



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of June 6, 2023 meeting agenda

RECOGNITIONS

5. Pride of Holly Springs Proclamation
6. Men's Mental Health Month Proclamation
7. Great Outdoors Month Proclamation
8. Flag Day Proclamation

REQUESTS AND COMMUNICATIONS

9. Presentation of Proceeds from Battle of the Badges Softball Tournament
10. Transportation Investments Update

CONSENT AGENDA

11. Approve the minutes of the May 9, 2023 workshop meeting, the May 16, 2023 business meeting, and the May 23, 2023 Budget Workshop.
12. Holly Springs Rd. Widening (WEST) Design & Survey Contract
13. Ting Park Naming Rights Renewal Agreement
14. Installment Finance Agreement for Equipment and Vehicles

PUBLIC HEARINGS

15. Pine Springs Preparatory Academy Rezoning 23-REZ-02 - Legislative Public Hearing

NEW BUSINESS

16. Fiscal Year 2023-24 Operating and Community Investment Plan Budget Adoption
17. Order authorizing Wake County Tax Administrator to levy and collect Property Taxes for FY 2023-2024 for the Town of Holly Springs

PUBLIC COMMENT PERIOD

OTHER BUSINESS

MANAGER'S REPORT

18. Preview of Upcoming Development Services Land Use Cases

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.gov 919-557-3900



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: Pride of Holly Springs Proclamation

Strategic Priority Area: Safe & Friendly

Staff Resource: Mayor Mayefskie

Action(s):

Mayor Mayefskie will proclaim June as Pride of Holly Springs month.

Explanation:

- The Town of Holly Springs supports the right of every resident to experience equality and freedom from discrimination.
- All people, regardless of age, gender identity, race, color, religion, or disability, have the right to be treated based on their value as human beings.
- Every individual has infinite dignity and worth, and the Town of Holly Springs calls upon the people of this town to embrace this principle and work to eliminate prejudice everywhere it exists.
- The Town of Holly Springs accepts and welcomes people of all backgrounds and believes a diverse population leads to a more vibrant community.
- The Town of Holly Springs is committed to supporting awareness, dignity, and equality for our diverse community.
- Our diverse community has paved the way for the success our community experiences today and for the bright future ahead.

Background:

- This is the first annual Pride of Holly Springs month.

Funding Source(s):

N/A

Attachment(s):

1. Holly Springs Pride Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Pride of Holly Springs

WHEREAS, the Town of Holly Springs supports the rights of every resident to experience equality and freedom from discrimination; and

WHEREAS, all people, regardless of age, gender identity, race, color, religion, or disability, have the right to be treated on the basis of their value as human beings; and

WHEREAS, every individual has infinite dignity and worth, and the Town of Holly Springs calls upon the people of this town to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, the Town of Holly Springs accepts and welcomes people of all backgrounds and believes a diverse population leads to a more vibrant community; and

WHEREAS, the Town of Holly Springs is committed to supporting awareness, dignity, and equality for our diverse community; and

WHEREAS, our diverse community has paved the way for the success our community experiences today and for the bright future ahead;

NOW THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim June 6th, 2023 as

Pride of Holly Springs

in the Town of Holly Springs.

Proclaimed this, the 6th day of June, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Holly Springs, North Carolina to be affixed on this 6th day of June, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions

Title: Men's Mental Health Month Proclamation

Strategic Priority Area: Engaged, Healthy, & Active Community
Safe & Friendly

Staff Resource: Mayor Sean Mayefskie

Action(s):

Proclaim June, 2023 as Men's Mental Health Awareness Month

Explanation:

- According to Mental Health America, more than four times as many men as women die by suicide in the United States.
- Men are less likely than women to seek help for depression, substance abuse and stressful life events due to reluctance to talk, social norms and downplaying symptoms.
- Over six million men suffer from depression each year.

Background:

- Since 1994, June has been recognized as Men's Mental Health Month. The purpose is to heighten awareness and treatment of mental health illnesses, including depression, anxiety disorder, post-traumatic stress disorder, substance abuse and psychosis.

Funding Source(s):

N/A

Attachment(s):

1. Men's Mental Health Month

Town of Holly Springs



A Proclamation By The Mayor

Men's Mental Health Month, June 2023

WHEREAS, mental health is an essential component of overall well-being, including emotional, psychological, and social well-beings, and it is important to raise awareness about the unique challenges and needs faced by men in their mental health journey; and

WHEREAS, one in five men will develop alcohol dependency during their lives, and men are four times more likely to die from suicide than women; and

WHEREAS, societal expectations and traditional gender roles often discourage men from seeking help or expressing their emotions openly, leading to a significant underrepresentation of men in mental health discussions and services; and

WHEREAS, men experience mental health issues such as depression, anxiety, post-traumatic stress disorder, and substance abuse, among others, which can have a profound impact on their personal lives, relationships, and communities; and

WHEREAS, with early and effective interventions, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, promoting men's mental health not only benefits the individuals themselves but also contributes to building healthier families, workplaces and societies as a whole; and

WHEREAS, Men's Mental Health Month provides an opportunity to challenge stereotypes, dismantle stigmas and promote the importance of mental well-being among men.

NOW, THEREFORE, I, Mayor Sean Mayefskie, do hereby proclaim June 2023 as

Men's Mental Health Month

in Holly Springs. I call upon individuals, organizations and communities to join hands in raising awareness and advocating for the mental health needs of men.

Proclaimed this, the 6th day of June, 2023

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the Seal of
the Town of Holly Springs, North Carolina to be
affixed on this 6th day of June 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Recognitions

Title: Great Outdoors Month Proclamation

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim June as Great Outdoors Month

Explanation:

- North Carolina statewide and Holly Springs locally offer outstanding opportunities for safe and healthy fun in the great outdoors.
- Holly Springs contains nine parks, with a tenth included in the 2023 Parks Bond, and over 12 miles of greenways.
- Many health organizations consider outdoor activity a remedy for adverse effects of prolonged inactivity and "screen time".
- Events celebrating Great Outdoors Month include the National Forest Service's National Get Outdoors Day, American Hiking Society's National Trails Day, National Fishing and Boating Week, and National Wildlife Federation's Great American Campout.

Background:

- Great Outdoors Week began under President Clinton in 1998.
- Since 2008, governors from across the country, including North Carolina, have joined in designating June as a month to celebrate the great outdoors.
- On June 5, 2019, the US Senate officially designated June 2019 as Great Outdoors Month.

Funding Source(s):

N/A

Attachment(s):

1. Great Outdoors Month proclamation

Town of Holly Springs



A Proclamation By The Mayor

Great Outdoors Month

WHEREAS, National great Outdoors Month was first celebrated in 1998 by President Clinton to encourage everyone to embrace the outdoor spirit of America by heading outdoors on national, state, and local lands; and

WHEREAS, Holly Springs' natural beauty is critical to its residents' quality of life, health, and economic well-being; and

WHEREAS, Holly Springs is able to enjoy the great outdoors at our six public parks, and over 12 miles of greenways and trails; and

WHEREAS, the parks, greenways, trails and natural areas in our community are welcoming to all and provide a common ground for people of all ages, abilities and backgrounds to access our rich and diverse natural, cultural, and historic resources; and

WHEREAS, investment in public parks and open spaces allow rich outdoor experiences and also conserve and protect our air, water, wildlife, and quality of life; and

WHEREAS, exploring the outdoors and being in nature provide a plethora of health benefits significantly improving both physical and mental well-being; and

WHEREAS, walking, biking, archery, fishing, boating, geocaching, and disc golf are among the many outdoor activities offered by Holly Springs Parks and Recreation as a way to enjoy the great outdoors; and

WHEREAS, Holly Springs encourages residents to take advantage of the community's vast outdoor activities and amenities and receive the benefits not only during the month of June, but all year round;

NOW, THEREFORE, I, Mayor Sean Mayefskie hereby proclaim June 2023 as

Great Outdoors Month

in Holly Springs, NC and commend its observance to all citizens.

Proclaimed this, the 6th day of June 2023

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the Seal of
the Town of Holly Springs, North Carolina to be
affixed on this 6th day of June, 2023

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Recognitions

Title: Flag Day Proclamation

Strategic Priority Area: Organizational Excellence

Staff Resource: Corey Petersohn, Finance, Mayor Sean Mayefskie

Action(s):

- Mayor Mayefskie will proclaim June 14 as Flag Day in Holly Springs.

Explanation:

- In the United States, Flag Day is the celebration commemorating the adoption of the flag of the United States on June 14, 1777.
- In 1916, President Woodrow Wilson issued a proclamation that officially established June 14 as Flag Day.
- On August 3, 1949, National Flag Day was established by an act of Congress.
- While Flag Day is not an official federal holiday, the President typically proclaims its observance.
- Many states and local governments celebrate or observe Flag Day annually on June 14.

Background:

Funding Source(s):

Attachment(s):

1. Flag Day Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Flag Day

WHEREAS, on June 14, 1777 the Second Continental Congress adopted the Stars and Stripes for the flag of the United States; and

WHEREAS, the first national observance of Flag Day took place 100 years after the original resolution on June 14, 1877; and

WHEREAS, President Woodrow Wilson issued a proclamation in 1916 for the national observance of Flag Day on June 14th; and

WHEREAS, Flag Day was made a permanent observance by the 81st Congress on August 3, 1949; and

WHEREAS, Flag Day is celebrated annually by many states and local governments;

NOW THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim June 14, 2023 as

Flag Day

in the Town of Holly Springs.

Proclaimed this, the 6th day of June, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Holly Springs, North Carolina to be affixed on this 6th day of June, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Requests & Communications

Title: Presentation of Proceeds from Battle of the Badges Softball Tournament

Strategic Priority Area: Safe & Friendly

Staff Resource: LeRoy Smith, Fire Chief

Action(s):

Present Funds to Gigi's Playhouse

Explanation:

- Representatives from the Fire Department will present a check to Gigi's Playhouse for the "Battle of the Badges" softball tournament. The total is approximately \$7,000.
- Funds were raised by community attendees and supporters of the event.

Background:

- A softball tournament was held on May 6th and 7th at Ting Park.
- The Town of Holly Springs Fire Department Team won the tournament.
- Teams represented in the tournament include Holly Springs Fire, Holly Springs Police, Apex Fire Department, Fuquay Varina Fire Department, Garner Police, Cary Firefighters, Fuquay Police Department, and Morrisville Fire Department.

Funding Source(s):

Donations from admissions, donations, shirt sales, and food and drink sales.

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Requests & Communications

Title: Transportation Investments Update

Strategic Priority Area: Engaged, Healthy, & Active Community

Responsible & Balanced Growth

Safe & Friendly

Economic Prosperity & Diversity

Staff Resource: Kendra Parrish, Utilities and Infrastructure, Tim Athy, Utilities and Infrastructure

Action(s):

Receive information on major Town transportation projects and request feedback on potential Avent Ferry Road Pedestrian Connectivity Project

Explanation:

- Staff will brief Town Council on the status of the following Transportation Bond & Community Investment Plan (CIP) projects along with next steps associated with the following projects:
 - Holly Springs Road Widening (east)
 - Holly Springs Road Widening (central)
 - Holly Springs Road Widening (west)
 - Main Street Right Turn Lane
 - NC 55 Right Turn Lane
 - Downtown Sidewalk Connectors (Avent Ferry Road Realignment)
 - Avent Ferry Rd./Holly Meadow Signal

Background:

- In November 2018, Holly Springs voters authorized \$40 million for transportation investments.
- The purpose of these projects are to mitigate traffic congestion, improve motorist and pedestrian safety, and improve mobility across town.
- One of the active bond projects includes the Avent Ferry Road (AFR) realignment in the downtown area. This project has been designed to include roadway widening, realignment, streetscaping, and pedestrian/sidewalk improvements.
- In light of limited bond funds, continued construction cost escalation, and scope costs associated with the original investment concept, staff was charged by the Council at the 2023 Annual Retreat to explore an option to complete only the sidewalk connections leveraging previously allocated Locally Administered Project Program (LAPP) grant funds (\$1,000,000) administered by the Capital Area Metropolitan Planning Organization (CAMPO).

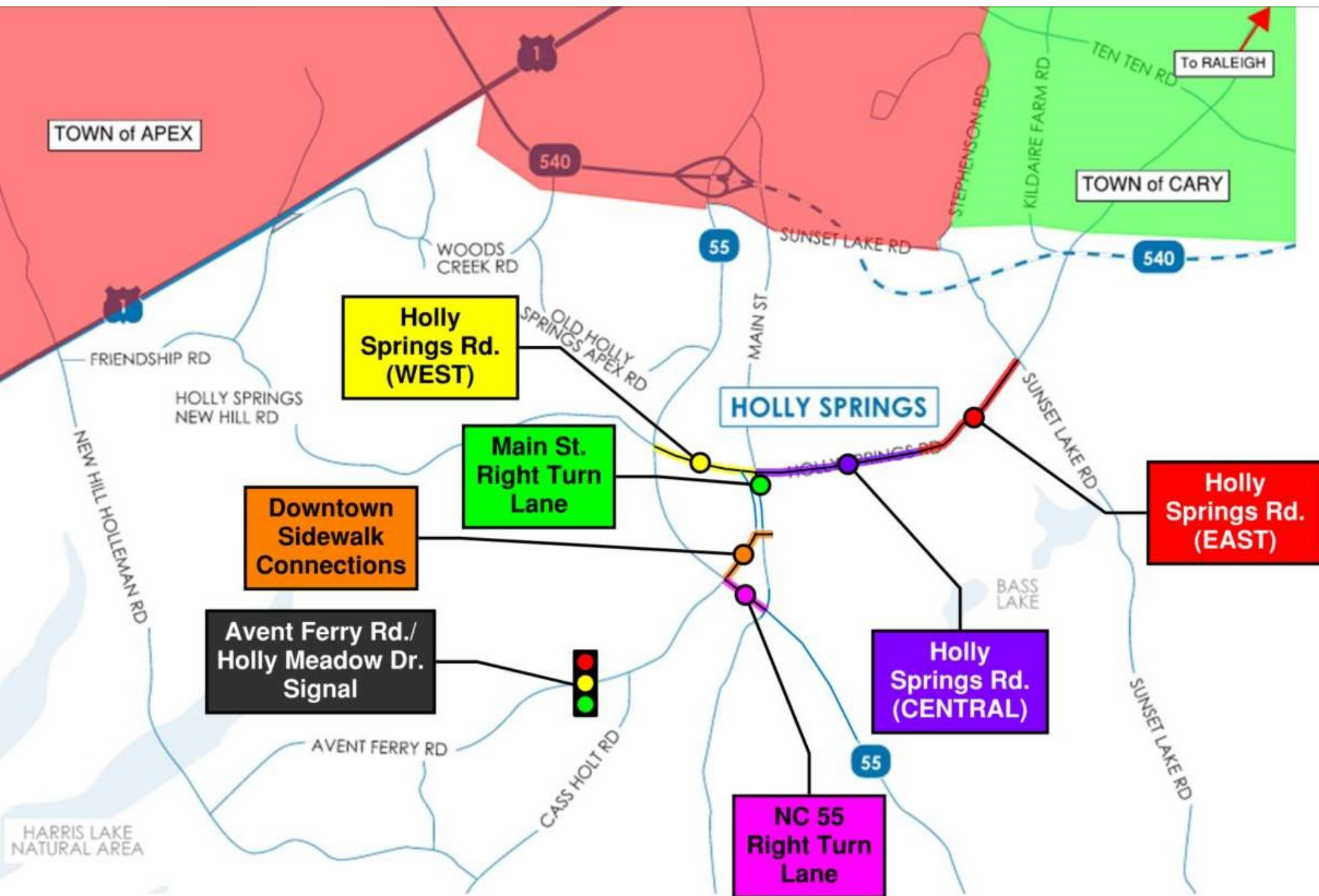
- Engagements with CAMPO to allow use of the LAPP grant for the purposes of sidewalk connections only have been received favorably at the staff level.
- Staff requests Mayor & Council feedback and endorsement to formally request CAMPO LAPP funding for pedestrian connectivity for the AFR project. If supported by both, the sidewalk design would be completed in-house.
- Current status of planning for the full AFR realignment project concept is as follows:
 - Original project cost projection is \$4.96M.
 - CAMPO approved LAPP funding of \$1,000,000. CAMPO could formally consider modifications to the LAPP grant after sidewalk layout plan is reviewed and approved by CAMPO directors.
 - Full design is 90% complete.
- If Council supports and CAMPO approves of the limited LAPP grant funding for sidewalks only, staff would propose continuing to include envisioning a future full AFR realignment project as part of the Village District Plan Update.

Funding Source(s):

- Original funding sources:
 - 2018 Transportation Bonds
 - Water & Sewer CIP
 - Streets/Transportation CIP
 - LAPP Grant

Attachment(s):

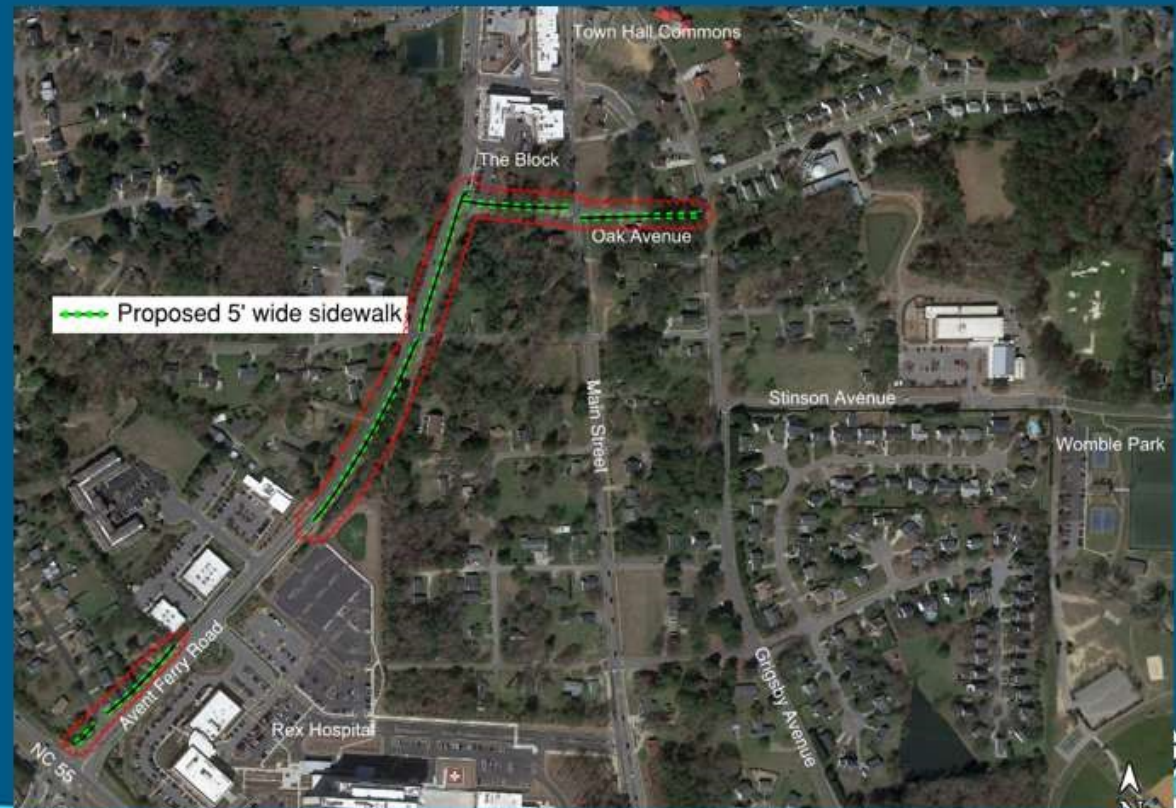
1. Transpo_CIP_Map
2. AFR_SW_Connectors



CIP Transportation Project Map

Downtown Sidewalk Connections

- Proposed sidewalk connections providing important pedestrian access to:
 - Downtown Village District
 - Hunt Center
 - Womble Park
 - Rex Hospital





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Approve the minutes of the May 9, 2023 workshop meeting, the May 16, 2023 business meeting, and the May 23, 2023 Budget Workshop.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the May 9, 2023 workshop meeting, the May 16, 2023 business meeting and the May 23, 2023 budget workshop.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please notify the Town Clerk 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. 5.9.23 workshop minutes - DRAFT
2. 5.16.23 minutes - DRAFT
3. 5.23.23 budget workshop minutes - DRAFT



MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, May 9, 2023 in the Council Chamber and via livestreaming. Mayor Mayefskie presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and four Councilmembers were present as the meeting opened.

Council Members Present in the room: Mayor Sean Mayefskie, Council members Aaron Wolff, Shaun McGrath, Tim Forrest and Danielle Hewetson.

Council Members Present via electronic means: MPT Dan Berry

Council Members Absent: none.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; John Schifano, Town Attorney; Jeff Wilson, Director, IT; Mathew Mutter, IT; Kendra Parrish, Executive Director of Utilities and Infrastructure; Aaron Levitt, Seann Byrd, and Sara Emig, Utilities & Infrastructure; Corey Petersohn, Director, Budget and Strategic Planning; MaryBeth Spoehr, Budget & Strategic Planning; Tina Stroupe, Director, Finance; Paul Liquorie, Police Chief; LeRoy Smith, Fire Chief; LeeAnn Plumer, Director, Parks and Recreation; Paige Scott, Director of Public Works; Cassie Hack, Director, Communications and Marketing; Tamara Ward and Kelly Miller, Communications & Marketing; Irena Krstanovic, Director, Economic Development; Chris Hills, Director of Development Services; Jaime Joyner, Director of Human Resources.

2. Recommended Budget Presentation

Randy Harrington, Town Manager, said the purpose of this meeting was to present the recommended 2023-2024 Operating and Community Investment Plan Budget. He said that he would give an overview, outline some operating and community investment plans highlights; the taxes and fees; and next steps. He said that key budget takeaways are that this budget secures the Town's future water supply and wastewater treatment capacity; provides strong new investment in parks and greenways; strengthens the Town's emergency preparedness and capability to respond quickly to emergency 911 calls; and includes no property tax rate change, but does include water/sewer user rate increases. He outlined how the Council's Strategic Plan guides the Town's budget. He highlighted three town services identified by residents in the Community Survey as needing to receive the most emphasis over the next two years as being: 1. Managing traffic; 2. Managing growth and development; and 3. Quality of Town parks and greenways.

Mr. Harrington outlined where the Town's operating revenue comes from, and said the total operating revenue for FY23-24 was predicted to be \$93,793,738. He then showed the breakdown of operating expenditures, highlighting that Water and Wastewater Operations will overtake Public Safety as the area requiring the highest expenditures this year. He said that this budget had \$4,056,053 in new general fund expenditures, the Utility Fund had \$3,867,315 in new expenditures, and the Stormwater Fund had \$68,900 in new expenditures. He then outlined the Strategic Priority Areas that the new expenditures supported, and showed graphically how most of the funding goes to support ongoing customer service and growth.

Mr. Harrington said the proposed budget would secure the Town's water future. He outlined the history of water supply investments in the Town, from 1968 when the Town's first public water system was established. Today the Town has 231 miles of system lines with three potable and 1 reclaimed water storage towers. Holly Springs is connected to Harnett County, Apex, Cary, and Fuquay-Varina, with a connection to Sanford underway, to provide the security of redundancy in our water supply. He reminded Council of the Regional Water Partnership with Sanford that would supply future water from the Cape Fear River and increase our supply by 4 million gallons per day. He outlined the improvements in the Utley Creek Wastewater Reclamation Facility since its construction in 1985 and what the current upgrade would provide. He said that new water and sewer rates would need to increase by 15% to pay for this, and to incorporate the 15% rate increase that Harnett County, and as the Town's only bulk water supplier, is charging. However, the median Holly Springs residential utility customer's bill is still 3-4% lower than the median bill for utility customers within a 50-mile radius, 100-mile radius, and statewide.

Mr. Harrington said that residents made it clear during the Community Survey in 2021 that they wanted increased investment in Parks and Greenways. He outlined the plans for the new recreation center and park on Cass Holt Road, and how this project supports resident requests in the Community Survey, best practices in Parks and Recreation, and the growth of the Town. He outlined the timeline to the November Bond Referendum when residents can decide on this issue.

Mr. Harrington outlined the Town's strong public safety record, including the Fire Department's ISO-1 fire insurance rating, and the Town being consistently ranked as one of the safest communities in NC. The 911 center would receive technology upgrades and two additional telecommunicators to keep pace with the growing community, which has seen a 31% increase in calls for service over the last five years. He said the addition of an Emergency Management Specialist would support both Police and Fire departments in emergency preparedness planning and training, and a new Fire Captain who would oversee the accreditation process and subsequent training and policy development would ensure that we are always operating with best practices.

