classes or close the gym. Ms. Plummer said Parks and Recreation is encouraging people to bring their own mats, and are providing extra sanitations supplies. Attendance is already down. Staff is communicating with other municipalities and things could change.

Councilman Wolff said he spoke with our school board representative, and right now they are taking their cues from the NC Dept. of Health. This will not be a Wake Co public school decision; it will come from above.

Councilwoman Kelly asked what percentage of town jobs could telecommute. Mr. Harrington said he did not have a percentage in his head, but most of the services we provide are out in the community – police, fire, public works, etc. Most of them are not eligible. But for those that are, we are making arrangements on Monday for telecommuting when it is feasible. Councilwoman Kelly asked if there were any projects that would be delayed. Mr. Harrington said that at this time he did not know of anything that is being postponed. With canceling public engagement committees there may be some temporary alterations of time lines, but nothing is being impacted at this time.

Mayor Sears said the recommendation is to avoid groups of 100 or more. If necessary we may provide audio and/or video feed to the Holleman room to keep the numbers under that level.

Motion to adjourn was made by Councilman McGrath and seconded by Councilman Wolff. The vote was unanimous. Mayor Sears adjourned the meeting at 5:31 pm.

Respectfully Submitted on Tuesday, April 7, 2020.

Linda C. McKinney

Linda C. McKinney, Town Clerk

Addenda pages as referenced in these minutes follow and are a part of the official record.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda
Title: Monthly Budget Amendment Report
Strategic Priority Area: Organizational Excellence
Staff Resource: Patty Dressen, Interim Director, Finance

Action(s):

Receive report. No further action is needed.

Explanation:

Each month the finance department provides a report to Council on operational budget amendments approved by the Town Manager, or that are accomplished at the direction of Town Council. The budget ordinance for the Town of Holly Springs mandates this regular report to the Council for inclusion in the Council's minutes.

Background:

Funding Source(s):

N/A

Attachment(s):

1. 4.7.20 Monthly BA Report

Town of Holly Springs

Budget Amendments Report

From Date: 2/1/2020 - To Date: 2/29/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
318.03 - Public Safety Revenues Other/Misc Revenues				Amended Balance as of: 2/1/2020		$15,000.00
	02/19/2020	2020-00004005	Community Grant for HSPD	$3,500.00	$0.00	$18,500.00
				$3,500.00	$0.00	$18,500.00
355.21 - Other Financing Sources Oper Tsfr Parks & Rec Reserves				Amended Balance as of: 2/1/2020		$3,977,940.00
	02/03/2020	2020-00003700	Parks Land Purchase - excess funds transfer	$0.00	$1,075.00	$3,976,865.00
				$0.00	$1,075.00	$3,976,865.00
Department: 410 Central Services						
90.05 - Capital Outlay Land				Amended Balance as of: 2/1/2020		$3,815,000.00
	02/03/2020	2020-00003700	Parks Land Purchase - excess funds transfer	$0.00	$1,075.00	$3,813,925.00
				$0.00	$1,075.00	$3,813,925.00
Department: 410 Central Services Totals:				$0.00	$1,075.00	
Department: 412 Administration						
Sub Department: 14 Town Clerk						
62.02 - Supplies Dues & Subscriptions				Amended Balance as of: 2/1/2020		$68,465.00
	02/05/2020	2020-00003757	Town Clerk Chamber Payment Adjustment	$10,000.00	$0.00	$78,465.00
				$10,000.00	$0.00	$78,465.00
62.04 - Supplies Department				Amended Balance as of: 2/1/2020		$17,293.00
	02/05/2020	2020-00003757	Town Clerk Chamber Payment Adjustment	$0.00	$10,000.00	$7,293.00
				$0.00	$10,000.00	$7,293.00
Sub Department: 14 Town Clerk Totals:				$10,000.00	$10,000.00	
Department: 412 Administration Totals:				$10,000.00	$10,000.00	
Department: 414 Information Technology						
12.05 - Professional & Technical Service Contract Services				Amended Balance as of: 2/1/2020		$150,300.00
	02/20/2020	2020-00004023	IT Contract Services costs	$10,000.00	$0.00	$160,300.00
				$10,000.00	$0.00	$160,300.00
62.06 - Supplies Computer & Software				Amended Balance as of: 2/1/2020		$504,738.00
	02/20/2020	2020-00004023	IT Contract Services costs	$0.00	$10,000.00	$494,738.00
				$0.00	$10,000.00	$494,738.00
Department: 414 Information Technology Totals:				$10,000.00	$10,000.00	

Budget Amendments Report

From Date: 2/1/2020 - To Date: 2/29/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 418 Police Department						
Sub Department: 18 Law Enforcement						
62.14 - Supplies Crime/Fire Prevention				Amended Balance as of: 2/1/2020		$21,000.00
	02/19/2020	2020-00004005	Community Grant for HSPD	$3,500.00	$0.00	$24,500.00
				$3,500.00	$0.00	$24,500.00
Sub Department: 18 Law Enforcement Totals:				$3,500.00	$0.00	
Department: 418 Police Department Totals:				$3,500.00	$0.00	
Department: 425 Parks & Recreation						
Sub Department: 30 Public Facilities Maint						
12.05 - Professional & Technical Service Contract Services				Amended Balance as of: 2/1/2020		$231,760.00
	02/17/2020	2020-00003936	Parks and Rec Sonitrol monitoring	$450.00	$0.00	$232,210.00
				$450.00	$0.00	$232,210.00
46.01 - Rental & Lease Equipment				Amended Balance as of: 2/1/2020		$3,000.00
	02/17/2020	2020-00003936	Parks and Rec Sonitrol monitoring	$0.00	$450.00	$2,550.00
				$0.00	$450.00	$2,550.00
Sub Department: 30 Public Facilities Maint Totals:				$450.00	$450.00	
Department: 425 Parks & Recreation Totals:				$450.00	$450.00	
Department: 432 Engineering						
12.01 - Professional & Technical Service Professional Fees				Amended Balance as of: 2/1/2020		$110,549.00
	02/05/2020	2020-00003755	Engineering Public Input BA	$0.00	$2,375.00	$108,174.00
				$0.00	$2,375.00	$108,174.00
12.05 - Professional & Technical Service Contract Services				Amended Balance as of: 2/1/2020		$82,600.00
	02/05/2020	2020-00003755	Engineering Public Input BA	$2,375.00	$0.00	$84,975.00
				$2,375.00	$0.00	$84,975.00
12.07 - Professional & Technical Service Advertising				Amended Balance as of: 2/1/2020		$1,500.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$500.00	$1,000.00
				$0.00	$500.00	$1,000.00