Corey Petersohn, Director of Budget, Innovation and Strategy, said other budget highlights include Town welcome/gateway signage to create a sense of place, a 2nd Biennial Community Survey, the increase in costs from GFL for solid waste/recycling services, police protective response equipment, a new Human Resources recruitment, selection, and onboarding management information system, and the new Holly Springs Citizens Academy. He gave highlights on the enterprise funds budget including a continued focus on infrastructure planning, management, and maintenance of the Town's water distribution and collection systems.

Mr. Petersohn outlined 27 new positions and how they support the Council's Strategic Priorities. He outlined proposals to recruit and retain a talented workforce, including merit pay, revisions to on-call, call-back, and field officer training pay, and adjustment to pay for part-time Parks and Recreation employee's at Hunt Center and the Cultural Center; benefit changes, including changing the vacation accrual rate to be based on NC Local Government Employees Retirement System service time, and the addition of two floating holidays and one wellness day to more closely match peer communities, and a Council compensation adjustment of 1.9%, and the addition of a \$150 per month personal vehicle use stipend.

Mr. Petersohn said that Capital investments help build a great community. The Fire Station #3 project is on track with construction expected to begin in late summer of 2023. He outlined the Operations Campus and said that construction of Phase 1A was set to begin in the summer of 2023. He said that improvements and rehabilitation of playground equipment is already underway and will continue with this budget including new playground equipment and surfaces, and sun shades in exposed parks. And he said that the widening of Holly Springs Road is underway and this is a project that will improve traffic management in the near future.

Mr. Harrington said that the recommended financial investments allow the Town to deliver excellent public service. He showed graphically that Holly Springs tax rates are the fourth lowest in the County, and below the municipal average for Wake County. He outlined how the monthly fee adjustment would affect a typical residential customer, giving an example of a typical families costs to receive Town services. He reviewed the key takeaways from this budget:

- Secure the future water supply
- Invest in parks and greenways
- Strengthen emergency preparedness and capacity to respond quickly to 911 calls
- No property tax rate change; increase in water/sewer rates for water and wastewater investments; no stormwater fee change.

He outlined the average cost for government of \$7.75 a day for homeowners with a \$375,475 house (the average).

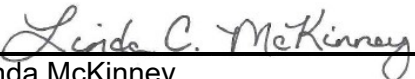
Mr. Harrington reiterated the key takeaways from the beginning of his presentation. He said that there would be a public hearing at the May 16th Council meeting. Council would hold their budget workshop on May 23rd at the Law Enforcement Center, and the budget would be scheduled for adoption on the June 6th Council meeting. The proposed budget will be available online or in the Town Clerk's office for the public to view.

3. Closed Session: none.

4. Adjournment:

Motion to adjourn was made by Council member Forrest seconded by Council member McGrath and passed with a unanimous vote. The May 9, 2023 workshop meeting of the Holly Springs Town Council was adjourned at 6:40 pm.

Respectfully Submitted on Tuesday, June 6, 2023.



Linda McKinney
Town Clerk



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, May 16, 2023. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Mayefskie, Council members Aaron Wolff, Shaun McGrath, Timothy Forrest, and Danielle Hewetson.

Council Members Absent: Mayor Pro Tem Berry.

Staff Members Present in Chambers: 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); Mathew Mutter, *IT*; Corey Petersohn, *Budget and Sustainability*; Tamara Hack, Kelly Miller, and Chris Belk, *Communications and Marketing*; LeeAnn Plummer, *Director, Parks and Recreation*; Paige Scott, *Director of Public Works*; Kendra Parrish, *Executive Director of Utilities and Infrastructure*; Paul Liquorie, *Police Chief*; LeRoy Smith, *Fire Chief*; Tina Stroupe, *Finance Director*; Chris Hills, *Director of Development Services*; Cheryl Caines, Catherine Jacobs, and Sean Ryan, *Development Services*; Kathy White, *Deputy Clerk*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Tony Hageman of Hope Community Church.

4. Agenda Adjustment: The May 16, 2023 meeting agenda was adopted with changes, if any, as listed: none.

Motion: McGrath

Second: Hewetson

Vote: Unanimous

RECOGNITIONS

5. Holly Springs High School Robotics Team – State Champions

Mayor Mayefskie congratulated the Hawktimus Prime team for winning the state championship in the FIRST Robotics Competition and recognized Jim Tingler and Drew Brenner, and asked them to convey the Town's congratulations to the team. Members of the team spoke about the core values of the team and the skills, both needed and created, by working on this team, and the exposure to STEM created by the program.

6. Juneteenth Proclamation

Mayor Mayefskie gave the history of Juneteenth and proclaimed June 19, 2023 to be Juneteenth in Holly Springs and presented a proclamation to Rev. William Ball of Holly Springs United Church of Christ.

7. Tennis Month Proclamation

Mayor Mayefskie proclaimed May to be Tennis Month in Holly Springs and presented the proclamation to Laura Weygandt, Executive Director of Wake Tennis Association. Ms. Weygandt spoke of the benefits of tennis.

8. Public Works Week Proclamation

Paige Scott, Director of Public Works, said that May 21-27 is recognized as National Public Works Week. The theme for 2023 is Connecting the World through Public Works. She outlined the work of the various divisions within public works, from Streets & Concrete, Solid Waste, Fleet Maintenance, and Facilities Management.

Kendra Parrish, Executive Director of Utilities and Infrastructure, outlined the work of Utilities & Infrastructure employees from Distributions (water); Collections (sewer and force mains); Pump stations; Wastewater treatment; Reclaimed water & laboratory; Stormwater; and Infrastructure.

9. Police Week Proclamation

Mayor Mayefskie proclaimed May 14-20 Police Week in Holly Springs and presented the proclamation to Chief Paul Liquorie and officers of the Holly Springs Police Department. Chief Paul Liquorie spoke about National Peace Officers day, which recognizes those who fall in the line of duty.

10. Town Communications & Marketing Awards

Tamara Ward, Communications and Marketing, said that the Communications and Marketing team had received four awards from the NC City and County Communicators Association. They earned First Place – Digital External Newsletter/Blog for the Holly Springs NewsFlash; First Place – Promotional Video for How Holly Springs Became a Global Biotech Hub and Why it Matters; Second Place – Multi-Platform Campaign for In the Zone with Yard Waste; and Second Place – External Newsletter for The Source.

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda. The motion carried following a motion by Council member McGrath, a second by Council member Wolff and a unanimous vote. The following actions were affected:

11. Minutes – Council approved the minutes of the April 11, 2023 workshop meeting and the April 18, 2023 business meeting.

12. Monthly Budget Amendments – Council received the monthly report and adopted Parks and Recreation Ordinance 23-14.

A copy of Ordinance 23-14 is attached to these minutes.

13. Resolution Ratifying, Accepting, and Approving the Amended Charter Resolution of Central Pines Regional Council (formerly TJCOG) – The Council adopted Resolution 23-10.

A copy of Resolution 23-10 is attached to these minutes.

14. Tennis Instruction Agreement – The Council approved a one-year contract with RDU Tennis for up to \$44,000, with an option for up to two one-year renewals not to exceed a total of \$132,000.

15. Extension of Refuse and Recycling Collection Contract with GFL Environmental – The Council authorized a one-year extension of the residential solid waste collection and disposal contract with GFL Environmental.

16. Fiscal Year 2023 Audit Services Contract – The Council approved a contract with Cherry Bekaert LLP in the amount of \$63,750 to perform the annual financial audit for the fiscal year ending June 30, 2023.

17. Installment Fleet Vehicle/Equipment Purchase FY23 – The Council approved Reimbursement Resolution 23-14, authorizing a later issuance of installment funding to pay for fleet

purchase expenditures approved in FY23 Approved Budget, and approved a budget amendment for vehicle installment financing.

Copies of Resolution 23-14 and the budget amendment are attached to these minutes.

18. Resolution Adopting the 2022 Local Water Supply Plan Annual Update – The Council adopted Resolution 23-12 approving the Local Water Supply Plan.

A copy of Resolution 23-12 is attached to these minutes.

PUBLIC HEARINGS

19. Fiscal Year 2023-24 Budget Public Hearing

Corey Petersohn, Director of Budget, Innovation, and Strategy, said the purpose of this item was to receive public input on the proposed FY23-24 budget. He outlined the budget process, reminding the public that the budget was presented on May 9th. After tonight's public hearing Council will meet on the 23rd for a budget workshop, with adoption of the budget anticipated at the June 6th meeting. He outlined the key takeaways for the budget of securing the Town's future water supply and wastewater treatment capacity; investing in parks and greenways; strengthening emergency preparedness; and water/sewer user rate increases but no property tax rate change. He explained how the proposed budget advances those goals, and showed graphically that Holly Springs property tax rates are the fourth lowest among Wake County and the 12 municipalities in the County. He said that garbage fee would increase by 37 cents; recycling by 19 cents; yard waste by 3 dollars; water/wastewater, at an assumed 4,000 gallons per month, would increase \$9.82; and stormwater fees would not change. He reminded the public of the upcoming Budget Workshop and adoption.

Mayor Mayefskie opened the public hearing and the following input was received:

John Jeidy requested funding for at least one additional horseshoe pit at Womble Park. He said that there are more people who want to play than there is room for at the two current pits. He outlined the benefits of pitching horseshoes.

There being no further input, Mayor Mayefskie closed the public hearing.

20. Water Resource Management Policy

Kendra Parrish, Executive Director of Utilities and Infrastructure, said one of the top three services identified in the Community Survey as needing the most emphasis was management of planning of growth/development. To that end, the purpose of this agenda item is to consider adoption of a proactive water resource management program. She said that water is a valuable and limited resource and the Town is making major investments to secure water for the future. To go with those investments, staff is recommending a policy to manage assets going forward.

Ms. Parrish said a water resource management policy would be a guide for distributing utility allocation for new or expanded projects and a management tool for sustainability and equitable distribution of water resources. She explained that many municipalities in Wake County and nearby have similar policies, and outlined the months of development outreach and stakeholder input that went into developing the proposed policy. She said that the policy applies to projects that have a change in land use or new or expanded water resource utilization, it includes an expiration of allocation, and allows for an extension of allocation. The policy would allocate 1/3 of the supply to operational reserves and 70% of the remaining 2/3 to residential development (20% of which can be used for apartments/condominiums) and 30% to non-residential development.

Ms. Parrish outlined how projects would be considered and gave criteria for the three Priority Levels, and explained the Allocation Elements that would allow a project to move from a level 2 or 3 up to level 1.

Mayor Mayefskie opened the public hearing and the following input was received:

Suzanne Harris handed out a diagram, a copy of which is included with these minutes. She said she represented Home Builders Association of Wake County. She thanked staff for bringing them in from the beginning. She said the current policy was an improvement over the first draft, but was not perfect. She said the percentage of home allocation would make home prices rise. She disputed the allocation elements, saying that developers would have to “buy their way” to a higher priority. She said that would be prohibitive. She said that if this policy had been in effect in the past, it would have prevented some current projects from being built. She asked that Council consider whether this policy was right, and if they are resolved to pass it, if they would change the required number of allocation elements to 1 to move from 2 to 1; and 2 elements to move from 3 to 1. Secondly, in 9 months to have engagement with stakeholders to see how the policy is working and amend it.

Jacob Rogers with Triangle Community Coalition spoke. He also thanked staff for coming to them for conversation. He said he shared similar concerns to Ms. Harris. His membership includes commercial developers as well. One of their concerns is projects that are in the pipeline and where they stand. He was told it would be for projects submitted July 1st and after. But he thinks the wording of the policy contradicts that. He said he served on the Affordable Housing Committee and in talking about various housing types, he is worried that it is impossible to phase an apartment community, so that could stifle housing that is needed in Holly Springs. Secondly they are worried about the phasing of 75 lots, and the uncertainty of whether they would have enough water for the next phase. He said it would create more expensive homes to cover the allocation elements.

There being no further input, Mayor Mayefskie closed the public hearing.

Council member McGrath asked Ms. Parrish to explain the thought process for how often the policy would be updated and how often staff would report back to Council. Ms. Parrish said that the nature of the policy was to start to look at the available water flow until the next upgrade and to get into alignment with the strategic plan. This was drafted to promote diversity of housing. It will be evaluated every 12 months to see how it is working for the community and staff will be ready to pivot and make adjustments. Timing is everything. If lots of projects come on quickly, that affects the available flow. Staff will look at this every 12 months, with quarterly updates to Council. It is a very iterative process. Staff does not take lightly the effect that this will have on development, and it will not sit on a shelf, it will be revisited. To speak to the July 1st date, this is for projects that have not yet submitted in the UDO process. If your project is in the process, the only way it will be subject to the policy is if the developer wanted to increase the land use and the water demand, and then only the delta of the increase would be subject to the policy. We do not believe in changing the rules halfway through the process. As far as apartments, Mr. Rogers is correct that apartments are not phased. Apartment developers get the funding and build them in a short time frame. In discussion with stakeholders, staff made adjustments to the draft policy to allow apartment builders to front load and get the approval to allow them to proceed. As with residential development, the 75 lot cap is intended to keep all of the allotment from being given to one project, but to split the allocation to multiple projects. She indicated that approvals could be given, but the allocation throttled to meet the caps.

Council member McGrath said the long-term intent is to increase our water capacity, and when we have the capacity we would revisit this policy. He then said that the gap between apartments needed and apartments available has shrunk to 500 units. Ms. Parrish said that today there are over 5,000 homes approved and in the inventory yet to be built. That inventory is free to go and driven by the market. This policy is going forward, beyond those units. As for sunseting the policy, she said she could not speak for future Councils, but it is a policy meant to be revised and revisited on a regular basis and that keeping a pulse on the availability is in the Town's best interest.

Council member Wolff thanked the partners for coming out. One of the obvious impacts of this policy would be to slow the increase of housing in the short term. A lot of affordability is driven by the market and the policies Council sets. But we have a limited resource, and that is not

changing in the short term. We are working hard to make sure that it is not limited for long. Without this policy we would be quickly in a situation where we had to deny projects because we don't have enough water. The policy does a good job of making sure we see the projects we want to see, while in the short term controlling a vital resource. We will review this every 12 months and make changes as necessary. There will be growing pains, but we will monitor and adjust and stay engaged.

Council member Forrest said this is making sure that water is more certain than ever. We fully support the One Water Plan. That will impact us today and in a few years. This policy supports that plan. You can still do phased construction. Residential construction is slowing down. This policy is meant to be revisited, It is meant to supply a phased approach, so we can manage our resources. He said he wants to be sure that we can provide. If all the projects in the pipeline were constructed we would use 88% of our water. He said the only retroactive part of this policy is for developers who have had projects approved but have not moved forward. John Schifano, Town Attorney, said that they would have to stay in contact with the UDO process, it is a 12-month expiration. Council member Forrest said the report generated quarterly was public and could be put on the webpage. Ms. Parrish said that would be a document that would be shareable and we would share it with developers at their first meeting. Council member Forrest thanked HBA and TCC. He said that several changes were made from their suggestions, and make it a better policy for our town.

Council member Hewetson asked about the 75-unit phase-in, and if some phases could be fast tracked, if there was supply, and not have to undergo quite as large of a throttle. Ms. Parrish said we are going in with 75 units per phase per year, but if we see that we have more flow we can give the developer the go-ahead to move into phase two more quickly.

Action: Motion to approve Water Resource Management Policy, Resolution 23-06.

Motion by: McGrath

Second by: Wolff

Vote: unanimous

21. Holly Springs Road Towns Rezoning

Cheryl Caines, Development Services, said the purpose of this item is to consider a zoning change from RR Rural Residential to NCR Neighborhood Center Residential Conditional at 10248 Holly Springs Road. She showed where this area is, across from Holly Ridge Schools, and surrounded by single family home neighborhoods Cobble Ridge and Sunset Ridge. She said the parcel is currently zoned RR Rural Residential and designated as Mixed Residential Neighborhood on the Land Use & Character Plan. She explained that the Land Use & Character Plan was for full buildout of the town over time, the timing of which was reliant on various conditions, including improvements in infrastructure.

Ms. Caines said that one consideration for Council is development readiness. She said the applicant is not proposing any improvements to the downstream sewer infrastructure to support the increased density. She said that another point of considerations was whether the proposal offered a unique or innovative design related to open space, lot layout, or building design to justify the increase in density. She explained the goals of Conditional District (CD) rezoning and CD design goals. She said the current zoning would allow by right construction of one house. The UDO standard, if the rezoning were adopted, would be 8 units per acre maximum by right and 12 units per acres maximum with CD. The applicant is proposing a maximum of 10 units per acre, or 35 units. The applicant is proposing architectural features to subdivide facades into human scale proportions, site design to encourage use of outdoor spaces, and regionally appropriate and climate sensitive plantings, with a perimeter buffer increased from 5-foot Type A to 10-feet Type B.

Catherine Jacobs, Development Services, said that this area feeds into the Sunset Ridge Pump Station. She said that the sewer study showed that the Sunset Ridge pump station would need improvements in order to support the density of this development. She reminded Council that the UDO requires a sewer study to be done for a development. Staff reminded the applicant at each

of the four meetings with staff but did not receive the results of that study until the fourth meeting. Ms. Jacobs said that the developer is not proposing any transportation improvements, or any greenway improvements. The frontage along Holly Springs Road is being widened as part of the Transportation Bond project and a sidepath is also included in the project. The dedication of the right of way for this project was negotiated a year before this rezoning application came in to town. The applicant is proposing access points at Charlesfort Lane and Holly Springs Road. She said this project did not meet the requirements to require a traffic study.

Council member Wolff asked what improvements would be needed to the pump station and what they would cost. Ms. Jacobs said those would be anything to increase the capacity of the pump station. Council member Wolff asked if that pump station was up for improvements in the foreseeable future. Randy Harrington, Town Manager said no, it is not. Council member McGrath asked when it was planned, and asked about fees-in-lieu. Elizabeth Goodson, Development Services, said a regional pump station would be needed in this basin. There are a couple of different opportunities for expansion but they are substantial and they were more than this developer could contribute to. As for fees-in-lieu, they will have that for every lot. Council member McGrath said he was asking about fees-in-lieu for transportation improvements, because this project would be the beneficiary of the bond project. Ms. Goodson said this project was not of a size to trigger a traffic study, so this project would be the beneficiary of that bond project. Council member McGrath said the Town is spending a lot of money on these projects, and we need to look at what we can do to have these developers pay their share. John Schifano, Town Attorney said it is difficult for roads. You have to have 50% of linear footage property owners sign on to it, without doing an assessment, to get retroactive payment that would be our only mechanism.

We would be talking about a regional pump station in addition to Sunset Ridge to support these units. Typically we would address this through a development agreement. Have we had conversations with them about an agreement. Ms. Goodson said they have not offered any commitment to improving the sewer system to this point. Council member McGrath they want to increase the density but not pay an offset.

Rick Madoni, Planning Board representative, said that the Planning Board recommended denial with a unanimous 7 to 0 vote, with 2 members absent. They said there was not sewer capacity to handle this level of density. He said that even with the current zoning it could not handle the capacity that would be proposed. They were concerned about a precedent of approving a rezoning without capacity. He said the Planning Board had questions about school traffic, right-in right-out, why this project was still in the ETJ, and the sound buffers.

Mayor Mayefskie opened the public hearing and the following input was received:

Bernie Stooks said he was representing members of the Cobble Ridge community. He said they hoped Council would vote against this rezoning. They are a small community and this project would impact them greatly. They are dealing with the road widening and 540, and they don't know the impact that will have. At this point of the 44 residents, 80-some percent of the community is against this rezoning. Council already went through much he was going to say, but he said they value the community, appreciate its uniqueness, and this change would have a big impact to them.

Robert Sharp said there is concern about the pump station. He lives adjacent to a manhole that has been pumped out several times and they notice issues with big rains. Adding this many units, and the lack of clarity, makes him uneasy and goes against the philosophy of a Conditional District.

Isobel Mattox, speaking for the applicant, introduced her team who would speak later. She said she realized there is a sewer issue. They were going to propose a condition to address that. (The proposed condition was handed to Council and reads "Applicant may not request annexation or site plan approval for the proposed development unless adequate downstream sanitary sewer capacity for the development exists, as determined by a Special Study-Sanitary Sewer Report prepared and approved in accordance with Town of Holly Springs Utilities Department requirements." It was unsigned.) She said they weren't saying they won't pay their fair share, they

just aren't sure how to calculate their fair share. It's a small project and the sewer solution is significant, and they can't do it on their own. They need time and information to get their head around what that would mean. She said the best thing to do would be to continue this matter to see if they can commit to a solution where they can commit to their fair share. She said they feel like this condition would insure that they meet the sewer requirement. She said her client had paid a lot of money for various studies and wants to go ahead and get the rezoning even if building can't take place for years.

She explained the location and the current zoning. She said that when the road widening was being discussed her client worked with the Town Attorney's office to avoid a condemnation and then decided it would be a good time to rezone. She said the desire was to build a maximum of 35 units of mixed residential, attached and detached housing.

She introduced Robin McAdoo to go through the plan. Ms. McAdoo outlined where the parcel was located. She said the plan would create a walkable neighborhood. She said they used the test case model from the Gateway project to design their plan and it checked all the boxes.

She introduced Jeff Roads from Peak Engineering. He said they were doing stormwater controls but haven't designed them yet. But they would meet the Town's requirements. They worked with staff on the access points. They are not offering to make any transportation or infrastructure improvements. He said there is water and an existing utility stub. He said the pump station was 2 miles away. They are proposing 7500 gallons a day and the Sunset Ridge pump station is a million gallons a day. He said the future need for this regional pump station was identified in 2012. And that would take the pressure off Sunset Ridge. They waited for the new study done to have their study done. The pump station is not failing; it is not at capacity. The scope for upgrades would be millions. It is not feasible for a small development to pay for that. He said they would put the project on hold until the solution was completed. They want to strike while the iron is hot on the rezoning, even though they know there is a problem with the utilities.

Ms. McAdoo said staff did a good job of an overview. She said that they want to meet the standards laid out by Town staff. She gave overview of design standards. And said this would be a project people could be proud of.

Ms. Mattox said that staff said there was a lack of commitment to building a pump station, but they are willing to pay their fair share but need to figure out how to indicate that. She said that their sewer study identified things the Town needs to know. They want to be at the table to discuss the sewer solution, but they cannot bear the costs. She said that their plan followed the "concept plan" from the NE Gateway Project. She went into detail of design standards they would use. She said the request was consistent with the Future Land Use Map. She said it was compatible with the neighborhood. She acknowledged that they will not get development plan approval until a Sanitary Sewer solution is approved but would like to get the rezoning decision now so they will be ready to go once there is a sanitary sewer solution. She denied that it would have a negative impact on the surrounding neighborhoods. She said it addresses Holly Springs need to increase diversity of housing supply. She said this design minimizes adverse effects on the environment, and it would improve pedestrian connection. She said that perhaps the best thing for tonight would be to continue this so that they could come up with a condition that would be acceptable that would involve them paying their fair share, which would be small compared to the price of the new pump station. She asked that Council table the decision.

There being no further input, Mayor Mayefskie closed the public hearing.

Council member McGrath said before they discuss the motion, he would like to make some comments so that if applicant and staff discuss this further they have Council's input. He said he doesn't disagree that this type of development is compatible. But going back to that test case that the applicant used, you see that there is a significant difference in the buffering of that project and the applicant's proposed buffering. That is one thing that stood out to him. The second is that while he appreciates the willingness to have discussion about offline sewer improvements down the road, they are not the only one being potentially held up by that. But since they are asking for an increase in density, developers usually offer something in exchange for increased density and he hopes they

will have that discussion. He asked Mr. Schifano if something like this condition were adopted, could any language be added to prevent requests for liquidated damages for delays. Mr. Schifano said typically we would do a developer agreement. The effect would be the same as what Ms. Mattox is proposing, but with a lot more language in it.

Council member Wolff said he was frustrated by what he was hearing. Ms. Mattox said she needed more time. Two weeks ago he emailed asking her to further engage with staff and to his knowledge she did not do that. He asked her to look at the CIP that shows this improvement is less important to the community than many other projects that are ahead of it. It would be bad governance to approve a rezoning with a known infrastructure problem, and bad government to approve a rezoning when buildout is years away. We can continue this indefinitely by allowing the applicant to go through due diligence. This should have happened before the applicant brought this to Council. While this rezoning might be in your client's best interest, it is not the best interest for the Town. He said he was happy to continue it, but he probably won't be in favor with a buildout in the distant future.

Council member Hewetson said that not only are the utilities not in the plan, they are not in the pipeline. It is not in the Town's foreseeable future, so a rezoning has no purpose in her view.

Council member Forrest said he agreed that it was a great project for what we would like to see in the future. We talk about the need for diverse housing, and based on shortage of housing, we welcome residential development. But the issue is that with all the things we are hitting our tax payers with now, to stop other projects to build this regional pump station – it's not going to happen for a while. He is not a fan of putting that on the taxpayer now. The problem with rezoning tonight is that, if the rezoning is granted now and this property is sold, we would have to provide services to that project without a developer agreement. Ms. Mattox said the zoning goes with the land and conditions would apply to future owners. She said the reason they want the rezoning now is that they spent time and money to get to this point so that when sewer is resolved they would be in position to jump right in. She said she didn't see a down side for the town. The Town isn't agreeing to do anything. Council member Wolff said we all know the development process and this is our one chance to affect the outcome. This condition is a bare minimum. If the land sells, we might not get this project. Mr. Schifano said zoning conditions are things that relate to zoning. This condition relates to utility provision. Ms. Mattox and I legally disagree about this condition holding. There is a lot of legislation before the General Assembly to allow private utilities to come in which is problematic. They could bring in a private utility company and not annex. He said he is willing to meet with Ms. Mattox to get to a mutually agreeable place, but this proposed condition is not mutually agreeable. Mayor Mayefskie asked about Council's choices. Mr. Schifano said they could approve, deny, or table the matter.

Action: Motion to table Ordinance RZ-23-03.

Motion by: McGrath

Second by: Wolff

Vote:

Aye: McGrath, Wolff, Hewetson

Nay: Forrest

The motion passed.

22. Unified Development Ordinance Chapter 9 Signs Text Amendment

Sean Ryan, Development Services, said the purpose of this item was to consider text amendments to the Unified Development Code (UDO), in Chapter 9 Signs. He said that the UDO was effective March 1, 2022 and has strong standards that meet the Town's goals, but that there were opportunities for improving the user experience that have shown up in the year it has been in effect. He said the goal of the amendments was to maintain the existing sign standards while grouping like requirements together, reducing duplication, and streamlining permitting. He outlined the highlights of the amendments and said the only addition was adding Directional Sign type, to facilitate campus directional signs.

Rick Madoni, Planning Board representative, said that the Planning Board recommended approval with a vote of 7-0 with 2 absent.

Mayor Mayefskie opened the public hearing and the following input was received: none.

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

There was discussion about flag pole height and whether “sidewalks” referred only to public sidewalks or to walkways on private property.

Action: Motion to adopt Ordinance 23-15 to adopt the statement of compatibility and approve UDO Text Amendments.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

NEW BUSINESS

23. Introduction of Bond Order and Setting of Public Hearing and Adoption of Resolution

Tina Stroupe, Finance Director, said the purpose of this item is to review the process for preparing for a General Obligation Bond referendum. She reminded the public and Council of the preliminary list of projects that would be completed if the Bond is approved by the voters. She said Council’s next step is to introduce the Bond Order and adopt a resolution setting the bond referendum and providing ballot language to the Board of Elections. She outlined the public involvement in the process, including a public hearing before adopting the Bond Order, and the consideration by voters at the November 7th election. She reminded the public of the timeline that, if voters approve, would lead to LGC approval in January of 2024 and the ability to issue bonds.

Ms. Stroupe said that the Bond Order says that the Town will spend the bond proceeds to “Acquire, construct, renovate, and improve Parks and Recreation facilities and greenways to include public infrastructure development and acquisition of necessary furnishings and equipment, land, right-of-way and easements in land required.” The bond issuance would be \$100,000,000 and could be issued over seven years. However, the Town plans to do one or two issuances. This will be continued to be evaluated by staff and the Town’s financial advisors. The preliminary tax rate increase is projected to be 5 cents and the final analysis will be included in the FY 2024-2025 budget recommendation.

Action 1: Motion to introduce Bond Order for the 2023 General Obligation Bonds.

Motion by: Wolff

Second by: McGrath

Vote: unanimous

Action 2: Motion to adopt Resolution 23-13 calling for a Public Hearing on the Bond Order, directing the publication of the Notice of Public Hearing and filing of a certified Statement of Debt and Disclosure with the Town Clerk.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

24. Committee and Board Appointments

Linda McKinney, Town Clerk, said that there were three openings on the Parks and Recreation Advisory Committee for three-year terms ending June 30, 2026, and nine applications were received.

Council discussed their preferred applicants and the reasoning behind their preferences.

Action: Motion to appoint Val Atkinson, Craig Kessler, and Melinda Walker to the Parks and Recreation Advisory Committee for terms ending June 30, 2026.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

Ms. McKinney said that the Tree Advisory Committee had several openings: a three-year term ending June 30, 2026; a two-year term ending June 30, 2025, to complete the term of a member who resigned; and the Junior Member position, for a term ending June 30, 2024. Four applications were received for the regular member positions, and nine applications were received for the Junior Member position.

Council discussed their preferred applicants and the reasoning behind their preferences.

Action: Motion to appoint Russell Lichtenstein to the Tree Advisory Committee to a three-year term ending June 30, 2026.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

Action: Motion to appoint Eric Dean to the Tree Advisory Committee to a two-year term ending June 30, 2025.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

Action: Motion to appoint Brigitte Peters to the Tree Advisory Committee as Junior Member, with a term ending June 30, 2024.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in writing: a comment from David Wilson requesting more sidewalks and pedestrian options and an anonymous comment requesting an indoor heated swimming pool in town; an anonymous comment requesting Council do something about loud vehicles.

The following public comments were received in person: none

OTHER BUSINESS

Mayor Mayefskie said that staff received an email praising Chief Smith for saving a couple's wedding, by serving as master of ceremonies. He said the Holly Springs High School Girls Soccer team won last night in dramatic fashion and they play again at home on Thursday. And he said that the summer wardrobe would start at the June 6th meeting. He wished Daniel Weeks happy birthday.

Council member Hewetson said she wanted to mention events that make Holly Springs what it is. She went to the Holi celebration at 12 Oaks and wishes she had brought her children. It was a wonderful time. The Classic Race and Summer at the Springs are also things she enjoyed. This is what makes Holly Springs a great place to live.

Council member McGrath said he would like to have a workshop discussion about how to handle small parcels that come in, like what was discussed tonight, so that developers know what to expect. He said it was awesome to recognize the Holly Springs Police Department, and hoped they would chase down those noisemakers people are complaining about. And summer, with graduations and other life changes, this can be a stressful time, so please check in with friends and neighbors and ask if they need help.

Council member Wolff asked Police Chief Liquorie how vehicle noise could practically be addressed. Chief Liquorie said they have made concerted efforts to target this specifically. What statute allows us to do that and makes the best impact, is modified exhaust. We are stopping people, educating them, and giving a warning. If they continue to offend we can issue a complaint. Where we can do more is when there is specific information about a resident who is offending. If you know of a time and place where there is a repeat offender, notify the police. We can use the Town's noise ordinance. It is maybe not the most effective tool, but it is another. Officers have been educated to look out for this, and traffic officers are making targeted efforts on the known problem areas. Council member Wolff asked how people can get this information to the Department. Chief Liquorie said the website or 311 and if they want feedback, to leave their contact information.

Council member Forrest asked if adding a horseshoe pit was something Council wanted to address. Randy Harrington, Town Manager said staff will bring preliminary numbers to the workshop next week. Council member Forrest said the Holi festival was a diversity of colors and a great time. He said he tried the dances, too. The 2023 Economic Forecast was a phenomenal event to attend, to understand that while we are in uncertain times, our area is set for some real progress in the near term. The Chamber also had the Partners Breakfast which was an excellent event and our partners from Duke Energy, Wake County, and others attended. He appreciated the Chamber putting on that event. On the Water Allocation policy discussion, he liked the input from the developer organizations. He said he wanted to plug the Memorial Day Ceremony on May 26th at 9:30 am at Holly Grove Elementary. It is a good thing to see. They take time to recognize those who serve the community, veterans, police, and fire. He asked people to remember what Memorial Day is for. Finally, our town will be over 50,000 residents by fall, which puts us in the top 30 towns in the state, which is significant mile marker. It means after our next census we have the ability to apply for federal grants directly which will be a game changer for our grants team. But it also means that some bigger city problems will be migrating our way. And we need to deal with them. Holly Springs is a great place to live but as we change we need to expect problems that we will need to address in the future. This is a golden age for Holly Springs. We need to remember that we are in a good time, and we need to keep good governance and focus on the Town.

MANAGER'S REPORT

Randy Harrington, Town Manager, said he wanted to recognize the Parks & Recreation department for the 2nd annual International Food Festival. It was a wonderful evening. Second, we have now been open with 311 for about a month. We have had about 1000 people download the ap. Another 600 have used the website or called directly. Most of the calls have been around

garbage and recycling. The next category is street maintenance, like pot holes. So far 352 service requests have been made and 75% completed and the remaining in some stage of progress. He thanked all the staff members who are fulfilling these service requests.

CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) and (5) to discuss two Economic Development matters and possible property acquisition.

Motion by: Wolff

Second by: Forrest

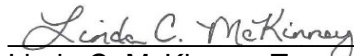
Vote: Unanimous

Motion to seal the closed session minutes and leave closed session was made Council member Wolff, seconded by Council member McGrath and passed with a unanimous vote.

Back in open session, Council asked for an update on the development for the parcel where the car wash is now and staff said there is a gas line that would have to be moved to meet their original plan, so the applicant is reconsidering their options.

Adjournment: Council member Wolff made a motion to adjourn at 11:20 pm. It was seconded by Council member Forrest and passed with a unanimous vote.

Respectfully Submitted on Tuesday, June 6, 2023.



Linda C. McKinney, Town Clerk

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



MINUTES

The Holly Springs Town Council held a budget workshop meeting on Tuesday, May 23, 2023 at the Law Enforcement Center and via livestream. Mayor Mayefskie presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and three Council members were present as the meeting opened.

Council Members Present in the room: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry, Council members Aaron Wolff, Shaun McGrath, Timothy Forrest, and Danielle Hewetson.

Council Member present by electronic means: Dan Berry

Council Members absent: Tim Forrest.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Tina Stroupe, Finance Director; Corey Petersohn, MaryBeth Spoehr, and Shane Digan, Budget, Innovation & Strategy; Jeff Wilson, IT director; Mathew Muter, IT; John Schifano, Town Attorney; LeeAnn Plumer, Parks and Recreation Director; LeRoy Smith, Fire Chief; Kendra Parrish, Executive Director of Utilities and Infrastructure; Aaron Levitt and Seann Byrd, Utilities and Infrastructure; Jamie Joyner, Director of Human Resources; Irena Krstanovic, Director of Economic Development; Paul Liquorie, Police Chief; Cassie Hack, Director of Communications and Marketing; Paige Scott, Director of Public Works; Chris Hills, Director of Development Services.

Mayor Mayefskie said the intent of tonight's meeting was to review the recommended budget, give feedback and get answers to questions.

1. Overview: Randy Harrington, Town Manager, gave an overview of the budget process. He said that staff started working on the budget in November; he made his presentation on the budget to the Council two weeks ago; last week was the public hearing; and now it was time for them to make sure that the budget meets their expectations and advances their priorities. He reminded them that any additions, deletions, or amendments to the recommended budget required support from at least three Council members, and that state law requires a balanced budget, so any additions require an offsetting expenditure reduction or identification of new funding.

2. Additional Budget Highlights:

Mr. Harrington said that he would share some noteworthy budget highlights other than those that were discussed over the last two meetings, including addressing the resident's request for additional horseshoe pits.

He said the Community Investment Plan (CIP) recommends \$850,000 for a replacement fire engine. The new engine would replace Engine 3 which would be moved to reserve status and the current reserve engine sold or surplussed. The replacement time frame can take 18-24 months, and actual expenses and financing would not take place until FY25 or FY 26.

Mr. Harrington said the Southern Access Road at the business park is required for Fujifilm Diosynth Biotechnologies site access, as well as serving other tenants in the business

park. The road is funded by DOT, but the Town would be responsible for right-of-way and other items. The initial estimate is about \$500,000 - \$600,000 for right-of-way and fence relocation. The funding strategy would utilize fund balance reserved for Holly Springs Rd. west. He said that other budget items to note were that \$30,000 remains unallocated in the General Fund; (\$30,000 could be set aside for intergovernmental/state lobbying funds); and that the new Ting naming rights agreement (anticipated for June 6th agenda) would add an additional \$20,000 in revenue. He said there was a technical correction on p. 134 & 140 of the budget book where the title should read Capital Projects Administrator (rather than Inspector) to better reflect the job description. He said the grade and salary remain the same.

Mr. Harrington said that the public hearing request for additional horseshoe pits at Womble Park was first brought to staff's attention at a meeting of the Parks and Recreation Advisory Committee (PRAC), when the resident asked for additional lanes, a scoreboard, and a sign with the rules. The PRAC recommended erecting a scoreboard and rules sign and, when possible, adding additional lanes. Staff received a quote for \$2,500 per lane. Typically two lanes are installed at a time, for a total cost of \$5,000.

Mr. Harrington said that he had a small list of "Budget What-ifs" that could be pursued if there were additional grants or funds received. They include a Small Business/Downtown Coordinator; a Crime Analyst; a Parks and Recreation Program Assistant; and an update to the Comprehensive Plan for at least one of the chapters on Community Facilities, Infrastructure and Utilities, or Natural Resources.

3. Mayor & Council Discussion on the Recommended FY 2023-24 Budget

Council discussed the four Budget "What-ifs" and what their preferred priority order for them would be, and any possible costs to delaying those items. Consensus was to prioritize them in the following order:

1. Parks & Recreation Program Assistant;
2. Update Comp Plan (Infrastructure & Utilities chapter);
3. Crime Analyst;
4. Small Business/Downtown Coordinator. Council said they wanted to see an analysis of what the Small Business Coordinator would do before they voted for it.

Council asked what things beyond these four would bubble up if funding were found from other sources. Mr. Harrington said that there were some positions and one capital item. The capital item is new holiday decorations as the Town's have been used for many years and are getting tired. That would cost \$100,000 or more. The positions would be Public Works Concrete Crew Technician, Equipment Operator; Development Services a Senior Planner; and a Human Resources Assistant Director, as one Human Resource position per 100 employees is the best practice, and we are over 400 employees with this budget. He would also recommend adding a Fleet module to CityWorks in IT, and an Assistant Fire Marshal would be a bonus.

There was discussion around the fact that the Town has operated on very conservative budgets over the last several years and whether there was an appetite to raise taxes in order to catch up from those lean years. Consensus was to leave the tax rate as it is.

There was discussion about current grant applications and the likelihood of receiving additional funds in the next fiscal year. Mr. Harrington said if we receive grant funding staff would come back to Council with some requests.

Council discussed the request for additional horseshoe pits and whether that should be rolled into the bond or funded in this budget by cutting something else, or through PAYGO. Council suggested staff could bring it back to a workshop with a priority list of Parks & Recreation projects. Mr. Harrington said staff would be happy to bring it back but the PAYGO program is intended to be

administrative / staff level to update park facilities. He suggested that staff look at the priorities and give Council feedback on where they see the horseshoe pit project landing with other priorities.

Council discussed whether the UDO updates could be done, even one chapter, for \$30,000 or if they could be done in-house. Chris Hills, Director of Development Services said he believed staff had the capacity and talent to address it in-house. There might be a need for small technical services that would be less expensive than having a consultant look at the entire thing. Mr. Harrington said that at this point a majority of Council have asked to talk about the UDO. That is plugged in at the June workshop and Council will get more clarification at that point. The funding is there if you need it, but Council can make that decision at that time.

Council discussed the removing funds from the Nonprofit Civic Grant line item and creating a strategic partnership with the Food Cupboard to provide them with stable funding of \$5,000 per year. Consensus was to reduce the grant line-item to \$20,000, create a \$5,000 strategic partnership with the Food Cupboard, and direct the Town Attorney to draft an agreement requiring the Food Cupboard to account to Council, either in person or with a written report, on how they spent the funds.

Council discussed whether or not to hire a lobbyist to work on state and Federal programs, and the importance of hiring one with a good relationship with the Mayor and Council who would work toward Council's goals and could possibly pay for itself in increased funding opportunities.

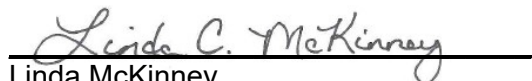
MPT Berry asked if the increase in solid waste fees was tied to the new cart model. Mr. Harrington said this was the top request for Public Works to get that department right-sized for success. The other thing it does is help us fund the convenience centers that we hope to have in strategic areas of town to give residents other options for disposing of yard waste. Those are the core components it would help fund. Scott Chase, Assistant Town Manager said we have been working towards right sizing that department for a while. In lean years we cut back on that crew and we are trying to get this right sized. Mr. Harrington said this gets us into a position to do what we need to do. Paige Scott, Director of Public Works, said the five technicians are not directly tied to the cart model. We are down three positions and are working at a deficit. This deficit goes back to the reorg. We are moving towards a proactive, scheduled approach and we want to be sure we are meeting the residents needs and those five technicians help us get there.

Mr. Harrington said he hard that we need to reorder the "what-ifs." We need to come back on the UDO to see what we need from a resource aspect. We will look to fund the horseshoe court from the PAYGO, but evaluate it against other needs. We will make Food Cupboard a strategic partner at \$5,000 and reduce the special grants line item to \$20,000 and carry forward the \$5,000 that wasn't spent from this fiscal year.

Mayor Mayefskie praised staff for their hard work on the budget.

4. Adjournment: There being no further business for the evening, Motion to adjourn was made by Council member McGrath, second by Council member Wolff, and passed with a unanimous vote. The May 23, 2023 meeting of the Holly Springs Town Council was adjourned at 7:19 pm.

Respectfully Submitted on Tuesday, June 6, 2023.


Linda McKinney
Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: Holly Springs Rd. Widening (WEST) Design & Survey Contract

Strategic Priority Area: Engaged, Healthy, & Active Community

Responsible & Balanced Growth

Safe & Friendly

Economic Prosperity & Diversity

Staff Resource: Tim Athy, Utilities and Infrastructure

Action(s):

- Approve total project design budget of \$2,200,000 (including contingency) for the Holly Springs Road Widening (WEST) - NC 55 to Main St. survey, design and construction plan documentation.
- Award and authorize the Town Manager to sign and execute the Kimley-Horn design contract in the amount of \$1,889,500.
- Authorize the Town Manager to negotiate, sign, and execute any other required agreements, amendments, or change orders necessary to deliver the Holly Springs Road Widening (WEST) project design that are consistent with prior Council action, direction, and within the project budget and approved funding sources.

Explanation:

- During November of 2022, Town staff reviewed Letters of Interest from seven design consultants for the Holly Springs Road Widening (WEST) design, survey and construction documentation contract.
- Kimley-Horn was selected using the State of North Carolina mandated Qualifications Based Selection process.
- Town staff recommends awarding the contract to Kimley-Horn for a flat fee of \$1,889,500.
- Funding for design & survey will be from the Town Council Approved Community Investment Plan (CIP).
- The design engineering contract includes survey, traffic studies, roadway & pedestrian design, permits, right-of-way management & documentation, public outreach and bid plan documents.
- Construction plans will provide a clear guide for roadway improvements in conjunction with future development within project limits.
- Staff will be pursuing a Federally funded Locally Administered Projects Program (LAPP) grant to help fund the project.

Background:

- Project limits are from NC 55 to Main Street.
- The project will be the third & final improvement phase to Holly Springs Rd. widening from NC 55 to Sunset Lake Rd.
- At the 2023 Mayor/Town Council Retreat, Council provided guidance to staff and endorsed a funding strategy for the planning, design, and construction of the "West" portion of Holly Springs Rd. improvements.
- Land acquisition (Right-of-way) purchasing and construction are currently not funded for the project.
- The project does not have a budgetary impact on Holly Springs Rd.(central).
- Current planning efforts could position the project for construction bidding in 2026, subject to the identification of funding for construction.

Funding Source(s):

- Town Council Approved Community Investment Plan - existing fund balance dedicated to Holly Springs Road widening projects.

Attachment(s):

1. HSR(west)_Design_Contract
2. HSR(west)_Map



April 4, 2023

Tim Athy, P.E.
Town of Holly Springs
128 South Main Street
Holly Springs, NC 27540

Re: Professional Services Agreement

Dear Mr. Athy:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the Town of Holly Springs ("Client") for providing engineering, permitting, and design services on the Holly Springs Road (West) Widening project.

Project Understanding

The Client proposes to construct a consistent typical section along Holly Springs Road from Main Street to NC-55 Bypass (GB Alford Highway). Within this corridor, Holly Springs Road varies from a 2-lane shoulder section to 4-lane divided curb and gutter section. This project will widen the road to a 4-lane divided curb and gutter section with a consistent typical section to be determined with town staff during the functional design process. It is assumed this typical section will similar to that recently designed for the central and east sections of Holly Springs Road. This is consistent with the Town of Holly Springs Comprehensive Transportation Plan. It is assumed the design speed for the proposed roadway will be 50 MPH.

Holly Springs Road serves as a critical transportation corridor between NC-55 Bypass and Main Street. The corridor is becoming increasingly congested and will become more so once NC-540 is completed to Kildaire Farm Road. This project will increase the capacity, add bicycle facilities, and improve pedestrian connectivity within the corridor.

It is assumed the design, right of way acquisition, and construction will be funded by Town of Holly Springs Transportation Bond funds. The Client may seek additional funding from the Federal Highway Administration (FHWA) and/or the North Carolina Department of Transportation (NCDOT) for construction of the project. The Consultant will provide a preliminary evaluation of the corridor that could be used in the development of a federal environmental document to comply with the National Environmental Policy Act (NEPA). A draft NEPA document will be prepared to the extent possible in anticipation of federal funding in order to meet the schedule. Preparing and obtaining an approved permit is not included in this scope of services.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Project Coordination and Administration

Project Kick-Off – Upon receiving notice to proceed, a project kick-off meeting will be held to discuss the project's objectives and critical issues, particularly regarding coordination and scheduling between

the different parties involved. During this meeting the Consultant and these parties will finalize the project schedule, determine the extent of existing data available, define additional data to be collected, and establish an approval process.

Consultant will provide Client with a written summary of the kick-off meeting and a final project work plan based on the results of this meeting.

Project Meetings – Consultant will meet with Client monthly to discuss project status to date and other related matters. It is assumed Consultant will attend 18 monthly coordination meetings. Consultant will provide Client with a written summary of each meeting. These meetings will be in addition to those described in the tasks described below.

Bi-weekly Emails- Consultant will prepare and send to project team a biweekly email summarizing tasks completed in previous two weeks, a list of project milestones in the next 30 days, and a list of outstanding action items.

Project Administration – The Consultant's project administration will include monthly invoicing, transmittals, phone contacts, and other general project management.

It is assumed the design and permitting will be 18 months.

Task 2 – Topographic Survey

Johnson, Mirmiran & Thompson (JMT) will provide Topographic Survey and Survey and Mapping, LLC (SAM) will provide SUE services. See Attachment A and B for the scope of services.

Consultant will review the survey submitted by subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, The Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 3- Geotechnical Investigation

Falcon Engineering will be providing geotechnical investigation, pavement design, and foundation recommendation services. See Attachment C for the scope of services.

Consultant will review the survey submitted by the Subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 4 – Traffic Analysis

Analysis- Consultant will collect weekday AM (7:00 to 9:00) and PM (4:00 to 6:00) peak hour turning movement counts at up to eleven (11) study intersections, assumed to include:

- Holly Springs Road at N Main Street

- Holly Springs Road at Village Center Shops West Driveway/DN Allen Manor Apts. Driveway
- Holly Springs Road at Blalock Street
- Holly Springs Road at Burt Street
- Holly Springs Road at Rose Hill Drive
- Holly Springs Road at Douglas Street
- Holly Springs Road at Tullich Way
- Holly Springs Road at Greomar Drive
- Holly Springs Road at Inglesham Drive
- Holly Springs Road at Earnie Lane
- NC 55 Bypass NB at W Holly Springs Road

Consultant will also perform 24-hour weekday pneumatic tube counts along Holly Springs Road between Blalock Road and N Main Street.

Consultant will develop future year 2040 volume projections from existing year traffic count volumes based on historic annual average daily traffic (AADT) data, the Triangle Regional Model, and engineering judgement.

Based on the existing and projected traffic volumes, Consultant will make preliminary access recommendations for intersections along the corridor. Consultant will coordinate with the Client and NCDOT to establish the location of proposed median breaks along the corridor.

Consultant will perform weekday AM and PM peak hour traffic capacity analyses for the following intersections:

- Holly Springs Road at N Main Street
- Holly Springs Road at Village Center Shops West Driveway/DN Allen Manor Apts. Driveway
- Holly Springs Road at Blalock Street
- Holly Springs Road at Tullich Way
- Holly Springs Road at Inglesham Drive
- Holly Springs Road at Earnie Lane
- NC 55 Bypass NB at W Holly Springs Road

It is assumed that the Tullich Way and Blalock Street intersections will be studied as both traditional full-movement configurations and as roundabouts.

Synchro software will be used to analyze all signalized and stop-controlled intersections for the AM and PM peak hours, while SIDRA software will be used for roundabout analyses. Recommendations for needed roadway improvements will be developed using design year traffic.