Budget Amendments Report

From Date: 2/1/2020 - To Date: 2/29/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 432 Engineering						
12.08 - Professional & Technical Service Printing				Amended Balance as of: 2/1/2020		$3,500.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$2,500.00	$1,000.00
				$0.00	$2,500.00	$1,000.00
15.02 - Training & Travel Training				Amended Balance as of: 2/1/2020		$10,500.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$3,000.00	$0.00	$13,500.00
				$3,000.00	$0.00	$13,500.00
Department: 432 Engineering Totals:				$5,375.00	$5,375.00	
Fund Totals: General Fund				$32,825.00	$27,975.00	
Fund: 30 Utility Fund						
Department: 413 Finance						
Sub Department: 42 Water Meters						
25.03 - Water 3/4" Meters				Amended Balance as of: 2/1/2020		$200,000.00
	02/28/2020	2020-00004161	Finance water meters	$4,509.00	$0.00	$204,509.00
				$4,509.00	$0.00	$204,509.00
80.12 - Utility Fund Projects Water Meter Change Out				Amended Balance as of: 2/1/2020		$206,969.00
	02/28/2020	2020-00004161	Finance water meters	$0.00	$4,509.00	$202,460.00
				$0.00	$4,509.00	$202,460.00
Sub Department: 42 Water Meters Totals:				$4,509.00	$4,509.00	
Department: 413 Finance Totals:				$4,509.00	$4,509.00	
Department: 432 Engineering						
12.07 - Professional & Technical Service Advertising				Amended Balance as of: 2/1/2020		$1,500.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$1,000.00	$500.00
				$0.00	$1,000.00	$500.00

Budget Amendments Report

From Date: 2/1/2020 - To Date: 2/29/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 30 Utility Fund						
Department: 432 Engineering						
12.08 - Professional & Technical Service Printing				Amended Balance as of: 2/1/2020		$2,500.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$2,000.00	$500.00
				$0.00	$2,000.00	$500.00
15.02 - Training & Travel Training				Amended Balance as of: 2/1/2020		$5,000.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$3,500.00	$0.00	$8,500.00
				$3,500.00	$0.00	$8,500.00
41.01 - Maintenance & Repair Equipment				Amended Balance as of: 2/1/2020		$2,000.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$500.00	$1,500.00
				$0.00	$500.00	$1,500.00
Department: 432 Engineering Totals:				$3,500.00	$3,500.00	
Fund Totals: Utility Fund				$8,009.00	$8,009.00	
Fund: 31 Stormwater Mgmt Program Fund						
Department: 432 Engineering						
12.07 - Professional & Technical Service Advertising				Amended Balance as of: 2/1/2020		$2,000.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$0.00	$1,000.00	$1,000.00
				$0.00	$1,000.00	$1,000.00
15.02 - Training & Travel Training				Amended Balance as of: 2/1/2020		$6,000.00
	02/05/2020	2020-00003751	Engineering Team Training Contract	$1,000.00	$0.00	$7,000.00
				$1,000.00	$0.00	$7,000.00
Department: 432 Engineering Totals:				$1,000.00	$1,000.00	
Fund Totals: Stormwater Mgmt Program Fund				$1,000.00	$1,000.00	
Grand Totals:				$41,834.00	$36,984.00	

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Organizational Meeting
Title: Affordability and Financial Policies Analyses
Strategic Priority Area: Organizational Excellence
Staff Resource: Patty Dressen, Interim Director, Finance

Action(s):
Award a contract to DEC Associates Inc in the amount of $45,000 plus out of pocket expenses for development of financial management policies and affordability analyses.

Explanation:

- As part of the Town's Strategic Plan goal to ensure financial stewardship, staff is developing a new Community Investment Plan (CIP) for the fiscal year (FY) 2020-2021
- As part of designing and implementing a new long-term CIP, it is critical that the Town have in place enhanced financial management policies and management tools to project cash flows, revenues, planned expenditures, appropriate capital reserve levels and analyses of debt affordability projections that will help the Town meet the public infrastructure needs of a growing community.
- Additionally, updated financial policies and affordability analyses tools support strong overall financial management, long-range capital planning, and are considered best practice actions by credit rating agencies and local government finance professionals.
- These policies and tools will be focused on long-term financial needs for the General Fund and Water and Sewer Utility Funds.
- Under this contract DEC Associates will provide:

1. Presentation to Town Council, on the the affordability and developing financial policies methods and process. It will also address potential benefits to the Town.
2. In-depth review of the Town's funds for which affordability analysis would take place, General Fund, Water and Sewer and others appropriate and related;
3. Development of the affordability models for the appropriated funds;
4. Potential development of the Community Investment Funds for general government and Water and Sewer, as a means to appropriately separate capital from operating budgets and expenditures;
5. Development of financial policies for selected funds;
6. Presentations to Town staff and City Council, as needed and requested.

Background:

Funding Source(s):

- General Fund Operating Budget, Administration Department contract services. Account 10-412-11 12.05

Attachment(s):

1. DEC Financial Advisory Contract

FINANCIAL ADVISORY AGREEMENT – 2020

The Financial Advisory Agreement (the "Agreement") is entered into on March X, 2020, between the Town of Holly Springs, NC ("the Town") and DEC Associates, Inc. ("the Advisor"). The Agreement is specific to an initial financial planning engagement, the "Project".

The Town is considering various methods to improve financial planning for its respective credit entities, general government and enterprise, and to calculate affordability for capital investments. Additionally, the Town is reviewing appropriate financial policies and related benchmarks for the respective funds as a means to meet strong financial management parameters and to work to improve credit ratings. This financial planning Project will address the affordability and financial policy methods and work to identify, for Town consideration, best practices for each.

In connection with the Project, the Advisor will perform the following services, and are estimated to be completed by the end of 2020:

- Presentation, during 2021 budget time to Town Council, on the affordability and developing financial policies methods and process. It will also address potential benefits to the Town,
- In depth review of the Town's funds for which affordability analysis would take place, General Fund, Water and Sewer and others as appropriate and related,
- Development of the affordability models for the appropriate funds,
- Potential development of Community Investment Funds for general government and W&S, as a means to appropriately separate capital from operating budgets and expenditures,
- Development of financial policies for selected funds,
- Presentations to Town staff and City Council, as needed and requested,
- Other important tasks

For these services DEC Associates, Inc will charge as the fee a sum of $45,000 plus out of pocket expenses. One-half of this fee will be due upon acceptance and the remainder at presentation of the affordability and policy options to the City, estimated by close of 2020. Actual out of pocket expenses will be in addition to the fee amount and will be billed with the final invoice. This contract is cancellable by the Town or DEC Associates with thirty (30) days' notice. Upon notice by either party, services provided by DEC will be prorated and billed to the Town. This fee does not include services rendered by others.

Our firm is registered with the Securities and Exchange Commission (SEC) as a Municipal Advisor and has MA and MA-I filings with the SEC. Pursuant to our best practices and registration requirements, our firm, after reasonable diligence, has no known conflicts of interest pursuant to this contract. Additionally, our firm is not aware of any material legal or disciplinary events applying to it.

(Agreement continues on page 2)

2133 Southend Drive Unit 306 Charlotte, NC 28203
(704) 334 – 7478 (o) (704) 334-7481 (f)

Town of Holly Springs, North Carolina	**DEC Associates, Inc.**
Randy Harrington	Andrew Carter
Town Manager	Director
Title	Title
TBD	TBD
Date	Date

Page 2

2133 Southend Drive Unit 306 Charlotte, NC 28203
(704) 334 – 7478 (o) (704) 334-7481 (f)

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda
Title: Approve Audit Services Contract
Strategic Priority Area: Organizational Excellence
Staff Resource: Doreen Muentener

Action(s):
- Approve a Contract with Elliott Davis, PLLC in the amount of $36,950 to perform the annual financial audit for year ending June 30, 2020

Explanation:
- North Carolina General Statute §159-34 requires local governments to obtain an annual independent audit.
- The audit will fulfill the State's legal requirement and provide accountability to the Town's citizens and other interested parties
  by reporting the Town's financial position and results of operations for the 2019-20 fiscal year.
- The North Carolina Local Government Commission requires all audit contracts be approved by their office.
- Elliott Davis is the firm selected to perform the annual audit.