Traffic capacity results will be summarized in a draft report and submitted to the Client for review. After receiving comments from the Client, Consultant will prepare a final Traffic Capacity Analysis Report. Up to five (5) signed and sealed bound copies, as well as electronic copies, will be produced for submittal to the Client, NCDOT, and CAMPO.

It is our understanding that the Town is also considering providing alley access to some single-family homes along the corridor to reduce the number of driveways provided at build-out. However, as the traffic impact associated with those potential alleys is expected to be minimal, no analyses will be

performed for alley connections as part of this study.

For budgeting purposes it was assumed that there would be 5 traffic analysis-related project meetings and that up to three (3) staff would attend those meetings. Additional meetings will require Additional Services.

Task 5 – Draft NEPA Environmental Document (Categorical Exclusion)

The Client has not received federal or state funds to apply to this project as of this time but may pursue these funding mechanisms in the future. In preparation for potential future federal funding, which would require National Environmental Policy Act (NEPA) compliance, the Consultant will conduct preliminary studies and prepare a draft Categorical Exclusion (CE), in addition to memos for NEPA-related resources, should federal funding be acquired for the project.

Study Area and Data Collection and Field Visit – The Consultant will develop a project study area map in GIS format and will submit it to the Client for review. The Consultant will review previous reports, plans, and studies regarding the study area. The Consultant will obtain available GIS data from NCDOT and online resources. The Consultant will assemble the available information for use during the planning process and will verify the information in the field.

Agency and Tribal Coordination - The Consultant will prepare start of study letters, vicinity map and environmental features map to be distributed to the appropriate federal and state agencies. Tribal coordination letters will also be sent to the appropriate tribes. The purpose of this outreach is to gather pertinent information related to agency requirements and project commitments.

Purpose and Need – The Consultant will develop a project need statement, purpose statement, performance measures (if applicable), and supporting data. These statements will be completed based on coordination with the Client, data gathered as described above, and traffic analyses completed in Task 4. The purpose and need will conform to the guidelines published by the FHWA in *Technical Advisory T 6640.8A (1987)* and the *Purpose and Need Guidelines* published by NCDOT. The purpose and need will be included in the draft NEPA environmental document.

Alternatives Analysis – The Consultant will prepare an Alternatives Memo summarizing the alternatives evaluated during the project planning process. Information provided could include typical section, alignment, and avoidance and minimization measures. Alternatives may be summarized in the draft CE. It is assumed that a symmetrical widening and no-build alternatives are the only alternatives to be evaluated. Additional alternatives and concepts will be considered additional services.

NEPA Screening and draft Environmental Document – The Consultant will conduct studies to comply with NEPA and prepare reports documenting the existing natural, community, and historic resources based on data gathered as described above. A draft NEPA document (likely a Categorical Exclusion - CE) will be prepared in anticipation of federal funding for approval by NCDOT. FHWA approval will likely not be required. Should federal funding be received for the project, a draft CE will have been completed to the extent possible with the exception of NCDOT Geoenvironmental Phase I and Community Studies DIST. Coordination time for review and approval of the environmental document is included in this task. Project area mapping will be included with the draft CE.

At the time that federal funding is obligated for this project and NCDOT establishes a WBS number, the following studies will be initiated. Upon completion of the studies the findings will be incorporated into the draft NEPA environmental document:

Community Studies Screening – The Consultant will complete the NCDOT Community Studies Direct and Indirect Screening Tool (DIST). A full Community Impact Assessment (CIA) will not be completed as part of this scope. The Consultant also will use the latest NCDOT Demographic Screening Tool to document if any Environmental Justice (EJ) or Limited English Proficiency (LEP) populations are present within the study area.

Geoenvironmental Phase I Report – The Consultant will submit a request to the NCDOT Geotechnical Unit to prepare a Geoenvironmental Phase I report. The Consultant will review the findings of this report and incorporate the appropriate level of information into the NEPA document.

Notes:

- Prior to NCDOT approving the NEPA document, the Client must submit all required documents, including the draft NEPA document, to NCDOT Division 5 for review and approval via the EBS system.
- Cultural Resource studies are not included in this Task Order.

Task 6 – Environmental Permits

Landowner Notification Letters – The Consultant will prepare a landowner notification letter to be distributed before field work begins. It is assumed that the Town will review, sign letters and mail to property owners within the project study area.

Wetland/Stream Delineation – The Consultant will conduct a field investigation within the project corridor to determine the presence or absence of streams, wetlands, and/or open waters within the study area utilizing the three-parameter approach for wetland delineation as described in the *Federal Manual for Identifying and Delineating Jurisdictional Wetlands*. The jurisdictional limits will be flagged following the guidelines presented in the *1987 U.S. Army Corps of Engineers Wetland Delineation Manual* and the *2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region* (version 2.0). Data forms required for certification by the US Army Corps of Engineers (USACE) and the NC Division of Water Resources (NCDWR) will be completed with the data necessary obtained during field reviews. Any jurisdictional streams will be classified as either perennial or intermittent. The delineated wetland or stream boundaries will be flagged and GPS located.

Environmental Screening Report – Based on field data collected during the site reconnaissance, Kimley-Horn will prepare an Environmental Screening Memo to document findings and relevant project data from various federal and state agencies for inclusion in the NEPA Environmental Documentation being prepared for the project. The screening memo will include important environmental resources that may be found in the corridor, including jurisdictional Waters of the U.S. and protected species information. A draft memo will be prepared and sent to the Town for review and comment. Kimley-Horn will make revisions based on Town comments before finalizing memo.

The Endangered Species Act of 1973 mandates that federal agencies ensure that any actions authorized, funded, or carried out by that agency do not jeopardize the “continued existence” of listed species or result in the destruction or adverse modification of critical habitat. As part of the Environmental Screening document preparation, Kimley-Horn will conduct a review for species listed as threatened or endangered by the U.S. Fish & Wildlife Service (USFWS) and known to occur in the project vicinity. Kimley-Horn will review North Carolina Natural Heritage Program database for known

occurrences of federally-protected species in the project vicinity. If suitable habitat is found to be present within the project corridor, Kimley-Horn will conduct pedestrian surveys for protected plants and terrestrial wildlife species within the appropriate survey window. If bat or aquatic species surveys are determined necessary, these efforts will be considered as an additional service.

Riparian Buffer Determination – Based on the Site's location in both the Neuse River Basin and the Jordan Lake Watershed, streamside riparian buffer zones may be regulated by NCDWR. The Consultant will review the most recent NRCS Soil Survey for Wake County and the USGS 1:24,000 topographic maps for the area and determine the applicability of NCDWR riparian buffer rules within the corridor. Data forms will be completed in the field sufficient to request formal NCDWR concurrence as to the applicability of riparian buffers rules within the project area. A buffer applicability determination request will be prepared and submitted to NCDWR based on the field reconnaissance. It is anticipated that one site inspection will be required with NCDWR where the Consultant will review the stream calls in the field with applicable representative. The Consultant will perform any minor modifications to the stream calls that may be deemed necessary by NCDWR to obtain their concurrence.

Jurisdictional Determination Package – The Consultant anticipates that a Preliminary Jurisdictional Determination (PreJD) will be sufficient to meet the Town's schedule and objectives. Consultant will prepare a PreJD request package for submittal to the USACE. The Consultant will seek to obtain concurrence from the USACE and/or NCDWR on the wetland and streams identified within the corridor. An application will be made to the USACE consisting of a letter, the required forms and figures, and data forms. It is anticipated that one site inspection will be required with the USACE where the Consultant will review the final delineation in the field with applicable representative. The Consultant will perform any minor modifications to the jurisdictional lines that may be deemed necessary by the USACE and/or NCDWR to obtain their concurrence.

Nationwide Section 404/401 Permit Application – It is anticipated that the proposed project will qualify for authorization under Nationwide Permit #14 criteria for linear transportation projects. Based on the proposed roadway alignment, Consultant will calculate stream, wetland, open water, and/or riparian buffer impacts and will prepare permit drawings for the impact areas. Consultant assumes that two (2) impact sites will result from the proposed improvements. Consultant will prepare a draft Nationwide 404/401 permit application and riparian buffer authorization packages for Town review. Consultant anticipates one (1) round of revisions will be completed following Town review.

Consultant will submit a Pre-Filing Notification to the agencies and conduct a pre-application meeting with the applicable representatives to present the permit approach, avoidance and minimization measures, and any proposed compensatory mitigation. Compensatory mitigation may be required by the agencies for stream, wetlands, and/or riparian buffer impacts. Consultant will coordinate with private mitigation banks and/or the North Carolina Division of Mitigation Services to reserve the required mitigation credits for the project. On-site mitigation design services are not included in this agreement and will be considered Additional Services if requested.

Consultant will then finalize and submit the 404/401 permit application and riparian buffer authorization packages to the USACE and NCDWR via the e-PCN system. Consultant will track the

application through the regulatory process following submittal. This will include addressing up to one (1) additional information requests made by the permitting agencies.

If the agencies determine that the Project does not qualify for authorization under the Nationwide Permit program and/or a riparian buffer authorization and that Individual Section 404/401 Permits and/or riparian buffer variances are required, these efforts will be considered Additional Services.

Task 7 – Public Involvement

PublicCoordinate – Kimley-Horn will update and make the PublicCoordinate site for Holly Springs Road (West) Widening available to the public. As plans progress, we will update the corridor up to three (3) times with design changes and alternative concepts.

Community Events – The Consultant will coordinate with the Client to schedule two community outreach events (such as a tent at the Town's weekly Farmer's Market) before the completion of 25% plans. The Consultant will provide copies of handouts (assumed to be previously developed project corridor map and one additional flyer) at the events, will attend the events (two staff up to 6 hours), and will prepare a summary of any citizen feedback. It is anticipated that these will be informal, information and feedback sessions with citizens of the Town.

Meeting Notification – The Consultant will prepare a direct mail postcard and a USPS Every Door Direct Mail (EDDM) postcard to introduce the project and announce each of the two (2) public meetings. The Consultant will develop a mailing list of property owners and identify appropriate EDDM routes and will mail the postcard to those on the mailing list. A PDF of the postcard, public meeting details, and an electronic graphic suitable for distribution via social media will be provided to the Client for electronic distribution.

Small Group Meeting – The Consultant will coordinate with the Client to schedule one small group meeting. The Consultant will provide copies of previously developed handouts (prepared as part of the Public Meeting task) at the meetings, will attend the meetings (two staff), and will prepare a summary. It is anticipated that these will be informal, information and feedback session with direct parties involved or affected by the proposed project.

Public Meetings – The Consultant will coordinate with the Client to schedule two public meetings. The Client will be responsible for reserving a suitable facility. The first public meeting will be held after the submittal and approval by the Client of the 65% designs. A second public meeting will be held when design is complete and prior to construction.

The Consultant will prepare a handout and comment sheet for distribution at the meeting and will attend the meeting (three staff). Large scale versions of the designs (included in Task 8) will be used as displays. The typical sections and other background information will be presented on up to three additional large boards. It is anticipated this will be an informal, drop-in style meeting, and no presentation will be prepared. The Consultant will prepare a summary of comments.

No translation of documents or interpreters are included in this scope. Language Assistance populations, as determined by NCDOT thresholds, are anticipated to be present in the project study

area for the Other Indo-European, Asian/Pacific, and Other language groups. This indicates that interpreters at a public meeting may be needed.

Town Council Meetings – Consultant will attend a Town Council meeting to answers questions as needed. It is assumed staff from Client will prepare and present project materials to Town Council. Consultant assumes attending two (2) Town Council meetings at completion of the following tasks:

- Preliminary Plans
- 65% Plans

Task 8 – Roadway Design

Design Criteria – Consultant will prepare design criteria for the project consistent with the current version (as of the date of this Agreement) of the NCDOT Roadway Design Manual and submit to Client for review.

Functional Roadway Design – The proposed roadway improvements will impact private property, environmental features, and/or existing structures. Consultant will develop a preferred alignment for the roadway widening with the goal of reducing impacts to these elements and analyzing alternatives within the project corridor. It is assumed that the following alternatives will be evaluated at a functional level before proceeding with Preliminary (25%) Plans:

- **Alleyway Analysis** – Consultant will develop a figure based on the survey obtained in Task 1 depicting an alleyway location behind the existing residences on the north side of Holly Springs Road between NC-55 Bypass and Inglesham Dr. Consultant will develop an additional figure for an alleyway location behind the existing residences on the south side of Holly Springs Road between Earnie Ln. and Douglas St. Both figures will include horizontal alignment, laneage, right-of-way/easements and driveway tie-ins. Consultant will develop a list of anticipated impacts (property, utilities, and environmental) resulting from the alleyways and a functional level opinion of probable construction cost (OPCC). Consultant will submit the figures to Client for review. Consultant will meet with Client to discuss comments regarding alleyway concepts. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the alleyway based on these comments. Consultant will attend up to three (3) additional meetings with stakeholders and Town staff in the development of figures.

Consultant will incorporate alleyway into Preliminary Plans if directed by client. Additional fee for alleyway design past functional phase is included separately as an optional task.

- **Blalock Street at Holly Springs Road Roundabout** – Consultant will develop a figure based on the survey obtained in Task 1 depicting a roundabout at the intersection of Blalock Street and Holly Springs Road, including horizontal alignment, laneage and right-of-way. Consultant will develop a list of anticipated impacts (property, utilities and environmental) resulting from the roundabout and a functional level opinion of probable construction cost (OPCC). Consultant

will submit figure to Client for review. Consultant will meet with Client to discuss comments regarding roundabout concept. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the concept based on these comments. Consultant will attend a meeting with NCDOT and Town staff during the development of figure.

It is assumed that the Consultant will incorporate roundabout into Preliminary Plans and fee is included within the roadway design task.

- *Tullich Way at Holly Springs Road Roundabout* – Consultant will develop a figure based on the survey obtained in Task 1 depicting a roundabout at the intersection of Tullich Way and Holly Springs Road, including horizontal alignment, laneage and right-of-way. Consultant will develop a list of anticipated impacts (property, utilities and environmental) resulting from the roundabout and a functional level opinion of probable construction cost (OPCC). Consultant will submit figure to Client for review. Consultant will meet with Client to discuss comments regarding roundabout concept. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the concept based on these comments. Consultant will attend a meeting with NCDOT and Town staff during the development of figure.

Consultant will incorporate roundabout into Preliminary Plans if directed by client. Additional fee for roundabout design past functional phase is included separately as an optional task.

Preliminary Plans (25%) – Using the survey information from Task 1, Consultant will prepare preliminary plans for the improvements described in the Project Understanding. The preliminary plans will include vertical and horizontal geometrics, typical sections, pavement design, and cross sections. Consultant will set preliminary right-of- way and temporary construction easement requirements to include in the preliminary plans.

Consultant will prepare a tabulation of quantities with an OPCC based on the preliminary plans. The OPCC will be based on NCDOT 2018 Transportation Pay Item List.

Consultant will prepare figures based on the preliminary plans for use in the public meetings. The figures will follow NCDOT standards for public meeting use.

Preliminary Plans (25%) Submittal – Consultant will provide a PDF set of the preliminary plans to Client and NCDOT for review. Consultant assumes producing six (6) 22" x 34" sets of preliminary plans for distribution to the review agencies, if requested.

Once the review agencies have completed their review of the preliminary plans, Consultant will review the provided comments and develop a draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Right-of-Way Plans (65%) – Consultant will revise elements developed in the preliminary plans based on the comments received from NCDOT and the Town of Holly Springs. Consultant will progress the design to the 65% design stage. The right-of-way plans will include hydraulic design, preliminary erosion control plans, right-of-way and easements, pavement marking design, signing design, work zone traffic control design, and water/sewer line relocation designs.

Consultant will update the tabulation of quantities and OPCC based on the right-of-way plans.

Right-of-Way Plans (65%) Submittal – Consultant will provide a PDF set of the right-of-way plans to Client and NCDOT for review. Consultant assumes producing six (6) 22" x 34" sets of the right-of-way plans for distribution to the review agencies, if requested.

Once the review agencies have completed their review of the right-of-way plans, Consultant will review the provided comments and develop draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Final Plans (90%) – Consultant will revise elements developed in the right-of-way plans based on the comments received from the review agencies in addition to final signal, structural plans, landscape plans, and special details. Consultant will develop construction plans in sufficient form and detail for the Client to let a construction contract.

Consultant will update the tabulation of quantities and OPCC based on the construction plans.

Contract Specifications - Consultant will prepare and assemble construction bidding documents, including specifications for the subject work and the construction contract, based on NCDOT specifications and special provisions for construction and Town of Holly Springs contract documents.

Final Plans (90%) Submittal – Consultant will provide a PDF set of Final Plans to Client and NCDOT for review. Consultant assumes producing two (2) 22" x 34" sets of the right-of-way plans for distribution to the review agencies, if requested.

Consultant will submit the contract specifications to NCDOT and Client in .doc format for review.

Once the review agencies have completed their review of the Final Plans, Consultant will review the provided comments and develop draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Sealed Construction Plans (100%) – Consultant will revise 90% Plans and Contract Specifications based on the comments received from the review agencies. Consultant will develop construction plans in sufficient form and detail for the Client to let a construction contract.

Consultant will update the tabulation of quantities and OPCC based on the construction plans.

Consultant will prepare a two-party encroachment agreement for the construction of the roadway improvements for approval by NCDOT.

Work Standards – The design and plans will be based upon the appropriate AASHTO guidelines, MUTCD guidelines, the standard practices of the NCDOT, Town of Holly Springs design guidelines, and the design criteria developed and approved during the various design phases.

The Consultant will prepare plan sheets through a computer aided drafting and design system (CAD). At the time of delivery of project plans for bidding, the Consultant will convert the Microstation design files to AutoCAD and provide a copy of the electronic files to the Client.

Client will indemnify and hold harmless Consultant, its related entities, Subconsultants, successors and assigns, and for the foregoing, its directors, officers, and employees from all liability, costs, and legal fees arising out of any Client use of any documents or electronic data produced by Consultant and Subconsultants that are not final and complete, the use of documents, or electronic data for anything other than the original intended purpose.

Task 9 – Hydraulic Design

Based on preliminary analysis, there are no FEMA regulated streams within the corridor boundary. There are minor structures throughout the project that will be evaluated to determine if any grade adjustments need to be made. No additional preliminary hydraulic design will be performed. Final hydraulic design will be performed following the approval of the 25% Plans. Anticipated tasks associated with final hydraulic design include:

- Conduct field reconnaissance of existing and proposed drainage features and patterns for the pipe and ditch systems
- Utilize the approved 25% Design Plans to begin drainage design. The Consultant will develop hydraulic designs for roadside ditches, storm drainage systems, inlet locations, outfall analyses, and final cross pipe designs. The portion of the project that contain curb and gutter will be evaluated for spread conditions along the proposed median as well as the existing outside curb lines.
- Locations where existing curb and gutter are proposed to be retained, storm drain systems will be analyzed for spread.
- Draft the proposed drainage features (storm drain systems, inlets, ditches, cross pipes, etc.) and associated labeling in a drainage Microstation file utilizing Geopak Drainage software
- Complete the hydraulic summary table
- Complete Pre versus Post Outfall analysis including analysis for outfall along Blalock Street. It is anticipated this outfall will need to be upgraded as a part of the project.
- Contact NCDOT Division 5 Environmental Officer (DEO) when completing permit drawings. Completed permit drawing package will be sent to the DEO for submittal to regulatory

agencies. Wetland and stream permit drawings will be prepared to accompany environmental permits. Buffer permit drawings will be prepared as well.

- Complete a Stormwater Management Plan
- Attend Final Design Field Inspection
- Perform limited Utility Conflict Analysis
- Attend up to two (2) coordination meetings with Client
- The Consultant assumes that on-site detention for water quality and quantity will not be needed. If it is determined that the aforementioned diffused flow methodologies cannot handle the water quality requirements and the ultimate outfall ditches cannot handle the post development flows, the Consultant can design a detention pond as an additional service.
- Complete Final Drainage Design. As the plans progress to the 90% stage, minor drainage designs revisions will be addressed. A hydraulic summary sheet and a tabulation of drainage related quantities will be developed.
- Drainage features will be indicated on the Plan/Profile Sheets for the purposes of identifying right of way and easement requirements. Drainage comments received from review of the 65% Construction Plans will be addressed in writing and incorporated into the Final Plans.

Task 10 – Signal Design

Proposed roadway improvements on this project will necessitate revisions to the traffic signals at the intersections of Holly Springs Road at Main Street as well as Holly Springs Road at NC 55 Northbound.

These traffic signals are owned and maintained by NCDOT, so a Traffic Signal Agreement between the Client and NCDOT will be needed. The Agreement outlines the work to be done on the traffic signals and provides a pool of money to be provided by the Client directly to NCDOT (generally in the range of \$10,000 to \$15,000 for this scope of work) to compensate NCDOT for the review of design plans and inspection of the signals during construction. The fee for the Agreement is not included in Consultant's design fees. Consultant will coordinate with NCDOT to have this Agreement written and will coordinate with the Client to have the Agreement executed. Once the Agreement is executed and the Client has provided funds to NCDOT in the amount they request, Consultant can submit design plans for review.

Once the Agreement is in place, Consultant will coordinate with NCDOT and the Client to gather existing information needed and will develop traffic signal design plans and electrical details for the subject locations. At the intersection of Holly Springs Road at Main Street, Consultant anticipates that no temporary designs will be needed to maintain operation of the existing traffic signal during construction since the footprint of the road is expected to stay similar to the existing conditions at this location without impacting existing metal signal poles or signal junction boxes. At the intersection of Holly Springs Road at NC 55 Northbound, Consultant anticipates that one temporary design will be needed to maintain existing detection and pedestrian infrastructure during construction since the widening is expected to impact those features. Therefore, Consultant will design one (1) temporary traffic signal and one (1) final traffic signal at that location. Design for additional temporary traffic signals at either intersection location beyond the one (1) noted above will be considered additional

services. Consultant will submit 90% plans to NCDOT and the Client for review and approval. Upon receipt of comments, Consultant will revise plans if needed and Consultant will sign, seal, and submit final plans.

Based on a review of the existing signal and communications plans at the intersection of Holly Springs Road at Main Street, Consultant understands that this intersection is connected to other traffic signals along Holly Springs Road to the east via wireless communications. It is assumed that there will be no fiber optic cable connection established to this signal in association with this project.

Based on a review of the existing signal conditions and proposed improvements at the intersection of Holly Springs Road at NC 55 Northbound, Consultant does not anticipate impacts to the existing NCDOT signal fiber optic cables at this intersection; however, should those impacts arise, communication plans may be needed to provide new connections. Consultant can prepare those communication plans as an additional service if needed.

Additionally, Consultant does not anticipate providing signal timing plans as a part of this project but can provide them as an additional service if desired.

Task 11 – Erosion Control Plans

Preliminary Erosion Control Design – The Consultant will identify large erosion control features that will impact right-of-way and easement acquisitions. These features will be sized accordingly and included with the 65% plan submittal.

Final Erosion Control Plans – The Consultant will finalize the erosion control plans by specifying erosion control measures, which minimize erosion and limit off-site sedimentation during construction of the project. The design will be in accordance with the requirements of the North Carolina Department of Environmental Quality (NCDEQ).

The Consultant will show erosion control measures and special details not shown in the Erosion Control Manuals as part of the construction plan set. Following an initial review by the Client, the Consultant will submit erosion control plans and supporting documentation to the Regional Office of NCDEQ for review and approval prior to approval of the final roadway plans by the Client. All application fees will be the responsibility of the Client. It is assumed the Erosion Control design will be completed as one permit package.

Task 12 – Work Zone Traffic Control Plans

Work Zone Construction Phasing Concept Sheets – The consultant will develop preliminary construction phasing concept sheets including an overall description of sequential steps to be followed in construction phasing for both vehicular and pedestrian traffic.

This design is intended for general concept discussion only and will not constitute final or detailed construction traffic control plans. The Consultant will meet with Client to discuss the overall concept and solicit feedback to incorporate into the final Work Zone Traffic Control (WZTC) Plans.

Final Work Zone Traffic Control Design Plans – Construction traffic control plans including a description of the sequential steps to be followed in implementing the plans will be developed to be included with the right-of-way plans submittal. The traffic control plans will include lane closures, traffic control devices, temporary lane markings, construction signage and sequencing notes as required. Consultant will develop a detailed detour alignment design to include horizontal alignment, profile, edge of pavements, cross sections, and temporary drainage, if necessary. Standard traffic control details will be incorporated into the plans. The WZTC Plans will follow NCDOT's *Guidelines for Transportation Plan Development: Work Zone Traffic Control*.

Task 13 – Utility Coordination

Coordination with Utility Companies

Kimley-Horn will identify ownership of dry utilities within the Project corridor and coordinate with the utility owners on what will need to be relocated, adjusted, or abandoned. The design and adjustment of privately owned utilities will be the responsibility of the respective owners. Kimley-Horn will review utility relocations to make sure they do not conflict with roadway design or each other. Kimley-Horn will contact the private owners after 25% plans are complete and request the utility owners provide private utility relocation plans and any PUE needs prior to the 65% plans submittal.

Kimley-Horn will develop Utilities by Others (UBO) plans which will be used in the field to verify existing utilities, locations, types, available sizes, and available services to buildings. Existing and proposed private utility locations will be shown on the UBO plans. The UBO plans will include retaining or removing existing utility poles and hand holes, and relocating utility services, provided by utility companies. Kimley-Horn will utilize information provided by private owners to determine restrictions to relocations. Such information will be utilized to determine the costs and benefits of shifting the alignment(s) versus relocating the private utility facilities.

Prior to the completion of the 65% Design phase of the Project, Kimley-Horn will conduct a preliminary utility coordination meeting to review the proposed design with utility owners, including up to two (2) Kimley-Horn employees visiting the project site. The utility owners will be asked to begin drafting their conceptual private utility relocation plans at this time.

During the 65% Design phase of the Project, Kimley-Horn will provide drainage design plans to private utilities identified as part of the SUE evaluation. Kimley-Horn will coordinate with utility owners to determine restrictions to relocations, and to identify cost-prohibitive adjustments. This will occur such that development of private utility relocation plans, and any necessary easements may be coordinated and included in the 65% Design submittal. Kimley-Horn will work with utility owners to identify areas that may require additional permanent utility easements (PUE), advanced excavation (fill or cut) and/or tree clearing to prepare site for new pole locations and will include street lighting design with the Town and Duke Energy. Kimley-Horn will conduct a final utility coordination meeting to review the proposed utility design with utility owners, including up to two (2) Kimley-Horn employees visiting the project site.

Utility Construction Plans consisting of any water and sewer relocation design, are covered in Task 15. Kimley-Horn will continue to assist with utility coordination efforts through the design of the roadway project, to the completion of the utility by others plans and the execution of any utility relocation agreements (URA) and encroachment agreements. Construction coordination of these relocations (both dry and wet utilities) are considered Additional Services.

Task 14 – Landscape Design

Kimley-Horn will prepare construction-level documents for landscape plantings associated with the Project area, approximately 4,300 linear feet of Holly Springs Road. Landscape plans will include street trees, street tree lawn areas, median plantings, and enhanced intersection plantings for up to 4 intersections. Selected plant types will follow NCDOT planting guidelines and Town of Holly Springs standards. Applicable landscape planting details and notes will be included in the construction documents. Landscape design will be included with the 65%, 90%, and final construction document submittals. Kimley-Horn will also prepare landscape specifications, quantities, and an opinion of probable construction cost (OPCC) to be submitted with the final construction documents. This Task assumes one (1) round of comments and revisions for each of the 65%, 90%, and final submittals.

Kimley-Horn will prepare a presentation-quality rendering of the Client-approved 65% design. The illustrative rendering will be a two-dimensional (2D), plan view rendering depicting roadway and landscape improvements within the Project area. The rendering will be computer generated using AutoCAD, Nearmap, and Adobe Suite software. The rendering will be superimposed on the survey data (provided by the Client) and publicly available aerial photography at an appropriate scale to be shown on roll plots. One hardcopy and electronic copy of the illustrative rendering will be provided to the Client for review and approval. This task includes one (1) round of revisions based on consolidated Client comments.

Task 15 – Wet Utility Relocations and Extensions***Wet Utility Coordination***

The existing wet utilities along the project corridor are owned by Town of Holly Springs. Consultant will coordinate with the wet utility owner to obtain records of their facilities in the project area, determine required clearances to avoid conflicts with proposed roadway and drainage improvements, and identify desired system betterments within the project area.

Consultant will evaluate survey of wet utilities in the project area and will make up to one (1) request for supplemental Level B Subsurface Utility Engineering (SUE-B) and survey deemed necessary to complete utility conflict assessments. Consultant will evaluate final survey and proposed roadway and drainage improvements and will make up to one (1) request for Level A SUE (i.e. test holes) to determine precise location and elevation of existing wet utilities at potential conflict sites.

Consultant will evaluate apparent conflict sites by analyzing Level A SUE against proposed drainage systems and grading. Consultant will make up to one (1) recommendation for conflict avoidance through grading and drainage adjustments.

Project Understanding

According to the 2020 Town of Holly Springs Water and Sewer Maps, there are approximately 4,700 LF of existing 8" gravity sewer, 450 LF of 6" sewer force main, 4,400 LF 12" distribution waterline, 3,000 LF 6" distribution waterline (which may be abandoned), and miscellaneous water line connections to side streets along the project corridor.

The Consultant understands that the Owner desires to evaluate extension of reclaimed water lines from the existing elevated storage tank at Irving Parkway through the project corridor to the east. The Consultant understands that the Owner desires to relocate all existing wet utilities that are under existing or proposed pavement with the exceptions of wet utilities in those areas of the roadway which have already been widened to the ultimate width.

It is assumed that the following relocations and extensions will be required for the Holly Springs Road Phase 3 project:

- Approximately 2,900 LF of existing 8" gravity sanitary sewer
- Approximately 2,600 LF of existing 16" sanitary sewer force main
- Approximately 450 LF of existing 6" sanitary sewer force main
- It is assumed that the 6" water line along Main Street will be abandoned, and any users or side streets currently connected to it will be switched over to the proposed or existing 12" water line.
- Conceptual plan for approximately 5,000 LF extension of reclaimed water line (size assumed to be 12" or less)

Relocations or extensions in excess of those listed above are not included in this scope but are available as an additional service.

Proposed utilities will match the size of the corresponding existing utilities to be abandoned unless upsizing is required to meet State requirements (i.e. replacing existing 6-inch gravity sewer main with 8-inch). A capacity or condition evaluation of existing and/or proposed utilities is not included in this scope.

The Town of Holly Springs (Owner) will assist Kimley-Horn in obtaining available utility information for preparing drawings for construction. This information includes but is not limited to Owner standard details, GIS data, and record drawings.

Wet Utility Design

The Consultant will attend up to three (3) Utility Coordination Meetings with the Owner to identify Owner objectives for utilities in the project corridor, define the desired scope of utilities relocations and improvements, and provide preliminary design and construction cost estimates for relocations and improvements covered in this scope.

The Consultant will coordinate the proposed wet utility designs with other components of the Project. Wet utility corridors will be evaluated to minimize conflicts with existing and proposed facilities. The Consultant will provide the proposed wet utility designs to dry utility owners as necessary to inform their proposed relocations.

The Consultant will show the location of existing utilities discovered by survey and SUE, proposed utilities by others, and proposed underground utilities to be constructed as part of the Project on the final Utility Construction Drawings. It is assumed that all necessary survey, SUE, and geotechnical investigations will be obtained as part of the roadway project. Additional survey, SUE, and geotechnical investigations necessary for the design may be performed as additional services. The Consultant will provide engineering services required to study, design, and prepare Utility Construction Drawings, water and sewer permits, Project Special Provisions, and bid documents for all wet utility relocations covered by this scope. All such improvements will also be coordinated with and incorporated into the associated roadway plan set.

Consultant will prepare Utility Construction (UC) Concept Drawings that depict the limits of proposed relocations and approximate horizontal alignment of the proposed waterlines and sewer lines for evaluation by the Owner and NCDOT. The Consultant will attend up to one (1) concept review meeting with the Owner and NCDOT to discuss and adjust the wet utility relocation/extension approach.

Consultant will prepare and submit for review 65% UC Drawings that depict the horizontal alignment of the proposed wet utilities as modified by the concept review meeting, a Permanent Utility Easement (PUE) line where required by Owner standards, and a Temporary Construction Easement (TCE) line where required for constructability. Consultant will produce the 65% UC Drawings with a horizontal scale and sheet layouts matching the roadway drawings. Consultant will attend up to one (1) 65% design review meeting, to be scheduled after receipt and review of PUE Request Drawings by the Owner.

The Consultant will incorporate 65% submittal comments and will prepare 90% UC Drawings and Project Special Provisions for submittal to the Owner. Changes to wet utility alignment(s) after Consultant receives 65% comments from the Owner will be made upon authorization from the Owner as an additional service. 90% UC Drawings will include profile views with a vertically exaggerated scale of 10:1, showing proposed clearances with proposed and known existing utilities. The drawings will also include proposed details for installation of the utilities. Owner standard details will be provided and supplemented with Kimley-Horn details as necessary. The design of proposed utilities will be in accordance with the 2018 NCDOT Standard Specifications for Roads and Structures, the NCDOT Utilities Accommodations Manual, and Owner standards and specifications. Consultant will attend up to one (1) 90% design review meeting to be scheduled after receipt and review of 90% UC Drawings and Project Special Provisions by the Owner.

The Consultant will incorporate 90% submittal comments and will prepare water and sewer applications for permitting to the State, via the Town of Holly Springs, for review and approval. A total of one (1) water permit and one (1) sanitary sewer permit are anticipated. All permitting fees will be paid by the Owner.

It is anticipated that the NCDEQ Sedimentation and Erosion Control permit, NCDOT Encroachment Agreement, and environmental permitting submittals will be incorporated into overall roadway project permit submittals and separate submittals for wet utility work will not be required. All work is anticipated to take place outside of existing railroad rights-of-way.

Consultant will complete final UC Drawings and Project Special Provisions, incorporating the comments from the permitting submittals. The final UC Drawings will be produced in standard NCDOT format and will include a utility title sheet, symbology, utility notes, plan and profile sheets as well as applicable standard and special detail drawings. Project Special Provisions will amend the 2018 NCDOT Standard Specifications for Roads and Structures as required for the proposed construction and as approved by the Owner. The Consultant will prepare and furnish to the Owner a final Opinion of Probable Construction Cost (OPCC) for the proposed construction, based on NCDOT standard pay items and any special provision pay items.

Reclaimed Water Concept Plan

The Consultant will prepare a conceptual plan for extension of reclaimed water lines for the extents described above. The conceptual plan will consist of a horizontal alignment to be incorporated in the wet utility Concept Drawings and on the 65% UC drawings. The 65% UC drawings will show easements necessary for the relocations described above, but the Consultant will identify additional easements which would be required to accommodate reclaimed water extension. An conceptual level Opinion of Probable Construction Cost (OPCC) will be prepared for the reclaim water concept plan.

The Consultant will coordinate with the Owner to include or exclude easements necessary for the reclaimed water extension on the project 65% plans (right-of-way plans).

Reclaimed water extension design beyond the Reclaimed Water Concept plan described herein is not included in this scope but is available as an additional service.

Task 16 - Town Fiber Relocation Design

Proposed roadway improvements Holly Springs Road will necessitate the relocation of existing Town of Holly Springs fiber optic cable(s) along the entire corridor.

Consultant will begin by collecting data and available survey information on the location of any existing fiber optic cables. Next, Consultant will coordinate with the Client on the requirements for any cable installations and discuss how to minimize network downtime during the relocations. Consultant will also coordinate with our Roadway team to determine the exact impacts of any planned roadwork with existing conduit, junction boxes, splice enclosures, and terminations.

Consultant will develop fiber optic cable routing plans, splice details, and project special provisions for the installation or relocation of cables in new underground conduit and junction boxes that are outside of the roadway impacts.

Consultant will develop a PS&E (Plans, Specs, and Estimate) package for fiber optic cable relocation. Consultant will submit the 90% PS&E to the Client for review. Upon receipt of comments, Consultant

will revise the plans and specifications accordingly and submit the 100% PS&E to the Client for a final review. Upon receipt of comments, Consultant will make any revisions needed and prepare and submit a Final PS&E package that is signed and sealed by the Professional Engineer.

Task 17- Right of Way Plat Services

JMT will provide right of way platting services. See Attachment A for the scope of services.

Consultant will review the survey submitted by subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, The Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 18 – Bid Phase Services

The Consultant will issue a bid advertisement and bid package for the submittal of quotations to perform the work. The Consultant will setup and attend a pre-bid meeting for this project. The Consultant will reproduce up to 5 sets of contract documents which will include construction plans, contract proposal bid forms, quantities, technical specifications, project special provisions, bond forms, and other necessary documents. The Consultant will set up an external FTP site for electronic distribution of the contract documents.

The Consultant will respond to the Contractor's request for information and clarifications, issue up to two (2) formal addenda, and attend the bid opening. The Consultant will tabulate the bids received and evaluate the compliance of the bids received with the bidding documents. The Consultant will prepare a written summary of this tabulation and evaluation together with a recommendation for the award of the construction contract.

Consultant will attend the pre-construction meeting with the Client and Contractor.

Task 19 – Right-of-Way Support Services

Telics will provide Right-of-Way Support Services in the form of appraisal services and NCDOT coordination for up to forty-four (44) impacted parcels. See Attachment D for the scope of services. If requested by the Town, Telics will provide full negotiation services for up to forty-four (44) impacted parcels. See Attachment E for the scope of services.

Consultant will coordinate with Telics and the Client to facilitate the acquisition of appraisals and approval by NCDOT. During the Right-of-Way acquisition phase, consultant will make updates to the plans as directed by the Town based on negotiations with individual property owners. An hourly task will be established for these Right-of-Way revisions.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional meetings
- Full community impact assessment
- Categorical Exclusion document finalization and submittal
- Noise study
- USACE individual permit
- Incidental take permit
- Habitat conservation plan
- Retaining wall design
- Signal timing plans
- Dry Utility design
- Construction phase services

Responsibilities of Client

In addition to other responsibilities set out in this Agreement, the Client shall:

- Permit Fees
- Signal Agreement Fees (if applicable)

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule. Consultant will provide Client with a Gantt bar chart that includes durations of the major engineering tasks, the critical path, and the associated milestone dates.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-18 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1 Project Coordination and Administration	\$44,000
Task 2a Topographic Survey	\$191,000
Task 2b Subsurface Utility Exploration	\$101,000
Task 3 Geotechnical Investigation	\$46,000
Task 4 Traffic Analysis	\$29,000
Task 5 Draft Categorical Exclusion	\$25,000
Task 6 Environmental Permits	\$38,000
Task 7 Public Involvement	\$45,000
Task 8 Roadway Design	\$200,000
Task 9 Hydraulic Design	\$83,000
Task 10 Signal Design	\$38,000
Task 11 Erosion Control Plans	\$47,000
Task 12 Work Zone Traffic Control Plans	\$49,000
Task 13 Utility Coordination	\$34,000
Task 14 Landscape Design	\$62,000
Task 15 Water and Sewer Design	\$164,000

Task 16 Town Fiber Relocation Design	\$28,000
Task 17 Right-of-Way Plat Services	\$8,000
Task 18 Bid Phase Services	\$20,000
Task 19 Right-of-Way Support Services	\$4,000
Total Lump Sum Fee	\$1,256,000

Kimley-Horn will perform the services in Task 8.1-8.3 as authorized by the client for the total lump sum fee below, depending on the alternatives selected for final design. Tasks 8.1-8.2 will be authorized by the Client at a later date.

Task 8.1 Alleyway Final Design	\$40,000
Task 8.2 Tullich Roundabout Final Design	\$31,000

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Kimley-Horn's subconsultant will perform the appraisal report services in Task 19a on a per parcel basis (up to 44 parcels) for each document required with labor fee shown below.

Task 19a Right-of-Way Appraisal Services	\$171,600
Task 19b Right-of-Way Negotiation Services	\$184,800

Kimley-Horn's subconsultant will not exceed the total labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Kimley-Horn will perform the services in Task 19b on a labor fee plus expense basis with the labor fee shown below.

Task 17a Right-of-Way Plats and Staking	\$166,100
Task 19b Right of Way Revisions	\$40,000

Kimley-Horn will not exceed the total labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current hourly rates, which are subject to annual adjustment. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. These items are included in the assumed budgets above. All permitting, application, and similar project fees will be paid directly by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number, Town of Holly Springs project number, and the following statement:

"I hereby certify that these hours spent are true and accurate."

Consultant will provide supporting documentation for invoices, as requested by Client. Any Subconsultant use described herein is included in the Project and no additional costs are to be paid by the Town. Subconsultants have been chosen by the Consultant without selection made by the Client. As between the Parties, Consultant shall at all times be responsible for the work product of the subconsultant, including any delays caused by the performance or non-performance of the subconsultant."

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to Town of Holly Springs.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

Please email all invoices to _____

Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for 60 days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Chadwick Beck, P.E.
Project Manager

Town of Holly Springs
A Municipality

(Date)

(Print or Type Name and Title)

(Email Address)

_____, Witness

(Print or Type Name)

Official Seal:

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Request for Information
Attachment – Standard Provisions
Attachment – Subconsultant Scope of Services

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner	☐	Agent for Owner	☐	Unrelated to Owner

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - c. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - d. If Kimley-Horn initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - e. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Documents.** All documents and data prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of Kimley-Horn's documents, or any reuse of the documents without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's electronic files and source code remain the property of Kimley-Horn and shall be provided to the

Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by Kimley-Horn, the hardcopy shall govern.

- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.
- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate

to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable rules of professional responsibility.

- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
 - a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.
- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



March 2, 2023

Mr. Bryan Vickery, PE
Kimley-Horn
300 S Main St Suite 212,
Holly Springs, NC 27540

Subject: Scope of Work and Fee Proposal
Professional Surveying Services
Holly Springs Road West Widening & Improvements
From: Route 55
To: North Main Street
Holly Springs, NC
JMT Contract Number: 22-03747-000

Dear Mr. Vickery:

The project scope is to perform surveying along Holly Springs Road between Route 55 and North Main Street in Holly Springs NC for the design and construction of additional lanes and pedestrian improvements.

Overall Project Limits

The project limits will be as shown below as Attachment "A". The survey corridor is generally 150' wide and centered on the centerline of Holly Springs Road.

Establish Horizontal and Vertical Survey Control

JMT will recover and check any existing control within the corridor and will establish supplemental project horizontal and vertical control in compliance with the NCDOT Survey Manual for developing a corridor survey and acquiring aerial mapping data. This will include recovering any existing, published control and establishing new control points. JMT will use GPS, and conventional traversing and leveling methodology to tie existing control with the supplemental control. JMT will coordinate with the surveyor for the adjoining Holly Springs Road – Central project to adequately tie into their existing survey control to ensure continuity throughout this corridor.

Accessing the Roadways

JMT will set up signage and work according to the NCDOT Work Zone guidelines.

Property Owner Notification

JMT has determined that approximately 70 parcels will require access to private property for the performance of the survey and property limit determination. JMT will research property ownership based on the county tax parcel data and prepare notification letters, on Town Letterhead, to be sent to the property owners requesting permission to enter for the purposes of the survey. JMT will enter the property owner data into our spreadsheet and forward to the Town to complete the notification process.

Property Survey

The project limits appear to impact seventy (70) properties. The existing boundaries will be established for all impacted properties. The Town is requesting that property corners are to be set, post-construction, along the property lines at the intersection with the new right-of-way limits. Adjoining property lines and adjacent owners will be shown on all properties abutting the limits. The following field and office tasks will be provided:

- Field reconnaissance and recovery of property monuments and right-of-way monuments for fee right of way.

- Acquisition of field ties for monuments or evidence of occupation.
- Current property owner verification using County GIS and assessment records with deed references.
- Courthouse research of recorded plats, deeds, easements (through chain of title only) and plans.
- Best-fit analysis of compiled property boundary and right-of-way information based on found monuments.

Properties, rights-of-way, and easements within the project limits will be depicted in accordance with NCDOT Survey Manual and NCDOT CADD Manual standards. The due diligence required for a transportation corridor survey shall be performed to delineate departing property lines and easements from record legal descriptions and physical evidence found while conducting the survey.

Topographic Survey

Terrain for design will be collected by aerial photogrammetric/LiDAR, and conventional ground surveys and will include establishing a traverse alignment and collecting topographic and planimetric data to produce a DTM for roadway and drainage design purposes. The DTMs will cover a minimum width of 75' each side of the Holly Springs Road centerline. The topographic survey will include terrain breaks, edges of pavement, utility poles and facilities, driveways, buildings and dwellings and other man-made features. JMT will develop MicroStation survey files using NCDOT's level and line style standards.

Drainage Surveys

JMT will perform surveys of the drainage systems within the survey limits to include one (1) structure off the limits for closed systems.

Wetland Surveys

JMT will locate any wetland flagging as delineated by others. JMT requires a sketch depicting the limits and numbering scheme as an aid for field staff to survey the wetland flags. Hours shown in our proposal for the location of wetland flags are approximate because the number of flags is unknown at this time.

Geotechnical Soil Boring and Pavement Core Stakeout

JMT will locate any geotechnical borings required for this project, as drilled by the geotechnical consultant. As-drilled locations for all soil borings and pavement cores within the survey limits will be located and a boring log identifying the horizontal location and ground elevation will be provided. Hours shown in our proposal are based on locating approximately fifty (50) borings, however, the actual number of borings is unknown at this time.

Acquisition Plats and Property Staking

JMT will coordinate with Town of Holly Springs to ensure the NCDOT strip plats meet their standards for recordation. The plats will be developed in accordance with NCGS 47-30 standards and the Town's 17011 Contract for Professional Services Checklist for approximately fifty-five (55) parcels that will be impacted by acquisition of land rights. Easement and RW take areas will be clearly tabulated on each plat. JMT is also including time to develop up to ten (10) individual parcel plats, when requested, as part of the RW negotiation effort.

All new front lot corners for the impacted properties will be staked and set in the field with a 5/8" iron rod (post-construction), along with all new right-of-way breaks and permanent easements. JMT is including time to stake, up to three (3) rounds, all proposed easements and proposed RW limits for each parcel impacted by the corridor widening for RW negotiations and will have temporary wooden stakes and flagging set for negotiation purposes.

Subsurface Utility Survey

JMT is not responsible for providing subsurface utilities designation or the location (via test holes) of the subsurface facilities. The SUE designation and test holes will be performed by others.

Project Management and QC

Overall project management will be under the supervision of a North Carolina Licensed Surveyor and mapping will be in conformance with North Carolina Department of Transportation standards for the project scale of 1" = 25' and a 1' contour interval.

Project Understanding

- Property and right-of-way surveys are included as a part of this proposal.
- Property and Boundary information will support the post-construction staking of new property corners as the property lines intersect the new right-of-way limits.
- Gravity Sewer (Storm and Sanitary) Structures with inverts and rims will be included
- Approximate hours for surveying of wetland flagging and geotechnical boring locations (as-drilled) is included as a part of this proposal.
- The designation of subsurface utilities is not included in this proposal.
- MOT costs are included in this proposal for accessing gravity sewer manholes within the Holly Springs Road.
- NCDOT Strip acquisition plats will conform to NCGS 47-30 standards and specifications along with Holly Springs and Wake County specifications.
- Metes and Bounds descriptions for proposed takings for each parcel are included in this proposal.

Deliverables

- Survey file, Survey Control file, Survey Contour file, Property Owners file, Survey Property file & Survey DTM file, in Microstation format as applicable.
- Report of geotechnical borings coordinates.
- NCDOT strip plats for the acquisition of land rights.
- Up to ten (10) individual property plats.
- Metes and Bounds descriptions of proposed takings.

Schedule

JMT will begin work immediately upon receipt of notice to proceed. JMT will make every effort to complete and deliver this survey according to your project schedule. The delivery schedule is subject to uncontrollable impacts, such as weather and access disruptions.

Basis of Payment

We propose to perform the services described on time and materials basis with a project fee of **\$353,586.14**. Our fee schedule is contained in **Attachment B**. Rates are per the attached rates provided to Kimley-Horn in Attachment B.

We appreciate the opportunity to submit this estimate. Should you have any questions regarding this project or require further details, please do not hesitate to call our Project Manager for this assignment, Mike Zmuda, PLS at (804) 267-1258 or email at mzmuda@jmt.com.

Sincerely,
JOHNSON MIRMIRAN & THOMPSON, INC.



Brian Stickles, L.S.
Senior Vice President

Holly Springs Corridor



Delivery Method:

Email: bryan.vickery@kimley-horn.com

February 3, 2023

Bryan Vickery, P.E.
Kimley-Horn
300 S Main St., Ste. 212
Holly Springs, NC 27540

**RE: KH – W Holly Springs Rd. Widening
SUE Investigations**

Mr. Purvis,

SAM Companies is pleased to provide you with this proposal for professional surveying services in connection with the above-referenced project. Based upon the request for proposal and the information provided to SAM and upon our previous experience providing surveying services for similar projects, we have prepared the attached proposed Scope of Services, Fee Estimate and Schedule.

All effort associated with this project will be provided under our Standard Master Agreement for Continuing Professional Services between Kimley-Horn and Associates, Inc. and SAM, LLC, dated March 17, 2021.

After you have reviewed the attached proposed Scope of Services, associated fees and schedule, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,

Tommy Taylor, PLS
SUE Department Manager

SAM COMPANIES

2641 Sumner Boulevard / Suite 116 / Raleigh, NC 27616
919-878-7466 Office
NCBELS License No. F-1442

sam.biz



Project Overview

SAM, LLC (SAM) proposes to provide professional SUE services along W Holly Springs Rd. from the intersection of New Hill Rd. to N Main St. as depicted in “Exhibit A”.