Background:
- The Town has retained Elliott Davis to perform the annual financial audit for the past two fiscal years.
- The current agreement is for three years, with an option to extend for two additional one-year terms.
- The audit for year ending June 30, 2020 will be year three of the agreement.

Funding Source(s):
- Finance Operating Budget 10.413.12.06

Attachment(s):
1. 8c Annual Independent Audit Contract 2 of 3
2. 8c Annual Independent Audit Contract 3 of 3

March 3, 2020

To the Mayor and Town Council
Town of Holly Springs, North Carolina
Holly Springs, North Carolina

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit Town of Holly Spring's (the Town) governmental activities, business-type activities, each major fund, and the aggregate remaining fund information as of and for the year ending June 30, 2020, which collectively comprise the basic financial statements. We are pleased to confirm our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the Town as of June 30, 2020 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State Single Audit Implementation Act.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; the U.S. Office of Management and Budget's (OMB) Compliance Supplement; and the State Single Audit Implementation Act. Those standards circulars, and supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Town Council (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;

3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;

4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;

5. For report distribution; and

6. To provide us with:

    a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;

    b. Additional information that we may request from management for the purpose of the audit; and

    c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and

2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Town complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act, the Uniform Guidance, and the State Single Audit Implementation Act, management is responsible for (a) identifying all federal and state awards received and expended; (b) preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal and state awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Town Council is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Our association with an official statement is a matter for which separate arrangements will be necessary. The Town agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Town seeks such consent, we will be under no obligation to grant such consent or approval.

The Town agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the Town agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

We agree that our association with any proposed offering is not necessary, providing the Town agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The Town agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

> Elliott Davis, PLLC, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Elliott Davis, PLLC also has not performed any procedures relating to this official statement or memorandum.

Because Elliott Davis, PLLC will rely on the Town and its management and Town Council to discharge the foregoing responsibilities, the Town holds harmless and releases Elliott Davis, PLLC and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Town's management that has caused, in any respect, Elliott Davis, PLLC's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances arise relating to the condition of the Town's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Town's books and records. The Town will determine that all such data, if necessary, will be so reflected. Accordingly, the Town will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Town personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with you. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services, including the preparation of the basic financial statements, footnotes, the combining and individual fund financial statements, and the AFIR. The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Town, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The Town has agreed that Doreen Muentener, Accounting and Finance Manager possesses suitable skill, knowledge or experience and that the individual understands the non-audit services to be performed sufficiently to oversee them. Accordingly, the management of the Town agrees to the following:

1. The Town has designated Doreen Muentener, Accounting and Finance Manager as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;

2. Doreen Muentener, Accounting and Finance Manager will assume all management responsibilities for subject matter and scope of the non-audit services described above;

3. The Town will evaluate the adequacy and results of the services performed; and

4. The Town accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the Town's management of the objectives of the non-audit services, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

Other Relevant Information

Elliott Davis, PLLC may mention the Town's name and provide a general description of the engagement in Elliott Davis, PLLC's client lists and marketing materials.

In accordance with GAS, a copy of our most recent peer review report has been provided to you.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses. Our fee for the audit, preparation of the basic financial statements and combining and individual fund financial statements, and the preparation of the Annual Financial Information Report will be $36,950. Our fees and completion of our work is based upon the following criteria:

1. Anticipated cooperation from Town personnel

2. Timely responses to our inquiries

3. Timely completion and delivery of client assistance requests and information to be prepared by you as described in item 6 below

4. Timely communication of all significant accounting and financial reporting matters

5. The assumption that unexpected circumstances will not be encountered during the engagement

6. You will prepare the transmittal letter, managements discussions and analysis, the Town's schedule of expenditures of federal and state awards and provide accurate listings for accrual items and all information necessary for the statistical tables

7. All general ledger balances and activity comprising the Town's trial balances by fund have been properly reconciled to supporting subsidiary ledgers, and that the trial balances can be readily compiled into the CAFR statements and schedules

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

In the event you terminate this engagement, you will pay Elliott Davis, PLLC for all services rendered (including deliverables and products delivered), expenses incurred and commitments made by Elliott Davis, PLLC through the effective date of termination.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, Elliott Davis, PLLC may, at its sole discretion, terminate this arrangement letter without further obligation to the County. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Elliott Davis, PLLC to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a shareholder, principal or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the County agrees it will compensate Elliott Davis, PLLC for any additional costs incurred as a result of the County's employment of a shareholder, principal or professional employee of Elliott Davis, PLLC.

The audit documentation for this engagement is the property of Elliott Davis, PLLC and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by the Town or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Elliott Davis, PLLC. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Elliott Davis, PLLC audit personnel and at a location designated by our firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program. Our association with the CAFR is to consist of preparing the basic financial statements, combining and individual fund financial statements, and compliance reports, and reading, referencing and reviewing information presented in the introductory section, management's discussion and analysis and the statistical sections for consistency with the financial statements.

Claim Resolution

Town of Holly Springs and Elliott Davis, PLLC agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by Elliott Davis, PLLC or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Elliott Davis, PLLC's liability for all claims, damages and costs of the Town arising from this engagement is limited to the amount of fees paid by the Town to Elliott Davis, PLLC or the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

Elliott Davis, PLLC is committed to the safe and confidential treatment of the County's proprietary information. Elliott Davis, PLLC is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The County agrees that it will not provide Elliott Davis, PLLC with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the County's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Elliott Davis, PLLC may terminate this relationship immediately in its sole discretion if Elliott Davis, PLLC determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Elliott Davis, PLLC's client acceptance or retention standards, or if the Town is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the Town or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Town Council of the Town of Holly Springs. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the Town's financial statements, we will also issue the following types of reports:

1. A report on fairness of the presentation of the Town's schedule of expenditures of federal and state awards for the year ending June 30, 2020.

2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control.

3. Report on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,* and the *State Single Audit Implementation Act,* on each major program.

4. An accompanying schedule of findings and questions costs.

This letter constitutes the complete and exclusive statement of agreement between Elliott Davis, PLLC and the Town, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Elliott Davis, PLLC

Thomas J. McNeish, CPA
Shareholder

Confirmed on behalf of ***the Town of Holly Springs, North Carolina***:

Governance Signature | Title

Management Signature Title

The	Governing Board Mayor and Town Council
of	Primary Government Unit (or charter holder) Town of Holly Springs
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Elliott Davis, PLLC
	Auditor Address 5410 Trinity Road, Suite 320, Raleigh, NC 27607

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified*). The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards,2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☑ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	***Title and Unit / Company:***	***Email Address:***
Doreen Muentener	Accounting and Finance Manager	doreen.muentener@Hollyspringsnc.us

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Holly Springs
Audit Fee	$ 36950
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	$
Writing Financial Statements	$
All Other Non-Attest Services	$
75% Cap for Interim Invoice Approval ***(not applicable to hospital contracts)***	$ 27,712.50

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	$
Writing Financial Statements	$
All Other Non-Attest Services	$
75% Cap for Interim Invoice Approval ***(not applicable to hospital contracts)***	$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Elliott Davis, PLLC	
Authorized Firm Representative (typed or printed)* Thomas J. McNeish	Signature*
Date* 03/03/20	Email Address* tom.mcneish@elliottdavis.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Holly Springs	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda
Title: Water Disconnection Suspension
Strategic Priority Area: Organizational Excellence
Staff Resource: Patty Dressen, Interim Director, Finance

Action(s):

Motion to retroactively authorize the Finance Director to suspend water disconnections for delinquent accounts during the COVID-19 state of emergency period not covered by Gov. Roy Cooper's Executive Order No. 124 (March 13-31, 2020).

Explanation:

- An important tool to prevent the spread of the COVID-19 pandemic is ensuring access to water in order that citizens can wash their hands with soap and water for at least 20 seconds.
- Staff has already administratively enacted the policy of suspending disconnections after council's emergency meeting on March 13. This action ratifies the staff's action.

Background:

- Wake County has issued a state of emergency and other restrictions for the citizens of Wake County to combat further spread of the virus.
- Governor Roy Cooper signed Executive Order No. 124, which prohibits utility cutoffs in the state and prohibits the Town from collecting any fee, charge, penalty, or interest for a late or otherwise untimely payment during the parameters of Executive Order No. 124.
- Furthermore, Executive Order No. 124 requires utility operators to provide customers an opportunity to make reasonable payment arrangements to pay off over at least a six (6) month period any arrearages accumulated during the effective period of Executive Order No. 124.

Funding Source(s):

N/A

Attachment(s):

None

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda
Title: Bass Lake Channel Improvements Project (18-013) Change Order 1
Strategic Priority Area: Economic Prosperity & Diversity
Engaged, Healthy, & Active Community
Responsible & Balanced Growth
Safe & Friendly
Staff Resource: Kendra Parrish, Director, Engineering

Action(s):
Motion to approve change order #1 of Bass Lake Channel Improvemets (18-013).

Explanation:

- Change Order - Class 2 Riprap from off-site source, Qty: 75 Ton @ $200/Ton=$15,000;
- Class 2 Riprap from project site Qty:75 Ton @ 100/Ton=$7500
- This is to stabilize the toe of the slope of the dam and the bottom of the plunge pool.
- Contractor will be using the existing riprap onsite that they were able to retain, plus what additional is needed to properly retain the slope.
- This will help ensure the integrity of the dam.

Background:

- On October 8, 2016 Hurricane Mathew damaged the spillway for Bass Lake.This damage could result in the undermining of the dam if left in its current condition.This project rebuilds and reinforces the spillway and greenway reducing the chance of future storms damaging the dam and greenway.
- FEMA to reimburse the Town for 100% of current anticipated costs
- Town Policy P-022 (adopted 2002) directs that individual contract change orders amounting to more than $15,000 shall be approved only by motion of the Town Council.
- Historically, change orders in excess of $15,000 have always been brought to Town Council after administrative processing and approved retroactively.
- Administrative handling of change orders has allowed decisions to be made relatively quickly in the field so that work can continue in a timely manner to avoid claims for delay by the contractor.
- By practice, staff has not administratively processed change orders that expanded the scope of the project and/or were outside of the adopted budget.
- Town Council approved the contract amount with a 10% contingency prior to construction start. These additional funds have been accounted for within the original contract contingency.

Funding Source(s):
This change order in the amount of $22,500 will be funded to project account 49-908 82.97.

Attachment(s):
1. Bass Lake Channel Imp CO1

CHANGE ORDER

CHANGE ORDER NO.: 1 DATE: 2/25/2020

Project: Bass Lake Stream Channel Improvements

Contractor Fluvial Solutions, Inc.

Engineer/Architect JEWELL-LJB

CONTRACTOR is directed to make the following changes in the Contract Documents.

Description:

Include the following line items in the Bid Proposal

Class 2 Riprap from off-site source, Qty: 75 TN @ $200/TN – Add amount $15,000

Class 2 Riprap from project site, Qty: 75 TN @ $100/TN – Add amount $7,500

Attachments: None

CHANGE IN CONTRACT SUM OR PRICE:	CHANGE IN CONTRACT TIME OR TIMES:
Original Contract Price $ 836,800	Original Contract Times Substantial Completion: ____ Ready for final payment: ____ days or dates
Net change from previous Change Orders No. ____ to No. ____: $ None	Net change from previous Change Orders No. ____ to No. ____: ____ days
Contract Sum or Price prior to this Change Order $ 836,800	Contract Times with all approved Change Orders Substantial Completion: ____ Ready for final payment: ____ days or dates
Net Increase (decrease) of this Change Order $ 22,500	Net Increase (decrease) of this Change Order ____ days
Contract Sum or Price with all approved Change Orders $ 859,300	Contract Times with all approved Change Orders Substantial Completion: ____ Ready for final payment: ____ days or dates

RECOMMENDED:	**APPROVED:**	**ACCEPTED:**
By: Amy Black	By: ____	By: ____
Project Engineer/JEWELL-LJB (Authorized Signature)	Director of Engineering (Authorized Signature)	Contractor (Authorized Signature)
Date: 2-25-2020	Date: ____	Date: ____

CHANGE ORDER NO.: __1______

Page _2__ of _2__

The adjustment in Contract Sum or Price and/or Contract Time or Times stated in this Change Order shall comprise the total price and/or time adjustment due or owed the CONTRACTOR for the work or changes defined in this Change Order. By executing the Change Order, the CONTRACTOR acknowledges and agrees that the stipulated price and/or time adjustments include the costs and delays for all work contained in the Change Order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-affected work under this Contract. Signing of the Change Order constitutes full and mutual accord and satisfaction for the adjustment in Contract Sum or Price or Contract Time or Times as a result of increases or decreases in costs and time of performance caused directly and indirectly from the change, subject to the current scope of the entire work as set forth in the Contract Documents. Acceptance of the waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Contract, and that CONTRACTOR waives all rights to file a claim on this Change Order after it is properly executed.

IN WITNESS WHEREOF, the undersigned have caused the execution hereof:

CONTRACTOR:

Fluvial Solutions, Inc

ATTEST:

By: ____________________

Name: Peter Jelenevsky

____

Title: President

Secretary

Address: PO Box 28749, Raleigh NC 27611

Date: ____________________

[Corporate Seal]

OWNER:

TOWN OF HOLLY SPRINGS

Approval as to form and legal sufficiency:

By: ____________________

Name: ____________________

By: ____________________

Title: ____________________

Date: ____________________

Date: ____________________

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

New Business
Title: Utley Creek Greenway (TOHS Eng. Proj. 14-021)
Strategic Priority Area: Economic Prosperity & Diversity
Engaged, Healthy, & Active Community
Organizational Excellence
Responsible & Balanced Growth
Safe & Friendly
Staff Resource: Aaron Levitt

Action(s):

Approve budget amendment to Parks & Recreation Utley Creek Greenway Project Account for a total of $1,314,520 from Parks & Recreation Reserves with $520,000 of this total to be reimbursed from NCDOT Congestion Mitigation and Air Quality (CMAQ) Grant.

Explanation:

•The Utley Creek Greenway will provide a 3,133 linear feet (LF) greenway link from West Ballentine Road to the Morgan Park Greenway.
•The requested budget amendment is for legal costs, right-of-way (ROW) acquisition, and construction costs.
•Once completed, sidewalk/greenway connectivity will exist from the Village District to residential and commercial areas west of NC 55.