Scope of Services

SAM will provide the following services on a one-time basis:

1. Subsurface Utilities Investigation (SUE QL-B)

- a. Subsurface utility locations will be performed at SUE level QL-B, designating identifiable utility mains in areas indicated in Exhibit ‘A’.
- b. SAM will conduct appropriate records research, investigate site conditions and identify applicable project limits.
- c. SAM will attempt to locate identifiable buried utilities to their last point of distribution.
- d. SAM will designate existing utilities and their major laterals within project limits utilizing appropriate radio frequency, electromagnetic, magnetic, ground-penetrating radar (GPR), and acoustic emission techniques.
- e. SAM will prepare appropriate field sketches of marked utilities and follow up with GPS survey of designating marks.
- f. SAM will plot survey information into Autcad basemap. Compare survey information plotted on base plans with information provided from field sketches and evaluate all plotted information in the field for accuracy and reliability.
- g. Should SAM be unable to detect apparent or known underground utilities within the project limits using surface geophysical techniques, said utilities will be depicted at SUE QL-C or QL-D based on available above ground evidence or utility record data.

2. Subsurface Utilities Investigation (SUE QL-A)

Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location as well as other utility attributes are shown on plan documents. Accuracy is typically set at 0.05' vertical, and to applicable horizontal survey and mapping accuracy as defined or expected by the project owner.

“Quality Level A” utility data provides horizontal and vertical design basis information for engineering, construction, maintenance, remediation, and related efforts. Typically, this data is requested at those points where an existing utility is in potential conflict with the project’s construction footprint.

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Quality Level A services will include performing up to eight (8) test holes to establish the exact location and elevation of critical utilities that may conflict with future construction. SAM will use minimally intrusive excavation techniques that protect the integrity of the utilities in question, and that of other lines that may be encountered. The test hole will be excavated using air and/or water assisted vacuum excavation equipment intended for this purpose.

The excavation procedure will include:

- Clearing the Test Hole area of surface debris.
- In paved areas, neatly cutting and removing existing pavement. Cut shall not exceed 225 square inches unless otherwise approved.
- Excavating the Test Hole utilizing the above described equipment. The nominal diameter will not exceed 15 inches unless otherwise approved. Care will be taken to avoid damaging lines, wrappings, coatings, cathodic protection or other protective coverings and features. Hand digging will be conducted to the extent necessary to supplement the vacuum excavation process.
- Exposing the utility only to the extent required for identification and data collection purposes.
- Storing excavated material for re-use or disposal at an approved location near the project, as appropriate.

Data collected from the Test Hole will be recorded on a standard SAM, LLC *Test Hole Data Sheet* that will be subsequently sealed and dated. The location will be shown on the drawing. Data will include:

- Utility owner (if known).
- Top and/or bottom elevation of the utility relative to an above ground mark to a vertical accuracy of +/- 0.05 feet.
- Field sketch showing horizontal location referenced to a minimum of two physical structures existing in the field.
- Approximate centerline bearing of utility.
- Outside diameter of pipe, width of duct bank, and configuration of multi-conduit systems.
- Utility structure material composition, when reasonably ascertainable.
- Surveying the test hole marker.
- Updating the existing CAD file with the test hole locations.

Site restoration will include:

- Replacing bedding material around exposed utility lines.
- Backfilling and compacting the excavation in one foot lifts.
- As applicable, providing permanent pavement restoration within the limits of the original cut using materials, compaction, and pavement thickness similar or equal to that found.
- For excavations in unpaved areas, restoring disturbed area, to the extent practical, to reflect pre-existing conditions.
- Furnishing and installing permanent surface marker (e.g., P.K. nail, peg, steel pin, or hub) directly above the centerline of the utility.
- Surveying the test hole marker.

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The deliverable will include Test Hole Data Forms depicting found utility information in accordance with CI/ASCE Standard 38-02 complete with professional seal and signature. SAM will also update the existing CAD file with the test hole location(s).

Project Assumptions

The following assumptions were made for the preparation of this Scope of Services. If these assumptions do not prove correct, a modification to the scope and budget resulting in negotiation of a supplemental agreement could be required. For the basis of this scope and fee, SAM assumes the following:

- Desired project extents are confined to the indicated areas on Exhibit "A".
- SAM field crews will be provided free and clear (uninterrupted) access to the entire project site area from 7:00 am to 5:00 pm (roadway restrictions excepting) on business days. Any delays in access will be billed to the client and may require a Change Order should the need arise.
- Client will facilitate coordination with the site owners to the extent required.
- Client will secure all required survey permissions and access to all areas within survey extents. There shall be no restricted access within the survey extents. Survey field staff will be able to perform weekend and evening work if necessary.
- Client will obtain any required permits and assume any costs of required support to enter any restricted areas, including railroad and restricted Rights-Of-Way.
- To the extent available, Client will provide SAM with record information and profile drawings of all the utilities within the project site the Client has already collected.
- The client will provide a listing of existing horizontal and vertical control points located throughout the project. Listings shall include the location, description, assigned elevation and coordinate values for each point.
- Client will provide excavation or public space permits and entry access to the extent required by the project.
- Project specific training will not be required.
- Confined space entry is not required.
- It is assumed that the Project Site is safe for occupation and habitable with no specific OSHA training or safety certifications. Personal Protective Equipment (PPE) required will be work boots, hard hat, and safety vest.
- In the event that Safety Training is a requirement to work at/on the site, it will be provided by client and will be billed at stated hourly rates.
- Client will facilitate safe access for vehicles, equipment, and personnel.
- SAM will notify the client of any site conditions that may impede or delay the utility investigation.
- SAM will exert its best efforts to overcome unforeseen contingencies, but all commitments are subject to weather or other conditions reasonably beyond our control. Exterior field services cannot be performed in inclement weather (e.g. rain, snow, sleet, heavy winds).
- A Traffic Control Sub will be utilized for test holes located in the roadway.

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- This pricing is to provide all services on a one-time basis. SAM makes no guarantee of changes to site conditions post field investigation.
- SAM will not begin work until written Notice-To-Proceed is received.
- Paint markings placed on the ground by SAM are to be used for design purposes only and not for construction purposes. The use of any information provided does not relieve any contractor or the Client from the duty to comply with applicable utility damage prevention laws and regulations, including, but not limited to, giving notification to utility owners or One-Call centers before excavation. SAM will not be responsible for any omission of utility information that is not obtainable via electromagnetic, sonic, or acoustical designating services.
- Non-metallic piping, inactive electric and/or communication lines may or may not be found by electromagnetic, sonic or acoustical designating practices. SAM does not warrant and/or guarantee that all existing utilities will be found.
- Utility surface features may exist in areas where no utility line work exists. This may be due to records not found or provided. The client shall proceed with caution if no further utility investigation is requested.

Utilities investigated, as part of QL-B will not include the following. Surface indications of these subsurface utilities will be collected as part of a topographic survey.

- a) non-accessible empty conduits or empty utilities
 - b) vault or manhole limits/dimensions
 - c) irrigation, fountain or sprinkler systems,
 - d) underground storage tanks and associated piping/wiring
 - e) traffic loop detectors
 - f) utility tunnels
 - g) traffic control/signalization related power and communications
 - h) illumination wiring
 - i) railroad signalization
 - j) grounding grids
 - k) grease traps and associated piping
 - l) septic tanks and distribution boxes, drain fields or abandoned wells
 - m) utility services.
- Utility depths are not obtained as part of Quality Level B reporting.
 - If the size and/or material type of the investigated utilities are indicated on available record information we will include this information in our utility file.
 - Known utilities within the SUE QL-B project limits that are unable to be detected using surface geophysical techniques will be depicted at lower Quality Levels ("C" or "D").

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Limits of Technology:

The scope of services is limited to the extent of the technology utilized. Non-metallic piping, inactive electric and/or communication lines may or may not be found. SAM will not be responsible for omission of utility information that is not obtainable via electromagnetic, sonic, or acoustical designating services.

The accuracy of subsurface data can be influenced by factors beyond our control such as conductivity of materials and their surroundings, soil moisture content, proximity of other underground utilities or structures, depth of utility, etc. Therefore, physical verification (through vacuum excavation or otherwise) is the only subsurface utility data that is collected to applicable engineering and/or surveying standards.

Project Deliverables

1. .DWG Autocad file containing the results of the utility investigations
2. Test Hole Reports certified by a licensed NC Professional Land Surveyor.

Project Schedule

Based on a written agreement, notice to proceed, and survey permission, SAM will begin work within 2 weeks and deliverables provided to the client within 2 weeks after the completion of the field work.

Weather conditions that are conducive to conducting the fieldwork will be paramount to the successful completion of any field services. Inclement weather or other conditions outside SAM's control may lengthen the schedule. SAM's Project Manager will keep the client apprised of the progress and any delays that occur.

Fees

SAM will provide the following services on a Lump Sum basis.

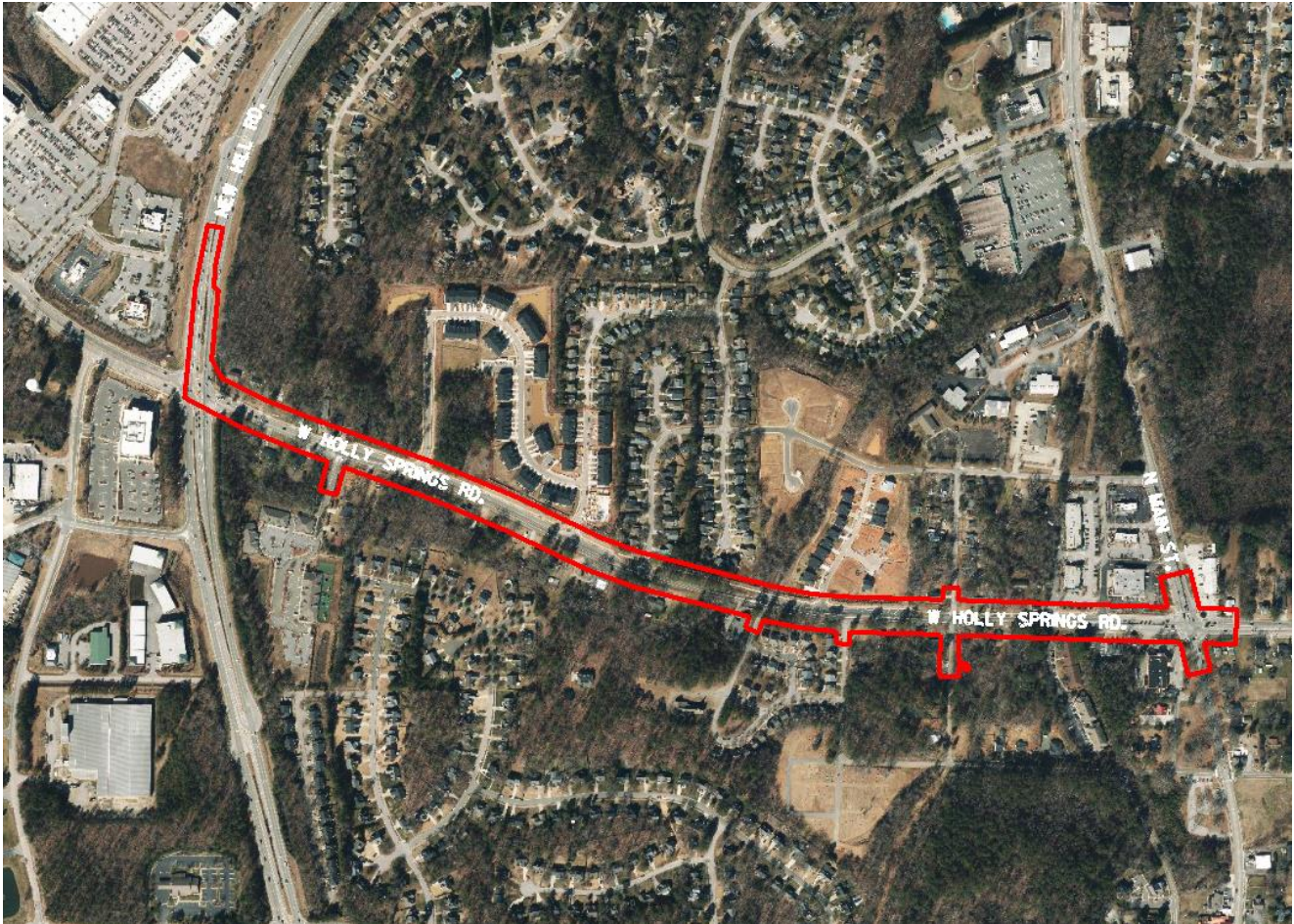
1. SUE QL-B (64,000 LF of Utilities):	\$49,000
2. SUE QL-A (up to 25 test holes):	\$40,000
3. Traffic Control Sub (5 days):	\$6,000
Total Estimated Fee:	\$95,000

SAM COMPANIES

2641 Sumner Boulevard / Suite 116 / Raleigh, NC 27616
919-878-7466 Office
NCBELS License No. F-1442

sam.biz

Exhibit A



SUE Extents

SAM COMPANIES

2641 Sumner Boulevard / Suite 116 / Raleigh, NC 27616

919-878-7466 Office

NCBELS License No. F-1442

sam.biz



December 28, 2022

Bryan Vickery, PE
Kimley-Horn
300 S Main St, Suite 212
Holly Springs, NC 27540

Re: **Proposal for Geotechnical Services**
Holly Springs Road Widening from NC 55 Bypass to S Main St
Wake County, North Carolina
Falcon Proposal No.: F2022-112

Dear Mr. Vickery:

Falcon Engineering, Inc. (Falcon) is pleased to present our proposal for Geotechnical Engineering Services for the above referenced project.

PROJECT DESCRIPTION

We understand the following may be assumed for the development of our scope and fee;

- Kimley-Horn will be the Client in Charge. Town of Holly Springs will be the project owner.
- The project will be designed and built to NCDOT standards and reviewed by NCDOT.
- Falcon has been provided a preliminary concept plan of the project showing a 4-lane, median divided facility from terminus to terminus with center turn lanes at select intersections.
- No retaining walls, culverts, noise barrier walls, or other structures are planned for the project at this time.

Should any of the above information or assumptions made by Falcon be inconsistent with the planned project, we request that you contact us immediately to allow us to make any necessary modifications to this proposal.

SCOPE OF SERVICES

Our scope of geotechnical services will include subsurface investigation and recommendations for roadway, retaining wall, and pavement design elements.

Roadway Investigation

Falcon will perform a Roadway Subsurface Investigation in general accordance with NCDOT GEU guidelines throughout the corridor. Borings will generally be spaced every 200 feet. Boring spacing may be adjusted to avoid conflicts with intersections, utilities, landscaping, topographical features, existing roadways, or other site features. A total of twenty-two (22) roadway borings are proposed.

We anticipate very minimal cuts/fills for the project. Therefore, we assume an average depth of 10 feet for roadway borings. As many borings as possible will be performed using a mechanical drill rig with Standard Penetration Testing (SPT). However, based on accessibility, utility conflicts, or other considerations, select borings may be performed with a hand auger and dynamic cone penetrometer (DCP) to depths of up to 6 feet.



Pavement Design Investigation

Based on our review of the preliminary concept plan, we anticipate a number of unique existing typical sections along the length of the project including both 2-lane sections and previously widened 4-lane sections at existing developments. We plan to perform a total of eight (8) pavement cores along the length of the project in attempts to define the pavement section at each typical section and investigation non-travel and turn lanes which will become through-travel lanes in the final construction.

At each pavement core boring location, Falcon will advance a pavement core and perform Dual-mass Dynamic Cone Penetrometer (DCP) testing to a depth of up to 3 feet. Aggregate base will be augured through, its thickness measured, and the augers will be advanced into the subgrade approximately 3 to 5 feet to obtain a sample of subgrade soil.

Field Investigation Procedures

Falcon will contact NC811 to request the location of subscriber utilities in the vicinity of the proposed boring locations. Private utility location is NOT included in this scope of work or anticipated to be necessary.

Falcon will locate the test borings in the field using a handheld GPS capable of sub-meter accuracy and coordinates obtained from georeferenced project drawings provided by others. Following completion of the borings, Falcon will utilize existing survey information to determine approximate test boring elevations.

Some borings may require our crew to work partially within or in very close proximity to existing roadways, and pavement core borings will require work within existing roadways. Necessary traffic control measures will be implemented by certified in-house staff or a pre-qualified sub-consultant in general accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and NCDOT requirements. Traffic control requirements may include but are not limited to flagging operations, lane closures, shoulder closures, and/or work beyond shoulders.

Representative soil samples will be collected, stratified, visually classified in the field in general accordance with the AASHTO Soil Classification System, sealed in moisture-proof containers, and transported to our laboratory. We will also collect bulk soil samples of hand auger cuttings from areas of proposed roadway cut or near-grade construction for laboratory compaction and CBR testing.

Laboratory Testing

Select split spoon and bulk samples will be transferred to our laboratory and tested for Atterberg limits, grain size analysis, moisture content (Qty. 19 each), standard Proctor compaction, and soaked California Bearing Ratio (Qty. 3 each). Laboratory testing will be performed in general accordance with the applicable test method noted in the attached manday estimate.

Geotechnical Reporting and Recommendations

After completion of our Field and Laboratory Investigation, Falcon will prepare the following documents in general accordance with NCDOT GEU formats or as specifically noted below:

- Roadway Subsurface Investigation – Inventory (11x17)
- Roadway Subsurface Investigation – Recommendations (11x17 as necessary)
- Written Roadway Recommendations and Summary of Quantities (8.5x11, includes pavement design quantities)
- Pavement Design Investigation (11x17)
- Pavement Section Design Letter (8.5x11)

PROPOSED FEE

We propose a LUMP SUM FEE for performance of the above outlined services in accordance with Microsoft Excel Manday Estimate provided separately. Services will be billed monthly on a percent complete basis. Additional services including but not limited to excessive coordination efforts required to gain site access to the site or necessary portions of the site, subscriber utility location delays, NCDOT imposed delays to performing our work on-site, additional or deeper borings or other testing not

explicitly included herein, investigation or recommendations for additional project elements not included in the project as described herein, attendance at design team meetings, review of project documents following completion of our report, and observation/testing/inspection services during construction will be invoiced on a time and materials basis in accordance with attached unit rate schedule.

AUTHORIZATION

If this proposal is acceptable, please provide an individual purchase order in accordance with our Master Services Agreement for our review and execution. Falcon will invoice monthly as a percent complete for all work performed. All invoices are payable within thirty (30) days.

We appreciate the opportunity to provide our services and look forward to partnering with you on this and future projects. If you have any questions or desire additional information about Falcon Engineering and the many ways in which we may benefit you, please contact us at 919-871-0800.

Respectfully submitted:

FALCON ENGINEERING, INC.



Jeremy R. Hamm, PE
Geotechnical Engineering Manager



Christopher V. Norville, PE
Vice President

ATTACHMENTS:

Manday Estimate (provided separately)



January 17, 2023

Bryan Vickery, PE
Kimley-Horn & Associates, Inc.
300 S Main Street, Suite 212
Holly Springs, NC 27540
(919) 653-2905

Town of Holly Springs
Holly Springs Road Widening West (Phase III)
Wake County

Proposal for Appraisal Services

Pursuant to Kimley-Horn's request for TELICS to submit a proposal for the above project, the following is submitted for your consideration:

Fee Schedule	Unit Fee	Total Fee
Appraisals		
• Narrative Appraisal (44 parcels)	\$3,900.00 / parcel	\$171,600.00
• Right of Way Transmittal Summary	\$2,850.00 / parcel	\$0.00
Total Fee Estimate		\$171,600.00

- This proposal is for appraisal services only.
- Total fee estimate assumes all parcels will require narrative appraisals. However, appraisals will be billed for actual type of report used.
 - Full Narrative Appraisal \$3,900.00 per parcel
 - Right of Way Transmittal Summary \$2,850.00 per parcel
- All Appraisal Reviews will be handled by NCDOT.
- The Town will be responsible for submitting the appraisal request FRM4-B and supporting documents to TELICS.
- TELICS will perform Quality Control check and submit the request to the appraiser.
- TELICS will submit the completed appraisal to NCDOT for review.

Thank you for your consideration. Please contact me with questions or if you require additional information.

Respectfully,

J. Taylor Keith, R/W-RAC
Senior Manager
TELICS
(252) 227-4596

CC: Steve Nichols
Admin



February 10, 2023

Bryan Vickery, PE
Kimley-Horn & Associates, Inc.
300 S Main Street, Suite 212
Holly Springs, NC 27540
(919) 653-2905

**Town of Holly Springs
Holly Springs Road Widening West (Phase III)
Wake County**

Proposal for Acquisition Services

Pursuant to Kimley-Horn's request for TELICS to submit a proposal for the above project, the following is submitted for your consideration:

Fee Schedule	Unit Fee	Total Fee
Negotiations (44 parcels)	\$4,200.00 / parcel	\$184,800.00
Total Fee Estimate		\$184,800.00

- This proposal is IN ADDITION TO the proposal provided on January 17, 2023 for appraisal services only. Total Appraisal Fee Estimate for 44 parcels was \$171,600. Total Appraisal Fee Estimate assumed all parcels would require narrative appraisals. However, appraisals will be billed for actual type of report used.
 - Full Narrative Appraisal \$3,900.00 per parcel
 - Right of Way Transmittal Summary \$2,850.00 per parcel
- Right of Way Claim Reports will be used to estimate value and determine offer amount when possible.
- All Appraisal Reviews will be handled by NCDOT.
- Town of Holly Springs to prepare (through staff or contract attorney) title opinions, instruments of conveyance, and coordinate closings. If requested, TELICS will work with an outside attorney for an additional fee to provide the above listed services.
- Kimley-Horn to provide roadway plans and plats, legal descriptions, and exhibits/plats prior to Right of Way Acquisition kick-off.

Thank you for your consideration. Please contact me with questions or if you require additional information.

Respectfully,

J. Taylor Keith, R/W-RAC
Senior Manager
TELICS
(252) 227-4596

CC: Steve Nichols
Admin



**UTILITES AND INFRASTRUCTURE DEPARTMENT
CONTRACT FOR PROFESSIONAL SERVICES
CHECKLIST**

The following items are required on ALL CONTRACTS that are being submitted to the TOHS. Contracts shall be submitted with this form attached to the contract. Make sure all of the following are included in the contract prior to submission.

GENERAL

- ☒ Company name that is submitting the Contract, indicating what type of business entity (sole proprietor, partnership, corporation, LLC)
- ☒ Primary contact person (name, address, and phone number) and primary responsible person
- ☐ E-Verify Affidavit form signed and return to Town with Contract during review
- ☒ The Scope of the Contract. A detailed written scope shall be included within the contract documents that is in full agreement with the work expected to be completed.
- ☒ Complete description of where the work is to be performed and an exhibit map included
- ☒ Statement that specifies that when work is complete, Town will have ownership of all work products.
- ☐ Schedule must be included in the initial contract that specifies all major milestones and expected delivery dates from start to finish of the scoped work. This schedule will be updated and submitted with each monthly invoice and shall also include permit status, possible design issues or any other concerns.
- ☒ A statement that the TOHS will have an opportunity to review and/or inspect the deliverables prior to final. Deliverables for engineering work shall be in the form of mylar and paper copy, as well as electronic (CAD) format, or as otherwise specified.
- ☒ Statement or specify the extent and manner of liability.
- ☒ Statement or specify in the contract whether the contract will be paid:
 - ☐ Hourly with no maximum stated – if so, include the total estimated number of hours and provide a schedule of values
 - ☒ Hourly with an amount stated as as a Not to Exceed – include a schedule of values to include standard hourly rates and administrative expenses, of any) for unforeseen additional issues, may need a schedule of values as well
 - ☒ Fixed or Flat fee amount. Contractor is warranting that the work will be completed for an amount regardless of any other costs incurred by the contractor or owner or other.
- ☒ Statement in the contract which payment option:
 - ☒ Monthly, if so by what date is the invoice to be paid by (allow 30 days)? _____
 - ☐ Upon completion
 - ☐ Breakdown percentages upon which payment would be due:
 - _____ 25%
 - _____ 50%
 - _____ 75%
 - _____ 100%
- ☐ If applicable and desired by town as part of scope, include grant/loan management scope and attach the grant or agreement that is to be followed
- ☒ Statement that all invoices must be submitted with a detailed description of hours and each invoice shall contain the statement below:

I hereby certify that these hours spent are true and accurate.

Name

Date

- ☒ Statement that all invoices submitted under the contract will contain:
 - ☒ Town's project Number
- ☐ Statement that consultant is to assist any necessary audit processes through the Holly Springs Finance Department if necessary; note that when a \$100,000 or greater grant or loan is involved, a more in-depth audit process will be required.
- ☒ Statement that all mileage, copying, courier delivery, meals, postage and other miscellaneous expenditures must be included in the total amount of the approved contract.