Background:

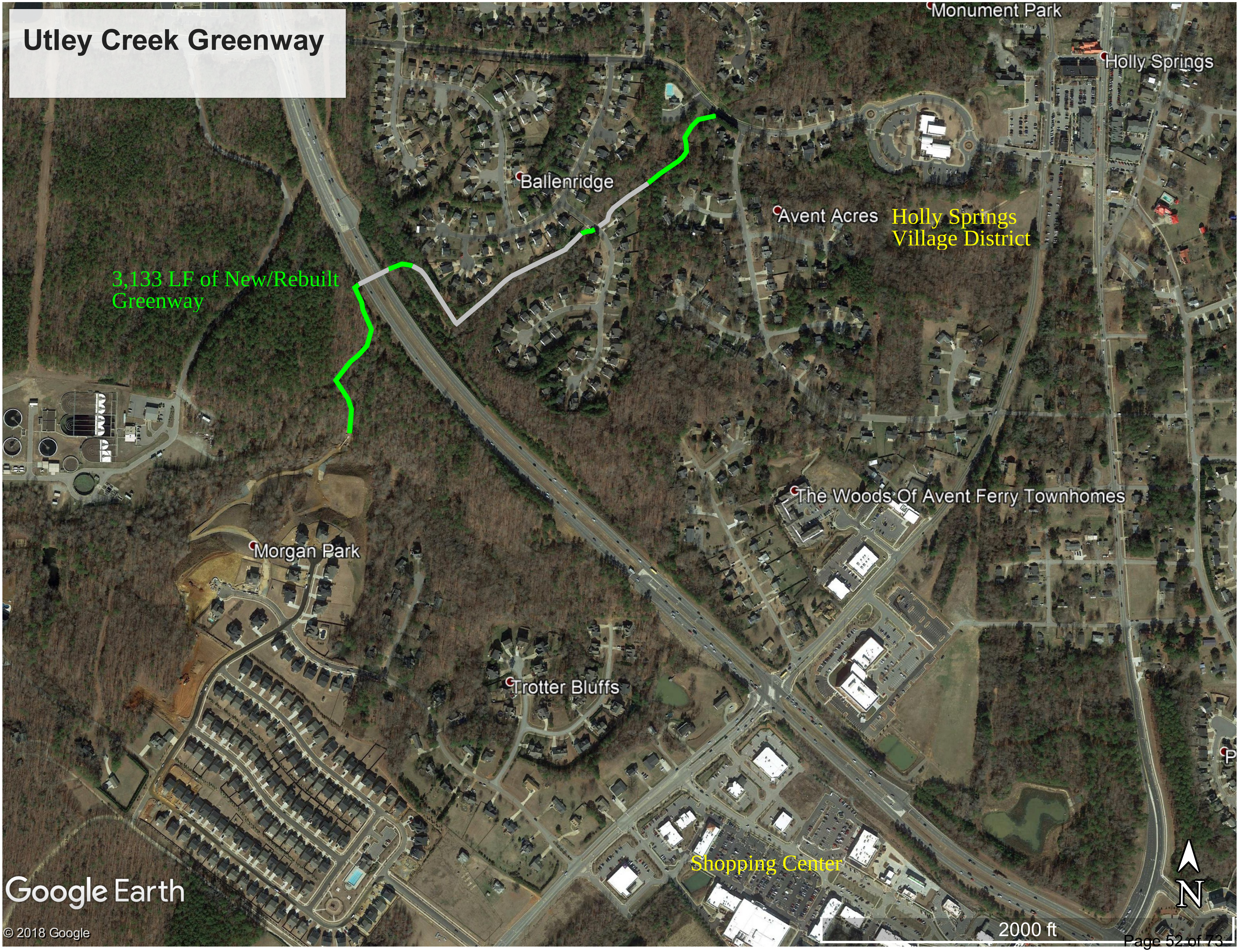
• Council approved the design contract on December 5, 2017.
• Currently design is nearing completion. The Town has requested authorization to proceed with ROW acquisition and once acquired, the project will be bid for construction.
• Anticipated construction start is in fall 2020 with an estimated completion in early 2021.
• The Town has been granted federal funding (CMAQ) from the Federal Highway Administration (FHA) for this project in the form of an 80/20 match.
• The Town’s Comprehensive Transportation Plan supports the recommendation of this greenway.

Funding Source(s):

- Budget amendment to transfer a total of $1,314,520 to Project Account (49-914) from Parks & Rec Reserves (21).
- As the project is constructed and reimbursements are received, funds will replenish the Parks and Rec Reserve.
- After this budget amendment, there will be a balance of $2,328,130.00 left in the Parks & Recreation Reserve account.

Attachment(s):

1. Project Map
2. Project Budget
3. Budget Amendment



Utley Creek Greenway
Monument Park
Holly Springs
Ballenridge
Avent Acres
Holly Springs
Village District
3,133 LF of New/Rebuilt
Greenway
The Woods Of Avent Ferry Townhomes
Morgan Park
Trotter Bluffs
Shopping Center
Google Earth
© 2018 Google
2000 ft
N

Town of Holly Springs
Project Budget

Project Name:	Utley Creek Greenway (TOHS Eng. Proj. 14-021)	**Date Submitted:**	04.07.2020
Department:	Engineering	**Project Start Date:**	Fall 2020
Point of Contact:	Dirk Siebenbrodt	**Completion Date:**	Spring 2021
Project Description:	The Utley Creek Greenway will provide a 3,133 linear feet (LF) greenway link from West Ballentine Road to the Morgan Park Greenway		

Sources (Revenues) - ALL REVENUES MUST BE VERIFIED	
Parks and Recreation Reserves - Revenue	$ 794,520.00
Project Account CMAQ Grant - Revenue	$ 520,000.00
Total:	$ 1,314,520.00

Uses (Expenses)	
Project Account Capital Infrastructure - Expense	$ 1,203,320.00
Project Account - Expense (Contingency)	$ 111,200.00
Total:	$ 1,314,520.00

Attachments:

Town of Holly Springs
Budget Amendment Request

BE IT ORDAINED by the Governing Board of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Department: Engineering

Date Submitted: 4/7/2020

Reason for Budget Amendment: Transfer funds from Parks & Recreation Reserves to Project Account for Utley Creek Greenway

(round to nearest $25, $50, $75 or $100; no cents)

Account Description	Account #	Increase	Decrease
Parks and Recreation Reserves - Revenue	21 355.01	794,520	
Parks and Recreation Reserves - Expense	21.95	794,520	
Project Account CMAQ Grant - Revenue	49-914 348.11	520,000	
Project Account Reserves Transfer - Revenue	49-914 355.21	794,520	
Project Account Capital Infrastructure - Expense	49-914 90.04	1,203,320	
Project Account - Expense (Contingency)	49-914 82.97	111,200	

Department Head Signature

Finance Director Signature

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Budget amendments under $15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting.
Budget amendments that increase the overall budget need the Town Manager's signature and Council approval.
Budget amendments $15,000 and over need the Town Manager's signature and Council approval.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

New Business
Title: Fiscal Year 2020-2021 Strategic Plan Update
Strategic Priority Area: Economic Prosperity & Diversity
Engaged, Healthy, & Active Community
Organizational Excellence
Responsible & Balanced Growth
Safe & Friendly
Staff Resource: Randy Harrington, Town Manager

Action(s):
Approve the Fiscal Year 2020-2021 Strategic Plan, outlining the Town's vision, priority areas, goals, and initiatives that are designed to meet the current service needs of the community and prepare for the future.

Explanation:
- A strategic plan outlines the direction of an organization. it articulates what is most important and guides resource allocations, policy direction, and efforts of the Town.
- A strategic plan is a "living document" that is updated annually with the Mayor and Council to ensure alignment with Council expectations and direction.
- The Strategic Plan is built around Council's vision and priority areas:
  - **Vision**
    - Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.
  - **Priority Areas**
    - Economic Prosperity & Diversity
    - Engaged, Healthy & Active Community
    - Organizational Excellence
    - Responsible & Balanced Growth
    - Safe & Friendly

Background:
- At the February 21-22 Mayor and Council Annual Retreat, Council reviewed progress and performance on the Strategic Plan, accomplishments, and discussed elements of the Strategic Plan where deletions, additions, and refinements might be appropriate.
- At the March 10 Council Workshop, Council reviewed draft updates to the Strategic Plan based off feedback and direction from the Annual Retreat and made further revisions and refinements.
- The Strategic Plan includes four components:
  - Vision Statement: the overall desired character of the Town
  - Strategic Priorities: aspects of the community and Town organization that are the most important areas to impact and achieve positive outcomes

- <u>Goals:</u> areas under each Strategic Priority area where certain achievements are desired, typically over a 2-5 year time period
- <u>Initiatives:</u> articulates specifically how goals will be achieved and where staff efforts are focused, typically over a 1-3 year time period.
- All components of the Pan are shown in the attached Strategic Plan.

<u>Funding Source(s):</u>

N/A

<u>Attachment(s):</u>

1. FY 20-21 Strategic Plan annotated
2. FY 20-21 Strategic Plan

Town of Holly Springs

Fiscal Year 2020-21 Strategic Plan

(changes from prior fiscal year noted in green)

Vision

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

Strategic Priority Areas

- Economic Prosperity & Diversity
- Engaged, Healthy & Active Community
- Organizational Excellence
- Responsible & Balanced Growth
- Safe & Friendly

Economic Prosperity & Diversity – *Holly Springs provides a climate where a wide variety of businesses thrive with economic opportunity for all.*

1. Enhance, attract, and engage diverse economic development opportunities.

   - Initiative 1.1: Concentrate business recruitment efforts in the target industries of Wake County Economic Development, specifically Life Sciences, Advanced Manufacturing, IT & Technology, and Clean Tech & Smart Grid.
   - Initiative 1.2: Pursue site-readiness programs and infrastructure investments to boost the attractiveness of the Town's strategic sites.
   - Initiative 1.3: Host a collaboration event for local entrepreneurs in conjunction with WRAL Techwire to build business partnerships and showcase opportunities in Holly Springs.

2. Create a vibrant downtown center.

   - Initiative 2.1: Update Downtown Development Incentives Policy and associated development tools to attract mixed-use housing, office, employment, shopping and entertainment opportunities.
   - Initiative 2.2: Facilitate multi-modal accessibility to the downtown center, with an emphasis on walkability, pedestrian and bicycle safety.
   - Initiative 2.3: Be a development resource to small businesses, start-ups and artisans that provide unique experiences and products.

3. Seek partnerships to drive economic development.

   - Initiative 3.1: Proactively engage with the Holly Springs Chamber of Commerce, Wake County Economic Development, and other strategic business partners to promote the advantages and opportunities of doing business in Holly Springs.
   - Initiative 3.2: Attract business partners that support amateur sports, hospitality and leisure tourism activities.

Engaged, Healthy, and Active Community – *Holly Springs promotes fulfilling and rewarding lifestyles with abundant, healthy living options.*

1. Improve, expand, and seek partnerships for recreational and cultural opportunities.

    - Initiative 1.1: Expand community events and programs at Ting Park, and other Town amenities, by strengthening relationships with local and regional sports, recreational, and cultural organizations.

2. Plan, design, build, and maintain a comprehensive system of sustainable facilities, greenways, and park spaces to high standards, providing attractive places that people use and enjoy.

    - Initiative 2.1: Expand parks, greenways and open space through the implementation of the remaining 2011 Parks and Recreation Bond.
    - Initiative 2.2: Increase equitable access to park facilities, amenities, greenways and open space and ensure new development serves the needs of the Town's diverse and growing population.
    - Initiative 2.3: Update the Parks and Recreation Master Plan to address dynamic parks, facilities, open space and greenways town-wide with the integration of natural resource management and integrated sustainability practices.

3. Develop community events and programs that ensure wide appeal of activities for residents.

    - Initiative 3.1: Enhance inclusivity of educational/recreational program opportunities for populations such as seniors, teens, as well as people of all abilities and economic means.

<u>Organizational Excellence</u> – *Holly Springs is a leader in responsible government with a high-performing organization that meets the public service needs of its residents.*

1. As an employer of choice, we will retain and recruit a highly skilled workforce.

   - <u>Initiative 1.1</u>: Invest in employee professional growth and development through continuous training, certifications, education, and professional accreditation.
   - <u>Initiative 1.2</u>: Provide competitive pay and benefits that retains and recruits top talent.
   - <u>Initiative 1.3</u>: Expand employee diversity and inclusion.

2. Leverage technology and innovative business approaches to enhance customer service and improve business efficiencies.

   - <u>Initiative 2.1</u>: Invest in technology such as 311 system~~, agenda management software, public information request web portal~~ and the Town's website to improve internal efficiencies and external customer experience.
   - <u>Initiative 2.2</u>: Create and apply data-driven decision-making tools, including performance management and benchmarking, to enhance strategic and daily service delivery management.
   - <u>Initiative 2.3</u>: Develop streamlined customer engagement processes for simple building or renovation permit requests and specialized customer service approaches to assist non-building industry experts in navigating permitting processes.
   - <u>Initiative 2.4</u>: Inventory and market the Town's "Smart City" initiatives, and pursue additional Smart City initiatives that leverage data and technology to improve operational efficiencies and information sharing with residents.

3. Expand community engagement.

   - <u>Initiative 3.1</u>: Expand and simplify digital access to town information.
   - <u>Initiative 3.2</u>: Expand presence in the community, both in-person and virtually, to ensure residents have accessibility to their local government.

4. Ensure financial stewardship.

   - <u>Initiative 4.1</u>: Update and apply financial best management practices such as internal controls, budgetary enhancements, and asset management.
   - <u>Initiative 4.2</u>: Enhance financial metrics and policies to achieve credit rating upgrades that in turn lead to the lowest borrowing costs for taxpayers.
   - <u>Initiative 4.3</u>: Develop new Town-wide risk management program and reduce the Town's risk exposure and actual risk liability experiences.

Responsible and Balanced Growth – *Holly Springs will continue to plan for future infrastructure and support a quality, balanced mix of land uses, while preserving its small town charm, characteristics, and history.*

1. Plan, maintain, and invest in infrastructure.

   - Initiative 1.1: Develop a 5-year Capital Investment Plan that connects infrastructure needs and capital maintenance with available revenue sources.
   - Initiative 1.2: Determine the future location of a new Public Works Complex and invest in associated architectural design services.
   - Initiative 1.3: Design and construct 2018 Transportation Bond projects.

2. Support land use planning and policies that provide for sustainable and economic growth while balancing small town characteristics.

   - ~~Initiative 2.1: Establish housing affordability goals and assess what tools and resources exist in North Carolina to achieve a broad range of housing options.~~
   - ~~Initiative 2.2: Complete update to the Future Land Use and Community Character Plan to align zoning regulations to community vision.~~
   - Initiative 2.1: Pursue a residential/non-residential tax base ratio of 70%/30%.
   - Initiative 2.2: Update and align UDO regulations to the new Future Land Use and Community Character Plan.