**UTILITIES AND INFRASTRUCTURE DEPARTMENT
CONTRACT FOR PROFESSIONAL SERVICES
CHECKLIST**

The following items are required on ALL CONTRACTS that are being submitted to the TOHS. Contracts shall be submitted with this form attached to the contract. Make sure all of the following are included in the contract prior to submission.

- ☒ Any research, references
- ☒ Include meetings, TC Mtgs, Pre-Bid Mtg
- ☒ Prepare Contract Docs with base HS Docs
- ☒ Evaluate cost comparisons/alternates
- ☒ Prepare Engineers opinion of cost with each submittal
- ☒ Schedule update monthly or when milestone changes.
- ☐ Show utilities on cross section sheets.

Survey/ Plat Work

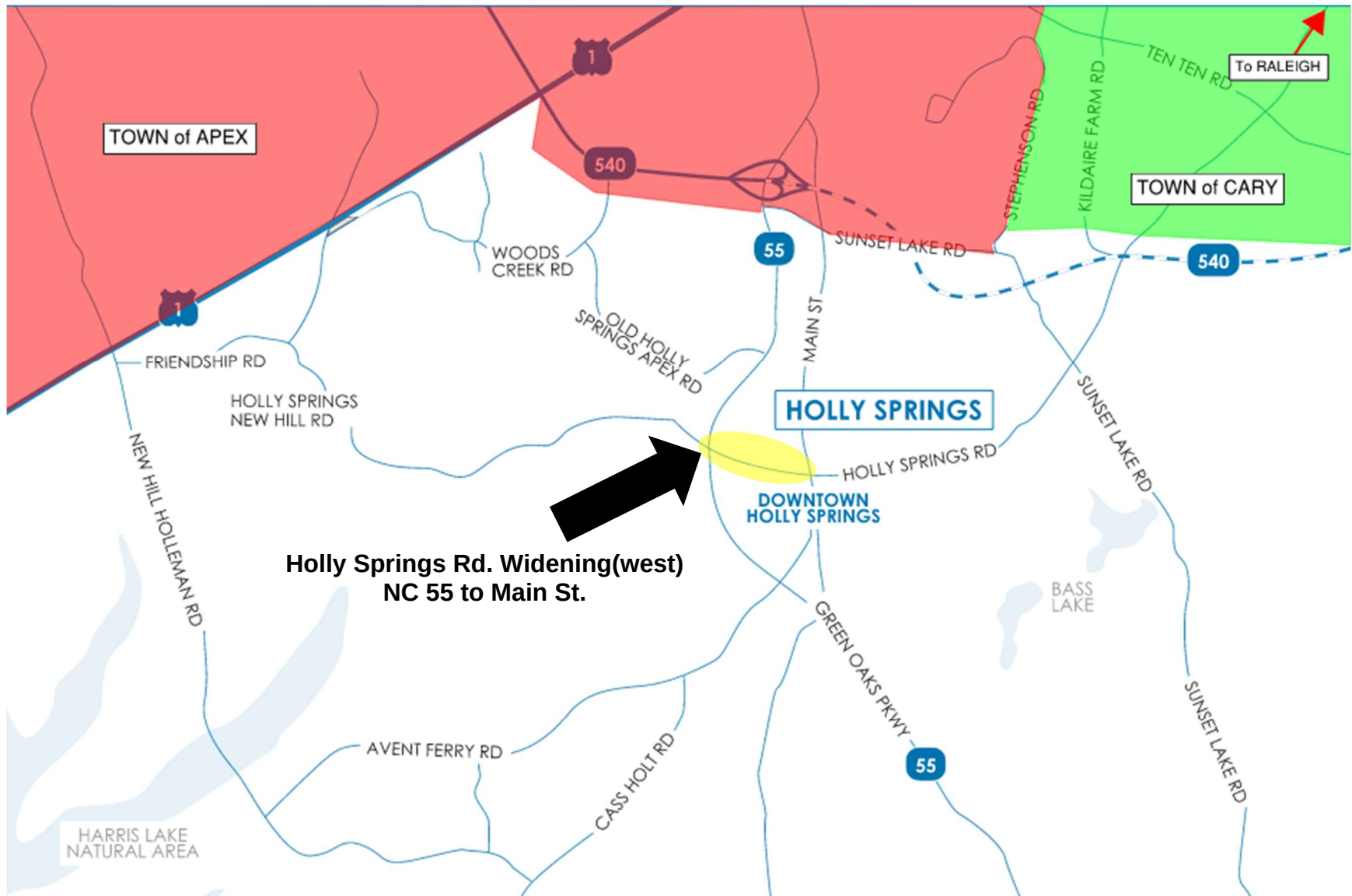
- ☒ Plats should be in conformance with NCGS 47-30 and be suitable for recording.
- ☒ Easement plats will be submitted for typical plat review according to the Town of Holly Springs Engineering Department practices as part of the approval process
- ☒ If a plat is for additional R/W for a road-widening project and a parcel is deeded to the center of the road then the legal description for the R/W will run to the center of the roadway and a total and net area should be shown.
- ☒ Each parcel should have the following information:
 - ☐ Owner's name
 - ☐ Address, of record
 - ☐ PIN
 - ☐ Deed book and page of reference for the parcel
- ☒ Easement table should include the following information:
 - ☐ Type of easement and area of easement to nearest sq. ft.
 - ☐ If applicable, show area of easement within R/W easement and net of R/W easement
 - ☐ Easement table should be included on the sheet with the corresponding parcel, not in a table on a separate Plat
 - ☐ Easement table and line table (if applicable) should be included on the sheet with the corresponding parcel, not in a table on a separate plat.
- ☒ Field-located property corners (typically existing iron pipes – EIPs) should be clearly shown and identified and a clear distinction made between EIPs and computed corners.
- ☒ Location of driveways and building corners shall be shown even if they are outside the stated corridor
- ☒ Separate line types should be used for different easement types
- ☒ Digital legal descriptions will be provided for the Town's use in MS word or other approved word processing format
- ☒ Structures including wells, septic tanks, outbuildings, etc. within 50 feet of any proposed easement or R/W shall be field located and shown on the plats

CONTRACTS FOR UTILITY RELOCATION MUST INCLUDE:

- ☐ Timeframe for relocation (Either date or arbitrary weeks from NTP)
- ☒ Schematic of the location of the existing facilities
- ☒ Schematic of the location of the proposed facilities

CONSTRUCTION ADMINISTRATION (Note: this section to be customized)

- ☐ Prepare all Work Change Directives and Change Orders
- ☐ Prepare inspection reports/daily inspection diaries
- ☐ Host and schedule biweekly meetings at Town Hall with the contractor and town staff
- ☐ Respond to all RFI
- ☐ Review Submittals
- ☐ Perform daily erosion control field reviews and notify contractor of any necessary corrective action
- ☐ Get copies of and review bypass pumping diaries. Compile diaries at conclusion of project and deliver to town staff





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda

Title: Ting Park Naming Rights Renewal Agreement

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Parks & Recreation, Daniel Weeks, Asst. Town Manager

Action(s):

Approve a three-year agreement extension with Ting, Inc. for naming rights at North Main Athletic Complex and stadium (currently named as Ting Park and Ting Stadium).

Explanation:

- Town staff and Ting Inc. representatives have been engaged in discussions to renew the naming rights agreement for the North Main Athletic Complex and stadium, currently known as Ting Park and Ting Stadium.
- The terms of the extension agreement would be for three (3) additional years. The fees for naming rights are as follows:
 - \$160,000 for calendar year 2024
 - \$170,000 for calendar year 2025
 - \$180,000 for calendar year 2026
- The combined naming rights value is \$510,000 over three years.
- Ting Park and Ting Stadium had over 650,000 visitors in 2022 and has international recognition from a variety of sports and entertainment events. It is projected that Ting Park and Ting Stadium will have more than two million name impressions during the course of the three-year naming rights extension.

Background:

- In February 2017, the Town entered into a thirty-six month agreement with Ting, Inc for naming rights and sign placement at the North Main Athletic Complex and stadium.
- The Town negotiated a naming rights extension with Ting for years 2021-2023.
 - 2021 = \$110,000
 - 2022 = \$130,000
 - 2023 = \$140,000
- Ting has invested \$710,000 for naming rights for the park and stadium since 2017.
- In October of 2022, Town Council adopted an updated Town Facilities Naming Policy which outlines the process and authorizes Facility Naming Rights with certain terms.
- This agreement extension is in alignment with the updated policy.

Funding Source(s):

Attachment(s):

1. Ting-Holly Springs Naming Rights 2nd Extension

STATE OF NORTH CAROLINA
COUNTY OF WAKE

) SECOND EXTENSION OF MOU
) FOR PARK NAMING RIGHTS

This agreement to extend existing naming rights, ("Extension") is made, as of the last date of execution (the "Effective Date"), by and between Ting Fiber, Inc. ("Ting"), a corporation organized and existing under the laws of the state of Delaware, USA, with offices located at 96 Mowat Avenue, Toronto, ON M6K 3M1, Canada, and The Town of Holly Springs, a political subdivision of the State of North Carolina (the "Town") sets forth the understanding of Ting and the Town (collectively "Parties"), as follows:

WHEREAS, the Parties currently are bound by a memorandum of understanding ("MOU") dated January 23, 2017, and extended on September 17, 2020, whereby the Parties have agreed to allow Ting the exclusive right to name the Town's North Main Athletic Facility, assigning it the name "Ting Park;"

NOW THEREFORE, in consideration of the foregoing, which forms the basis of the understanding of the Parties and is hereby incorporated by reference as if set forth herein, the Parties do hereby agree:

- 1) The terms and conditions of the MOU, including any conditions precedent and extensions of this MOU, have been satisfied, are currently being satisfied, and the Parties agree that neither party is in default. The Parties agree that all reimbursements, executory provisions relating to prior payment, the construction of signs, sign holders, placards, and the like, are all satisfied and neither party has any continued obligation regarding construction, design, or permitting.
- 2) The term of the MOU, as extended, is set to expire on November 8, 2023.
- 3) The Parties agree to extend the term of the MOU to December 31, 2026.
- 4) The fee for extending naming rights described herein are as follows:
 - a. For the 2024 calendar year, Ting shall pay the Town \$160,000 by November 1, 2023.
 - b. For the 2025 calendar year, Ting shall pay the Town \$170,000 by November 1, 2024.
 - c. For the 2026 calendar year, Ting shall pay the Town \$180,000 by November 1, 2025.
- 5) Unless extended again, the naming rights shall expire on December 31, 2026, at which time Ting shall remove its sign(s) at its own expense.
- 6) The Parties agree that the executory terms of the MOU, not previously satisfied, continue in full force in effect. For clarity, those paragraphs are 2, 3, 4, 5, and 14 through 27.

- 7) Governing Law. This Extension and the rights and obligations of the Parties shall be governed by, and construed and interpreted in accordance with, the laws of the State of North Carolina, without regard to the conflicts of laws provisions thereof.
- 8) Representations, Warranties and Covenants. Each of Ting and the Town represents, warrants and covenants to the other as follows:
 - (a) its execution and delivery of this Agreement has been duly authorized by all necessary actions;
 - (b) it has obtained any consent or approval necessary for it to execute and deliver this Agreement; and
 - (c) the execution and performance of the transactions contemplated by this Agreement and compliance with the respective provisions hereof shall not in any material respect conflict with or violate any provision of any agreement to which it is bound.
- 9) Notices. Each notice, request, demand, consent, approval or other communication required or permitted under this Agreement (collectively, "notices") shall be in writing and shall be deemed to be given if hand delivered with receipt therefor or sent by recognized overnight delivery service. Any such notice shall be deemed given when received or when delivery is refused. All notices addressed to (a) for the Town: Town of Holly Springs, 128 S Main Street, P.O. Box 8, Holly Springs, North Carolina, 27540, Attention: Town Manager; (b) for Ting: Ting Fiber, Inc., c/o Ting Networks, 96 Mowat Ave., Toronto, Ontario, M6K 3M1, Attention: Marketing Director; or, in the case of either clause (a) or (b), such other address or such other person as the addressee Party shall have last designated by notice to the sending Party.
- 10) Independent Contractors. The Town, on the one hand, and Ting, on the other hand, shall at all times be considered independent contractors with respect to each other, and this Agreement shall not constitute an agency, partnership or joint venture relationship of any kind whatsoever between the Parties.
- 11) IN NO EVENT SHALL EITHER PARTY HERETO HAVE ANY LIABILITY TO THE OTHER FOR CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES.
- 12) Indemnification. The Town shall indemnify, hold harmless and defend Ting and its affiliates from and against any liability or expense, including reasonable counsel fees, resulting from any claims for bodily injury, property damage or loss and any other claims based on any occurrence ARISING OUT OF ANY CLAIM FOR PERSONAL INJURY AGAINST TING at NMAC or the operation of NMAC and not arising due to the willful misconduct or negligence of Ting or any of its agents or employees.
- 13) Successors and Assigns. This Agreement shall be binding on, and shall inure to the benefit of, the Parties hereto and their successors and permitted assigns. This Agreement may not be assigned by either Party hereto without the prior written consent of the other Party, which consent may be granted or withheld in the sole discretion of such other Parties; provided, however, that Ting may assign this Agreement and its rights and obligations hereunder to a third party (a) along with the disposition of substantially all of the assets of Ting, or (b) in connection with a merger, acquisition or other business combination involving the Ting.

- 14) Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 15) Amendments; Waivers. No amendment or modification of this Agreement shall be valid unless the same is in writing and signed by the Town and Ting, or their respective successors or assigns. No waiver of any of the provisions of this Agreement, or any other agreement referred to herein, shall be valid unless in writing and signed by the Party against whom it is sought to be enforced.
- 16) Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall constitute one instrument. Any facsimile of an executed counterpart of this Agreement shall have the same effect as the original executed counterpart.
- 17) Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all other agreements, understandings and discussions between the Parties with respect to the subject matter hereof. The Parties agree that there are no agreements between them, written or oral, relating to the subject matter hereof, other than as set forth in this Agreement.

IN WITNESS WHEREOF and in confirmation of their consent to the terms and conditions contained in this Agreement and agreeing to be legally bound hereby, the Town and Ting have executed this Agreement as of the dates set forth below.

Town of Holly Springs

Ting Fiber, Inc.

By: _____

By: _____

Name: Randy J. Harrington

Name:

Title: Town Manager

Title:

Date: _____

Date: _____

This contract has been pre-audited in the manner prescribed by the Local Government Budget and Fiscal Control Act.

Tina Stroupe, Town Finance Director



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Consent Agenda

Title: Installment Finance Agreement for Equipment and Vehicles

Strategic Priority Area: Organizational Excellence

Staff Resource: Tina Stroupe, Finance

Action(s):

Approve Resolution 23-16 authorizing the Town Manager to approve and execute Installment Purchase Agreement and direct staff to proceed with closing the loan and obtaining the funds for vehicle and equipment acquisitions not to exceed \$460,000.

Explanation:

- Annually, the town purchases replacement vehicles and equipment, as needed, either as a cash purchase or by obtaining debt.
- For FY 2022-2023, a portion of the replaced vehicles are being funded by an installment financing agreement in the amount of \$460,000. The remaining vehicles and equipment were funded with the Town's Pay As You Go fund in the amount of \$535,000
- Five (5) proposals were received with rates ranging from 3.97% to 5.56% and repayments with interest from \$502,031.35 to \$519,385.44.
- JP Morgan Chase submitted a proposal with an interest rate of 3.97% with a four-year term, no prepayment penalty or other fees and a repayment amount of \$502,031.35. The recommendation from the Finance RFP Evaluation Committee is JP Morgan Chase.
- The Town currently has a banking relationship with JP Morgan Chase.
- The purchase of these items and the intent to finance were approved in the FY 2022-23 budget.

Background:

- Installment Purchase Agreements are:
 - one of several financing mechanisms available to local governments; authority is provided in NC General Statute 160A-20;
 - for vehicles and equipment that do not require Local Government Commission (LGC) approval; and
 - allow the Town to take advantage of the current low-interest rate environment, as well as spread costs over future years
- This funding will provide the installment financing agreement for three (3) vehicles for Parks and Recreation to include a dump truck, a flatbed truck and a pickup truck and two (2) pieces of equipment for Public Works, to include a mower and a dump truck.

Funding Source(s):

Installment Finance Agreement

Attachment(s):

1. RFP Installment Financing 2023
2. 23-16 Installment Finance Resolution for Rolling Stock
3. JP MORGAN IPA 2023 Proposal
4. Analysis of Proposals-2023 IPA-Rolling Stock

Town of Holly Springs

REQUEST FOR PROPOSAL

INSTALLMENT PURCHASE FINANCING UNDER G. S. 160A-20

May 17, 2023

The Town of Holly Springs, North Carolina (hereinafter referred to as the "Town") desires to enter into an installment financing agreement pursuant to N. C. G. S. 160A-20 in the principal amount not to exceed \$ 460,000. This is the financing of the vehicles and equipment described below. The Town is soliciting your proposal to provide the necessary financing, subject to the terms and conditions set forth in this Request for Proposal.

The Town will be obligated to make the payments to fall due under the installment financing agreement.

VEHICLES/EQUIPMENT TO BE FINANCED:

Streets	John Deere 6105E Tiger Boom Mower	\$ 163,000
Streets	Ford 550 4x4 Dump Truck	100,000
Parks & Rec	F-550 Ford Dump Truck	86,000
Parks & Rec	Ford F-250	34,000
Parks & Rec	Ford F-250 Flatbed	<u>77,000</u>
Total		\$ 460,000

The current general obligation ratings for the Town are:

Aa1	Moody's Investors Services
AAA	Standard & Poor's Rating Services

Town staff expects to award the bid to the financial institution by Friday June 2, 2023, and the respective resolution will be considered by the Town Council at their meeting on Tuesday, June 6, 2023. The Town anticipates closing this transaction on or prior to Tuesday, June 20, 2023.

CONTRACT SPECIFICATIONS

1. The desired amount of the financing is not to exceed \$460,000
2. The desired term of the financing is for a four (4) year period with level principal, a fixed interest rate and semi-annual payments made in arrears.

3. All proposals must specify the rate of interest to be charged and also provide a schedule of amortization. Proposals without an amortization schedule will not be considered.
4. List all additional costs expected to be associated with this financing in your bid, including but not limited to all origination, prepayment, legal, and escrow fees/penalties that the Town may be required to pay. If a fee/cost is not shown in your bid, the Town will not be obligated to pay it.
5. Total funding will be placed into escrow. Interest on which will accrue to the Town and be credited to the escrow account. Bids should be based on gross funding of the equipment (without consideration of investment earnings).
6. The installment financing agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the agreement.
7. Both parties must agree that the installment financing agreement shall be governed by the laws of the state of North Carolina and agree to the jurisdiction of the North Carolina Courts, with Wake county as venue. Proposers will obey all state and federal statutes, rules, and regulations that are applicable to the financing.
8. The Town reserves the right to reject any and all bids.
9. Pursuant to N. C. G. S. 160A-20, the Town will grant a security interest pursuant to the installment financing contract but does not intend to transfer title.

SUBMISSION OF PROPOSAL

Submit the proposal to the attention of BRENT QUICK, by, Wednesday, May 31, 2023 (by 5:00 pm), via mail (Town of Holly Springs – 128 S Main Street – Holly Springs, NC 27540).

If you have any questions or need additional information, please call me at 919-557-3912 or e-mail: tina.stroupe@hollvspringsnc.gov.

Thank you in advance for your consideration of this proposal.

Best regards,

Tina Stroupe

Finance Director



Resolution No. 23-16

Date Adopted:

Effective Date:

RESOLUTION APPROVING FINANCING TERMS

WHEREAS, *the Town of Holly Springs (the "Town") has previously determined to undertake a project for the financing of vehicles and equipment ("the Project"), and the Finance Director has now presented a proposal for the financing of such Project.*

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through JP Morgan Chase or affiliate thereof ("Lender"), in accordance with the proposal dated May 31, 2023. The amount financed shall not exceed \$460,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.97 % with total interest not to exceed \$42,032, and the financing term shall not exceed four (4) years from closing.
2. The Town Manager is hereby authorized and directed to execute installment purchase agreement with xxx of affiliate thereof ("Lender"), in accordance, with the proposal dated May 31, 2023. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Finance Officer is hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer, further, is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Documents for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Lender financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
5. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this

resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted by the Holly Springs Town Council on this, the 6TH day of June, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk



May 31, 2023

Town of Holly Springs
Brent Quick
128 S Main Street
Holly Springs, NC 27540

RE Installment Purchase Financing Under G.S. 160A-20

Mr. Quick,

JPMorgan Equipment Finance ("Equipment Finance") and JPMorgan Chase Bank, N.A. (the "Bank") are pleased to submit our proposal to the Town of Holly Springs (the "Town"), for a tax-exempt bank-qualified, municipal installment purchase financing in an estimated amount of \$460,000 subject to the terms and conditions described in our proposal and Financing Agreement.

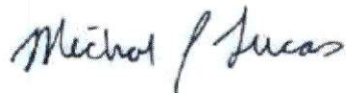
The Town of Holly Springs will be supported by our dedicated relationship team via the firm's Government Banking practice, led by Kevin Harewood. In addition, the primary point of contact for this contract will be Michael Lucas. Michael's equipment financing experience goes back over 15 years and includes servicing many municipal entities tax-exempt financing programs.

Equipment Finance has extensive tax-exempt leasing experience and a partnership approach to building our relationships. By choosing Equipment Finance, with over 30 years of financing experience, you can have confidence that you will be working with a team of experienced and highly qualified professionals who bring a wealth of knowledge and the fortress balance sheet backing of one of the largest U.S. banks.

In closing, the JPMorgan Equipment Finance Team would like to thank you for the opportunity to present our proposal. Please let us reiterate our strong interest in supporting the Town's mission.

Should you have any questions about any aspect of this proposal, please do not hesitate to contact me at (312) 732-7333.

Sincerely,



Michael J. Lucas
Executive Director

JPMorgan Chase Bank, N.A. Summary of Terms & Conditions

Town of Holly Springs, North Carolina
Tax-Exempt Municipal Installment Purchase Contract
Summary of Terms and Conditions
May 31, 2023

J.P. Morgan is pleased to submit the following equipment financing proposal. This document is for discussion purposes only and is contingent upon the Borrower's compliance with the requirements of the Internal Revenue Code of 1986 ("Code"), as amended, and all applicable State laws related to Borrower's ability to enter into a tax-exempt lease-purchase financing for the intended purposes. The final terms and conditions are subject to credit approval and may be different from the terms and conditions outlined below.

TRANSACTION SUMMARY

Borrower:	Town of Holly Springs, North Carolina
Lender:	JPMorgan Chase Bank, N.A. or any affiliate of JPMorgan Chase Bank, N.A., its successors and/or assigns ("JPMorgan Chase"/"Lender"/ or "Bank").
Transaction:	Fixed-rate, fully amortizing, tax-exempt installment purchase contract ("Agreement").
Use of Proceeds:	To finance vehicles and equipment, the legal title of which will vest with Borrower during the term of the Agreement. All equipment proposed for financing will be subject to final review and acceptance by Lender prior to closing.
Financing Amount:	\$460,000
Commencement Date:	On or around June 20, 2023

TRANSACTION DETAILS

Financing Term:	4 Years
Payment / Frequency:	Semi-Annual payments of principal and interest in arrears. Please see sample amortization schedule attached.
Interest Rate:	3.97%
Adjustment to Rate:	JPMorgan will hold the rate through June 20, 2023 conditional upon being notified of award by close of business June 2, 2023 and subject to a conversation between the Town and JPMorgan to better understand the timing of any remaining board approvals and the execution timeline. At that time, Lender will lock in the rate at no cost for the agreed upon time period. Lender reserves the right to adjust the pricing proposed in order to maintain Lender's anticipated economic return as a result of material adverse change.
Prepayment:	Financing may be prepaid in whole, but not in part, prior to maturity on any payment date, with 30 days prior written notice. Payment may be subject to a fixed rate / "make whole" break funding charge. Upon request and subject to certain conditions, Borrower may choose a prepayment option without a fixed rate / "make whole" break funding charge. This option requires a

no call period of 12 months and incurs a 22 basis point premium to the quoted interest rate.

Disbursement of Proceeds: The transaction will fund via an initial escrow deposit, to a mutually agreeable escrow agent, equal to the full Financing Amount. Disbursements will be made to vendors or as reimbursements to Borrower (in compliance with Treasury Reg. 1.150-2) as funds are required. Lender typically utilizes Deutsche Bank or US Bank and covers the one-time setup fee, if a different escrow agent is chosen all fees will be for Borrower's account.

Security: Borrower will grant Lender a first priority security interest in the financed equipment. UCC I and UCCII filings will be completed as applicable. Borrower must agree to execute and deliver to Lender all necessary documents to evidence Section B. 7 of the RFP and perfect such security interest, including, without limitation, UCC financing statements and any amendments thereto.