3. Promote sustainability initiatives to protect natural resources and preserve community historical and environmental assets.

   - Initiative 3.1: Create a sustainability action plan for town operations and facilities.
   - Initiative 3.2: Pursue local and state tools, resources, legislation and policies that enhance historical preservation efforts.
   - Initiative 3.3: Invest in reclaimed water utilization efforts to enhance conservation of natural resources.
   - ~~Initiative 3.4: Attain Tree City USA designation.~~
   - Initiative 3.5: Develop a water, sewer and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.

4. Partner with neighbors to promote smart regional infrastructure investments.

   - Initiative 4.1: Support an efficient and connected local and regional multi-modal transportation system through engagement on projects including the I-540 Southeast Extension and Wake Transit Plan.

- Initiative 4.2: Secure funding partnerships with County, State and Federal agencies to leverage local funds for transportation and parks and recreation infrastructure investments.
- Initiative 4.3: Invest in a comprehensive watershed management plan to include stormwater programmatic needs and capital investment.
- Initiative 4.4: Engage with Wake County, and other organizations as necessary, to promote best practices of waste management at the South Wake Landfill.

5. Leverage Town and regional partners to mitigate resident housing displacement from NCDOT and Town infrastructure projects.

   - Initiative 5.1: Support the Wake County Department of Housing Affordability and Community Revitalization's efforts to increase housing options on County-owned property north of Ting Park.
   - Initiative 5.2: Pursue partnerships with non-profit and private organizations to create affordable options.
   - Initiative 5.3: Identify and evaluate opportunities for flexibility and streamlining of permitting and development requirements to increase developer interest.
   - Initiative 5.4: Conduct a Housing Study (with a complimentary Citizens Affordable Housing Committee) to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action.

<u>Safe & Friendly</u> – *Holly Springs is one of the safest communities in North Carolina with a welcoming spirit and inviting atmosphere.*

1. Maintain the Town's high level of public safety.

   - ~~<u>Initiative 1.1</u>: Ensure a high level of emergency preparedness through update of the Holly Springs Hazard Mitigation Plan.~~
   - <u>Initiative 1.2</u>: Promote community-policing philosophy with an emphasis on programs where residents, businesses, and the Holly Springs Police Department can engage and collaborate.
   - <u>Initiative 1.3</u>: Invest in planning and development of Fire Station #3 to enhance the level of fire and medical response and emergency readiness.

2. Plan for adequate public infrastructure that promotes a safe community.

   - <u>Initiative 2.1</u>: Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
   - <u>Initiative 2.2</u>: Design a network for an innovative and intelligent transportation system with NCDOT.
   - <u>Initiative 2.3</u>: Update the Utley Creek Water Reclamation Facility 8 MGD Master Plan for sewer capacity needs.

3. Enhance capability to communicate public safety messages to the public.

   - <u>Initiative 3.1</u>: Coordinate and expand public safety messages in town communications, such as print materials, social media, and public meetings formats to ensure all audiences are reached.

4. Cultivate a creative and friendly atmosphere that is welcoming to all cultures and the diversity of our residents and visitors.

   - <u>Initiative 4.1</u>: Enhance citizen engagement and outreach events for police and fire.
   - <u>Initiative 4.2</u>: Identify innovative and receptive approaches to engage communities that are traditionally underserved.
   - <u>Initiative 4.3</u>: Create communications and marketing materials and an online platform welcoming new residents to our community and introducing them to local services, information, events and activities.

Town of Holly Springs

Fiscal Year 2020-21 Strategic Plan

Vision

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

Strategic Priority Areas

- Economic Prosperity & Diversity
- Engaged, Healthy & Active Community
- Organizational Excellence
- Responsible & Balanced Growth
- Safe & Friendly

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    - <u>Initiative 2.3</u>: Update the Parks and Recreation Master Plan to address dynamic parks, facilities, open space and greenways town-wide with the integration of natural resource management and integrated sustainability practices.

3. Develop community events and programs that ensure wide appeal of activities for residents.

    - <u>Initiative 3.1</u>: Enhance inclusivity of educational/recreational program opportunities for populations such as seniors, teens, as well as people of all abilities and economic means.

Organizational Excellence – *Holly Springs is a leader in responsible government with a high-performing organization that meets the public service needs of its residents.*

1. As an employer of choice, we will retain and recruit a highly skilled workforce.

    - Initiative 1.1: Invest in employee professional growth and development through continuous training, certifications, education, and professional accreditation.
    - Initiative 1.2: Provide competitive pay and benefits that retains and recruits top talent.
    - Initiative 1.3: Expand employee diversity and inclusion.

2. Leverage technology and innovative business approaches to enhance customer service and improve business efficiencies.

    - Initiative 2.1: Invest in technology such as 311 system and the Town's website to improve internal efficiencies and external customer experience.
    - Initiative 2.2: Create and apply data-driven decision-making tools, including performance management and benchmarking, to enhance strategic and daily service delivery management.
    - Initiative 2.3: Develop streamlined customer engagement processes for simple building or renovation permit requests and specialized customer service approaches to assist non-building industry experts in navigating permitting processes.
    - Initiative 2.4: Inventory and market the Town's "Smart City" initiatives, and pursue additional Smart City initiatives that leverage data and technology to improve operational efficiencies and information sharing with residents.

3. Expand community engagement.

    - Initiative 3.1: Expand and simplify digital access to town information.
    - Initiative 3.2: Expand presence in the community, both in-person and virtually, to ensure residents have accessibility to their local government.

4. Ensure financial stewardship.

    - Initiative 4.1: Update and apply financial best management practices such as internal controls, budgetary enhancements, and asset management.
    - Initiative 4.2: Enhance financial metrics and policies to achieve credit rating upgrades that in turn lead to the lowest borrowing costs for taxpayers.
    - Initiative 4.3: Develop new Town-wide risk management program and reduce the Town's risk exposure and actual risk liability experiences.

<u>Responsible and Balanced Growth</u> – *Holly Springs will continue to plan for future infrastructure and support a quality, balanced mix of land uses, while preserving its small town charm, characteristics, and history.*

1. Plan, maintain, and invest in infrastructure.

    - <u>Initiative 1.1</u>: Develop a 5-year Capital Investment Plan that connects infrastructure needs and capital maintenance with available revenue sources.
    - <u>Initiative 1.2</u>: Determine the future location of a new Public Works Complex and invest in associated architectural design services.
    - <u>Initiative 1.3</u>: Design and construct 2018 Transportation Bond projects.

2. Support land use planning and policies that provide for sustainable and economic growth while balancing small town characteristics.

    - <u>Initiative 2.1</u>: Pursue a residential/non-residential tax base ratio of 70%/30%.
    - <u>Initiative 2.2</u>: Update and align UDO regulations to the new Future Land Use and Community Character Plan.

3. Promote sustainability initiatives to protect natural resources and preserve community historical and environmental assets.

    - <u>Initiative 3.1</u>: Create a sustainability action plan for town operations and facilities.
    - <u>Initiative 3.2</u>: Pursue local and state tools, resources, legislation and policies that enhance historical preservation efforts.
    - <u>Initiative 3.3</u>: Invest in reclaimed water utilization efforts to enhance conservation of natural resources.
    - <u>Initiative 3.4</u>: Develop a water, sewer and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.

4. Partner with neighbors to promote smart regional infrastructure investments.

    - <u>Initiative 4.1</u>: Support an efficient and connected local and regional multi-modal transportation system through engagement on projects including the I-540 Southeast Extension and Wake Transit Plan.
    - <u>Initiative 4.2</u>: Secure funding partnerships with County, State and Federal agencies to leverage local funds for transportation and parks and recreation infrastructure investments.
    - <u>Initiative 4.3</u>: Invest in a comprehensive watershed management plan to include stormwater programmatic needs and capital investment.
    - <u>Initiative 4.4</u>: Engage with Wake County, and other organizations as necessary, to promote best practices of waste management at the South Wake Landfill.

5. Leverage Town and regional partners to mitigate resident housing displacement from NCDOT and Town infrastructure projects.

    - Initiative 5.1: Support the Wake County Department of Housing Affordability and Community Revitalization's efforts to increase housing options on County-owned property north of Ting Park.
    - Initiative 5.2: Pursue partnerships with non-profit and private organizations to create affordable options.
    - Initiative 5.3: Identify and evaluate opportunities for flexibility and streamlining of permitting and development requirements to increase developer interest.
    - Initiative 5.4: Conduct a Housing Study (with a complimentary Citizens Affordable Housing Committee) to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action.

<u>Safe & Friendly</u> – *Holly Springs is one of the safest communities in North Carolina with a welcoming spirit and inviting atmosphere.*

1. Maintain the Town's high level of public safety.

    - <u>Initiative 1.1</u>: Promote community-policing philosophy with an emphasis on programs where residents, businesses, and the Holly Springs Police Department can engage and collaborate.
    - <u>Initiative 1.2</u>: Invest in planning and development of Fire Station #3 to enhance the level of fire and medical response and emergency readiness.

2. Plan for adequate public infrastructure that promotes a safe community.

    - <u>Initiative 2.1</u>: Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
    - <u>Initiative 2.2</u>: Design a network for an innovative and intelligent transportation system with NCDOT.
    - <u>Initiative 2.3</u>: Update the Utley Creek Water Reclamation Facility 8 MGD Master Plan for sewer capacity needs.

3. Enhance capability to communicate public safety messages to the public.

    - <u>Initiative 3.1</u>: Coordinate and expand public safety messages in town communications, such as print materials, social media, and public meetings formats to ensure all audiences are reached.

4. Cultivate a creative and friendly atmosphere that is welcoming to all cultures and the diversity of our residents and visitors.

    - <u>Initiative 4.1</u>: Enhance citizen engagement and outreach events for police and fire.
    - <u>Initiative 4.2</u>: Identify innovative and receptive approaches to engage communities that are traditionally underserved.
    - <u>Initiative 4.3</u>: Create communications and marketing materials and an online platform welcoming new residents to our community and introducing them to local services, information, events and activities.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Unfinished Business
Title: United Community Bank Plan Extension Request
Strategic Priority Area: Responsible & Balanced Growth
Staff Resource: Sean Ryan

Action(s):
Motion to grant the first, of an allowable 4, 6-month extension for 17-DP-16-A01 and 17-SEU-06 for United Community Bank to extend the expiration date from February 28, 2020 to July 28, 2020 as requested by M. Durwood Stephenson.

Explanation:

- In accordance with UDO Section 9.05, D. Development Plans may receive an extension in time to submit construction drawings in 6 month increments, not to exceed a total of 2 years by the Town Council for good cause shown.
- In October 2019, the UDO was modified to limit the duration of plan approval from 18 months to 12 months, with only one 6-month extension allowed. this project was approved prior to this change and is still eligible for up to four 6-month extensions, at the discretion of the Town Council.

Background:

- A Development Plan minor amendment was approved by the Director on August 28, 2018. the purpose of the amendment was to modify the second floor area dedicated to storage and add an area for office use with corresponding minor modifications to the building elevations. the Development Plan expiration for this amendment was February 28, 2020.
- Town Council approved Development Plan 17-DP-16 and Special Exception Use 17-SEU-06 for United Community Bank on June 19, 2018.
- In September 2017, trees on the property were removed within the buffer zone without an approved timbering plan. The Town Council determined a penalty shall apply to the property and a condition of approval for the Development Plan included payment of restitution for the removal of the trees in the amount of $13,400 to be paid into the Town's general fund, also as conditioned in the grant of Special Exception Use 17-SEU-06. Payment of restitution has not been received as of date.
- Parcel was zoned Village Business District on March 17, 1998, which subsequently became TV Town Village in 2002 with the adoption of the UDO.

Funding Source(s):
N/A

Attachment(s):
1. United Community Bank Plan Extension letter

STEPHENSON
GENERAL CONTRACTORS

Post Office Box 1187
1090 West Market Street
Smithfield, NC 27577

Phone (919) 934-6651
Fax (919) 934-4055

February 5, 2020

Ms. Kathy Carlisle
Planning Specialist
Town of Holly Springs
Department of Planning & Zoning
128 S. Main Street
PO Box 8
Holly Springs, NC 27540
ORIGINALS & CHECK MAILED

Received
FEB 12 2020
Planning & Zoning

RE: UNITED COMMUNITY BANK
130 N. MAIN STREET, HOLLY SPRINGS
DEVELOPMENTS PETITION NUMBER 17-DP-16-A01

Dear Ms. Carlisle:

Thank you for the reminder. I have been instructed by United Community Bank to request site plan approval extension pursuant to item 2 in your correspondence to Chet VanFossen dated February 4, 2020.

As you are aware Four Oaks Bank & Trust Company has been acquired by United Community Bank and the new leadership has been evaluating future plans for their banking facilities in Holly Springs. I have been instructed to request an extension and advise United Community Bank has tentatively scheduled the construction of a new bank at this location in last quarter of 2020 or first quarter of 2021.

As requested I am mailing this request with a $ 100.00 check as stipulated. Please advise if additional information should be submitted.

The adjoining lot has been offered for sale and we have received several inquiries and they may have spoken with the Town about their plans.

Thank you again for the reminder. A check is enclosed.

Sincerely,

Durwood

M. Durwood Stephenson

cc: Jeff Pope, United Community Bank
Chet VanFossen, Architect
Mike Zaccardo, Wetherill Engineering

STEPHENSON
GENERAL CONTRACTORS

Post Office Box 1187
1090 West Market Street
Smithfield, NC 27577

Phone (919) 934-6651
Fax (919) 934-4055

February 10, 2020

Ms. Kathy Carlisle
Planning Specialist
Town of Holly Springs
Department of Planning & Zoning
128 S. Main Street
PO Box 8
Holly Springs, NC 27540
ORIGINALS & CHECK MAILED

Received
FEB 12 2020
Planning & Zoning

RE: UNITED COMMUNITY BANK
130 N. MAIN STREET, HOLLY SPRINGS
DEVELOPMENTS PETITION NUMBER 17-DP-16-A01/17-SEU-16

Dear Ms. Carlisle:

As a follow-up and phone message from you today, I am mailing a second $ 100 check to you for approval extension. I assume the letter of February 5, 2020 (Copy Attached) is sufficient.

Thanks for the call back.

Sincerely,

M. Durwood Stephenson

cc: Jeff Pope, United Community Bank
Chet VanFossen, Architect
Mike Zaccardo, Wetherill Engineering