Appropriation: This Agreement shall be subject to appropriation. The Agreement will require appropriation for payment for any and all equipment on a financing schedule. Appropriation for partial payment or for select assets within a schedule will not be permitted.

OTHER TERMS

Documentation: The terms of this financing will be evidenced by agreements, instruments and documents ("Documents") usual and customary for a Tax-Exempt installment purchase contract. The Documents must be acceptable to Lender and its counsel. Lender or its counsel shall prepare documentation. Borrower shall be responsible for its own expenses related to review of the documents and delivery of opinion of counsel.

Conditions Precedent: Usual and customary conditions to issuance of the financing including acceptable legal documentation which will include an opinion of counsel that the financing is valid, binding and enforceable. Additionally, documentation will provide that interest earned by the Lender in this transaction will be excluded from gross income for federal tax purposes.

Representations and Warranties: Usual representations and warranties for like situated Borrowers and the Facility's type and tenor, including, without limitation, absence of material adverse change, absence of material litigation, absence of default or potential default and continued accuracy of representations.
Representations and warranties relating to Absence of Sovereign Immunity (or waiver of sovereign immunity, if applicable) will also be required for all governmental entities.

Maintenance & Insurance: All maintenance and insurance are the responsibility of Borrower. Borrower shall bear all risk of loss or damage of the Equipment and will be responsible for keeping the Equipment insured with companies satisfactory to Lender. Lender, its parent and/or affiliates, its successors and assigns must be named as loss payee and additional insured as applicable, on all insurance policies. Evidence of such insurance must be satisfactory to Lender.

Waiver of Jury Trial: The Borrower and the Bank will waive, to the fullest extent permitted by applicable law, any right to have a jury participate in resolving any dispute in any way related to this term sheet, any related documentation or the transactions contemplated hereby or thereby.

Anti-Corruption Laws and Sanctions: The documentation shall contain representations and warranties that the Borrower has implemented and maintains in effect policies and procedures designed to ensure compliance by the Borrower, its subsidiaries and their respective directors, officers, employees and agents with Anti-Corruption Laws and applicable Sanctions, and the

Borrower, its subsidiaries and their respective officers and employees and to the knowledge of the Borrower, its directors and agents, are in compliance with Anti-Corruption Laws and applicable Sanctions in all material respects. None of (a) the Borrower, any subsidiary or any of their respective directors, officers or employees, or (b) to the knowledge of the Borrower, any agent of the Borrower or any subsidiary that will act in any capacity in connection with or benefit from the credit facility established hereby, is a Sanctioned Person. No Borrowing or credit facility, use of proceeds or other transaction contemplated by this Agreement will violate any Anti-Corruption Law or applicable Sanctions.

- Governing Law:** All aspects of the credit(s) being discussed including this Term Sheet and any Documents would be governed by the laws of the State of North Carolina.
- Proposal Expiration:** This proposal will expire if acceptance does not occur by June 20, 2023 (unless extended in writing by Lender).
- Confidentiality Statement:** J.P. Morgan confirms that it will not use confidential information obtained from you by virtue of the potential transaction contemplated by this proposal or our other relationships with you in connection with the performance by J.P. Morgan of such services for other companies. You also acknowledge that J.P. Morgan will not use in connection with the potential transaction contemplated by this preliminary proposal, or furnish to you, confidential information obtained from other companies.
- Municipal Advisor Disclosures and Disclaimers:** The Borrower acknowledges and agrees that (i) the transaction contemplated herein is an arm's length commercial transaction between the Borrower and the Bank, (ii) in connection with such transaction, the Bank is acting solely as a principal and not as an advisor including, without limitation, a "Municipal Advisor" as such term is defined in Section 15B of the Securities and Exchange Act of 1934, as amended, and the related final rules (the "Municipal Advisor Rules"), agent or a fiduciary of the Borrower, (iii) the Bank is relying on the Bank exemption in the Municipal Advisor Rules, (iv) the Bank has not provided any advice or assumed any advisory or fiduciary responsibility in favor of the Borrower with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (whether or not the Bank, or any affiliate of the Bank, has provided other services or advised, or is currently providing other services or advising the Borrower on other matters), (v) the Bank has financial and other interests that differ from those of the Borrower, and (vi) the Borrower has consulted with its own financial, legal, accounting, tax, and other advisors, as applicable, to the extent it deemed appropriate.

Amortization Schedule

Aggregate average life (lending) 2.302 years						
Rate 3.97000000%						
	starting		debt			remaining
Date	balance	takedowns	service	interest	principal	balance
6/20/2023	\$ -	\$ 460,000.00	\$ -	\$ -	\$ -	\$ 460,000.00
12/20/2023	\$ 460,000.00	\$ -	\$ 62,753.92	\$ 9,131.00	\$ 53,622.92	\$ 406,377.08
6/20/2024	\$ 406,377.08	\$ -	\$ 62,753.92	\$ 8,066.59	\$ 54,687.33	\$ 351,689.75
12/20/2024	\$ 351,689.75	\$ -	\$ 62,753.92	\$ 6,981.04	\$ 55,772.88	\$ 295,916.87
6/20/2025	\$ 295,916.87	\$ -	\$ 62,753.92	\$ 5,873.95	\$ 56,879.97	\$ 239,036.90
12/20/2025	\$ 239,036.90	\$ -	\$ 62,753.92	\$ 4,744.88	\$ 58,009.04	\$ 181,027.87
6/20/2026	\$ 181,027.87	\$ -	\$ 62,753.92	\$ 3,593.40	\$ 59,160.52	\$ 121,867.35
12/20/2026	\$ 121,867.35	\$ -	\$ 62,753.92	\$ 2,419.07	\$ 60,334.85	\$ 61,532.50
6/20/2027	\$ 61,532.50	\$ -	\$ 62,753.92	\$ 1,221.42	\$ 61,532.50	\$ 0.00
Total		\$ 460,000.00	\$ 502,031.35	\$ 42,031.35	\$ 460,000.00	

Town of Holly Springs
General Fund Equipment and Vehicles - FY 2022-2023- \$460,000
Financing Proposals
Thursday, June 1, 2023

			(PER AMTZN SCHED)
BANK	TERM	INTEREST RATE	MAXIMUM ANNUAL INTEREST
Bank Funding, LLC	4 YEARS	4.67% Variable	\$10,741.00
KS State Bank	4 YEARS	5.56%	\$12,788.00
Cogent Bank	4 YEARS	4.29%	\$9,867.00
JP Morgan Chase	4 YEARS	3.97%	\$9,131.00
Flagstar Bank, N.A.	4 YEARS	4.495%	\$10,338.50

(PER AMTZN SCHED)			
MAXIMUM ANNUAL PRINCIPAL PAYMENTS	MAXIMUM ANNUAL PAYMENT	TOTAL INTEREST	TOTAL DEBT SERVICE
\$57,500.00	\$68,241.00	\$48,334.50	\$508,334.50
\$63,167.12	\$64,923.18	\$59,385.44	\$519,385.44
\$61,860.60	\$63,187.55	\$45,500.40	\$505,500.40
\$61,532.50	\$62,753.92	\$42,031.35	\$502,031.35
\$57,500.00	\$67,838.50	\$46,523.25	\$506,523.25

NOTES

Semi Annual Payments with variable interest rate adjust the annual payments and decrease from year 1 to year 4. Lowest annual payment is 58,842.63 in year 4.

Semi Annual Payments with fixed interest and equal annual payments

Semi Annual Payments with fixed interest and equal annual payments

Semi Annual Payments with fixed interest and equal annual payments

Semi Annual Payments and payments are not equal 67,838.50 to 58,792.31



Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 15.

Public Hearings

Title: Pine Springs Preparatory Academy Rezoning 23-REZ-02 - Legislative Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Brett Gosney, Development Services, Catherine Jacobs, Development Services

Action(s):

- Conduct Legislative Public Hearing.
- Adopt Ordinance RZ23-04 to adopt the statement of compatibility and approve rezoning.

Explanation:

- The applicant is requesting a change from the current zoning of MXR-CU Mixed-Use Residential Conditional Use to MXR-CD Mixed-Use Residential Conditional District to allow for an addition to the existing school building.
- The use of the property for a School (K-12) is considered to be a legal non-conforming use and would not allow for the expansion of the building as long as it is non-conforming. The use of School (K-12) is only allowable in conditional zoning districts. Approval of this rezoning would bring the legal non-conforming use into compliance.
- The proposed addition to the school will replace the existing modular units on the site. The Unified Development Ordinance (UDO) requires applicants to make progress towards accomplishing the permanent development of the site within a reasonable period of time as established in the grant of a Special Use Permit (SUP). The current SUP expires no later than January 4, 2024.
- If the rezoning is approved, the applicant will be required to submit an amendment to the approved development plan for the school. The UDO allows the Administrator to approve building additions that do not increase the floor area by more than 25%. The applicant is proposing an approximately 14,000 square foot addition to the west side of the existing building, an increase of 23.2% of floor area.
- The addition does not result in an increase in the number of students or staff and a traffic study was not required.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 5/23/2023:

- Confirmed that the new expansion will match the existing building elevations.
- Confirmed that the new expansion is meant to replace the existing modular buildings, which will be removed once the new construction is complete.

Planning Board Recommendation:

Planning Board Meeting
June 6, 2023

- The Planning Board Recommended Approval (9-0-0).

Background:

- A Special Use Permit (SUP) for Pine Springs Preparatory Academy Mobile Classroom 22-SUP-02 was approved by the Board of Adjustment on January 4, 2023. This SUP will expire 30 days after the issuance of a Building Permit for the school addition or one year from the date of SUP approval, whichever occurs first.
- A Special Exception Use (SEU) for Pine Springs Preparatory Academy Mobile Classroom 19-SEU-04 was approved by the Town Council on July 16, 2019 in association with the Pine Springs Preparatory Middle School Development Plan. The SEU expired on January 1, 2021. The Town Council granted two extensions of the SEU, first on October 6, 2020 until January 1, 2022, and second on January 4, 2022 until January 1, 2023, with no additional extensions permitted.
- Pine Springs Preparatory Academy Development Plan 16-DP-14 was approved on January 17, 2017.
- The property was approved for rezoning by Town Council on June 21, 2016 from CB to R-MF-15 CU (Reassigned to RMX-CU with new UDO).
- Rosewood Centre Master Plan 03-MAS-02 was approved on May 6, 2003.
- The property was approved for rezoning by Town Council on October 15, 2002 from C-1 to CB.
- The property was approved for rezoning by Town Council on September 20, 1994 from WC H to C-1.

Funding Source(s):

N/A

Attachment(s):

1. 23REZ02_PineSprings - PBStaffReport
2. 23REZ02__PineSprings_Application
3. 23REZ02__PineSprings_DesignGoalNarrative
4. 23REZ02__PineSprings_MasterPlan
5. 23REZ02__PineSprings_DesignManual
6. Ordinance RZ23-04 Pine Springs Preparatory Academy



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR ZONE MAP CHANGE Pine Springs Prep Rezoning 23-REZ-02

PETITIONER(S):

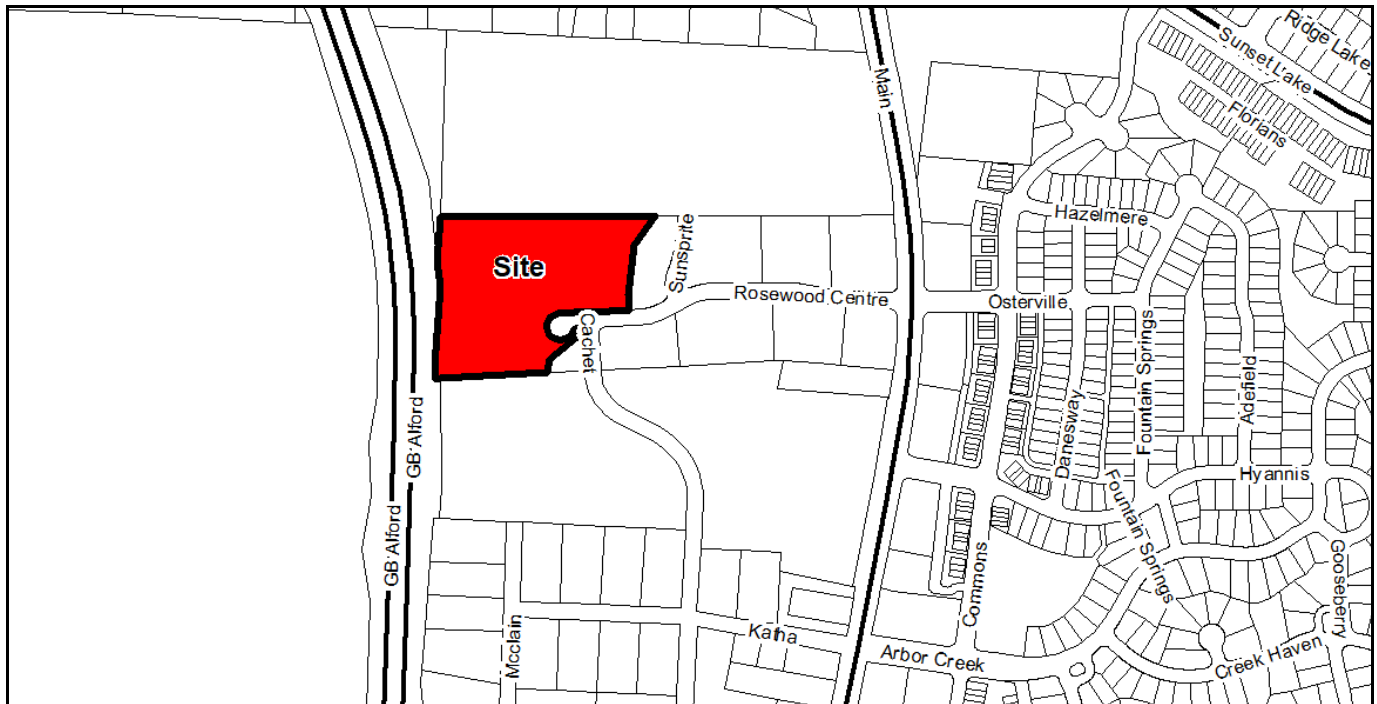
Andrew S Petty
Curry Engineering Group, LLC
205 S Fuquay Ave
Fuquay Varina, NC 27526

DEVELOPER(S):

Same as Owner

OWNER(S):

Bruce Friend
Pine Springs Foundation, LLC
220 Rosewood Centre Dr.
Holly Springs, NC 27540

LOCATION:

☒ [X] Within Corporate Limits of Holly Springs ☐ [] Within Holly Springs ETJ ☐ [] Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board: May 23, 2023

Public Hearing and Town Council Action: June 6, 2023

STAFF CONTACTS: Brett Gosney, Planner I

James Smith, Development Plans Reviewer I

ATTACHMENTS:

Petition for Zone Map Change; Conditional District Plan set; Conditional District Design Goal Narrative
Statement of Zoning Compatibility

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Pine Springs Foundation, LLC	0740812940	MXR-Mixed-Use Residential Conditional Use	8.36 acres
TOTAL			8.36 acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	MXR-CU Mixed-Use Residential Conditional Use	Elementary School
North	RR Rural Residential	Vacant
South	RR Rural Residential	Middle School
East	BRT Business Research Technology	South Wake County Landfill
West	CB Community Business	Vacant

PROPERTY HISTORY

Rezoning History

Rezoning Number: 94-R-11
Original Zoning: WC H
Proposed Zoning: C-1
Approved by Town Council on: 09/20/94

Rezoning Number: 02-UDO-01

Original Zoning: C-1
Proposed Zoning: CB
Approved by Town Council on: 10/15/2002

Rezoning Number: 16-REZ-03

Original Zoning: CB
Proposed Zoning: R-MF-15 CU (*Reassigned to MXR-CU with new UDO*)
Approved by Town Council on: 06/21/2016

Development Plan History

Project Number: 16-DP-14
Description: Development Plan for Pine Springs Preparatory Academy
Approved by Town Council on: January 17, 2017

Subdivision History

Project Number: 03-MAS-02
Description: Rosewood Centre Master Plan
Approved by Town Council on: May 6, 2003

Special Use Permit

Project Number: 22-SUP-02
Description: Pine Springs Preparatory Academy Mobile Classroom
Approved by Board of Adjustments on: 1/4/2023
Plan Expiration on: 30 Days after

ZONE MAP CHANGE REQUEST		
	CURRENT	PROPOSED
Zoning District	MXR-CU Mixed-Use Residential Conditional Use Conditional Use Permit Restrictions: 1. There shall be no permitted primary uses. 2. The following uses shall be permitted by Special Exception Use: a. Educational Use: Kindergarten; child care ministry; Public library; School – public or private b. Government Use: Fire Station; Police Station; Post Office – without outdoor parking of delivery vehicles c. Residential Use: Assisted living facility	MXR-CD Mixed-Use Residential Conditional District
Future Land-Use Designation	N. Main Street District	No Change

STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request to rezone 8.36 acres located at 220 Rosewood Centre Drive from MXR-CU Mixed-Use Residential-Conditional Use to MXR-CD Mixed-Use Residential Conditional Zoning District (CD).

Zone Map Change Request:

The Mixed-Use Residential District encourages the creation of highly walkable neighborhoods in proximity to Commercial & Mixed-Use Districts with a range of predominately residential uses including detached and attached dwellings, small-scale apartment dwellings, larger scale apartment dwellings, limited public and institutional uses, and limited commercial uses. When adjacent to lower density neighborhoods the intensity of development should be compatible with the edge conditions. These districts are expected to be compact in form and utilize a connected street and open space network.

Conditional Zoning District (CD) Information:

Conditional Zoning Districts (CD) are intended to provide flexibility within the planning and development process, while creating additional controls to ensure quality development. The proposed Conditional Zoning District (CD) is required to allow for the use of School (K-12) on the site. The Conditional Zoning District proposes the following modifications to the base district standards of the UDO:

Development Standards (UDO Section 2):

	UDO Standard	Proposed Standard
Building Height Maximum	35 ft 60ft (with CD)	55ft*

**Staff Note: The original R-MF-15 zoning district in place at the time of the initial school approval permitted up to 60 feet in height. The existing school building is approximately 36 feet tall.*

Permitted Uses (UDO Section 3):

Public & Institutional Uses	UDO Standard	Proposed Standard
School (K-12)	Conditional District	Conditional District

Landscaping (UDO Section 5):

	UDO Standard	Proposed Standard
Perimeter Buffer	10 ft. Type B	30 ft. Type B
Type B – semi-opaque buffer that creates a partial visual and sound barrier. Intended for abutting lots with similar land use intensities but may contain lights, sounds, and operations which adversely impact adjacent properties. Requires a mixture of plants with sufficient evergreens to provide year-round buffering.		

PLANNING & ZONING

Vision Holly Springs Section 1: Land Use & Character Plan

Growth Strategy Map:

The property is designated as Places to Transform. Specific focus areas in Holly Springs provide opportunities to grow and transform in the future. These areas will evolve over time in terms of land use mix, density and intensity, home choices, and transportation options. These are the areas where the Town should emphasize public and private investment — increasing allowable densities and intensities, adding infrastructure capacity, improving access from nearby neighborhoods, investing in the public realm, and encouraging private investment — to diversify the Town's development strategy and support continued growth and economic prosperity in the future.

Future Land Use:

The N. Main Street District represents the corridor extending north of the Downtown Village District to Sunset Lake Road, including small-scale retail and office buildings and residential neighborhoods. Uses and buildings are located on small blocks with streets designed to extend a grid network in both directions of N. Main Street and offer different choices for residents to live near and experience activity along the corridor. Non-residential buildings in the N. Main Street District should be low intensity, unobtrusive, and at a scale and design compatible with nearby residential neighborhoods. Non-residential or mixed-use buildings may stand one to three stories tall and include residential or office space above storefronts. The design, scale, character, and intensity of development in the N. Main Street District should be compatible with, and transition to, adjacent land uses. Non-franchise architecture is encouraged in the N. Main Street District as a way to maintain unique character. Parking is satisfied with on-street parking and shared rear-lot parking strategies.

Key characteristics include:

- Blocks are small, and streets are in a grid network.
- Parking is located in and accessed from the rear.
- The compact urban development patterns place less emphasis on preservation of the natural landscape, and prioritizes the provision of a variety of formal public spaces. Very walkable, with sidewalks, bike facilities, paths and trails providing pedestrian connectivity.
- Front setbacks are small, or there may be no front setback at all in the most urban areas.
- Buildings may be one to three stories in height.

Conditional Zoning District (CD) (UDO 2.4.3 A)

CD Design Goals. CD proposals shall demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;
8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

Vision Holly Springs Section 4: Community Facilities

Section 4 of the Comprehensive Plan identifies that population growth leads to an increased demand for public services. In order to fulfill this demand, community facilities must be appropriately planned for and constructed. These facilities may range from additional public safety stations, such as police and fire, to new schools to handle the influx of school-aged children into an area. Various stakeholders must be involved during the process of planning for, designing and construction of community facilities.

Comprehensive Plan Consistency

The UDO limits Schools (K-12) to Conditional Zoning Districts. The site is already improved with an existing school building, that will remain on the property, however the school is seeking to expand their building footprint and remove the existing modular classrooms. In order to move forward with the addition, the rezoning to the Conditional Zoning District is required.

The requested zoning is not likely to have significant impacts to adjacent property owners. The building addition will not increase school capacity since it will serve as replacement space for the existing modular classrooms. Wooded areas along the perimeter are preserved and larger, more opaque buffers are proposed to minimize impacts on adjacent existing neighborhoods.

CIVIL IMPROVEMENTS

Public Utilities:

Because the development does not propose a change in use or an increase in the number of students or staff, the existing water and sewer infrastructure is adequate, and no utility studies were required.

Transportation:

Because the development does not propose a change in use or an increase in the number of students or staff, the existing roadway infrastructure is adequate, and a traffic study was not required.

PLANNING BOARD RECOMMENDATION TO THE TOWN COUNCIL

ACTION #1:

Plan Consistency Statement:

The requested zone map change from MXR-CU Mixed-Use Residential Conditional Use to MXR-CD Mixed-Use Residential Conditional District is consistent with Vision Holly Springs Comprehensive Plan since the proposed MXR-CD district would allow for limited public and institutional uses compatible with the residential neighborhoods and commercial and office land uses described in the Character Area description of the N. Main Street District and will allow for the expansion of an existing education facility to meet the demands of population growth.

Action #2:

Zone Map Change Petition Motion:

Motion to recommend the Town Council approve Zone Map Change Petition #23-REZ-02 to change the zoning of 8.36 acres of Wake County PINs #0740812940 from MXR-CU Mixed-Use Residential Conditional Use to MXR-CD Mixed-Use Residential Conditional Zoning District as submitted by Andrew Petty of Curry Engineering Group, LLC.

TOWN OF HOLLY SPRINGS REZONING, COMPREHENSIVE PLAN AMENDMENT, & UDO AMENDMENT PACKET



General Use Rezoning, Conditional Zoning District, Comprehensive Plan Amendment,
and Unified Development Ordinance Amendment

General Information

A Traffic Impact Analysis (TIA) scope determination is required from Development Services prior to scheduling a Sketch Plan Review (Pre-Submittal) Meeting. The Request for TIA Scope, Form 8031 is available here: www.hollyspringsnc.us/335/Sheet. Please contact Development Services at (919) 557-3908 for more information.

A Sketch Plan Review (Pre-Submittal) Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email developmentservices@hollyspringsnc.gov to schedule a Sketch Plan Review (Pre-Submittal) Meeting. For more information, contact Development Services at (919) 557-3908, select option 3 from the menu.

FOR MORE INFORMATION:

Current Development Services Petition Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

Review Process: Unified Development Ordinance Chapter 11

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.

General Use Rezoning Schedule

Conditional Zoning District Rezoning Schedule

During the Sketch Plan Review (Pre-Submittal) Meeting, it will be determined whether a request for Zoning Map Change to a General Use District or Conditional Zoning District will be appropriate.

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval."

Zoning Map Change/ Comprehensive Plan Amendment/UDO Text Amendment:

- ☐ Submit the following number of copies:
(1) PDF format version

Zoning Map Change- General Use District:

The following items must be submitted with the Petition for Zoning Map Change to a General Use District to be deemed a complete submittal:

- ☐ Vicinity Map
- ☐ Petition Form
- ☐ Processing Fees (make check payable to: Town of Holly Springs)
- ☐ Plan Consistency Statement
- ☐ Affidavit of Owner Notification (required if Applicant **is not** the property owner)
- ☐ Affidavit of Owner's Consent
- ☐ Traffic Impact Analysis
- ☐ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- ☐ Neighborhood Meeting Report

Zoning Map Change - Conditional Zoning District:

The following items must be submitted with the Petition for Zoning Map Change to a Conditional Zoning District to be deemed a complete submittal:

- | | |
|--|---|
| ☒ Vicinity Map | ☒ Development and Design Manual |
| ☒ Petition Form | ☒ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto. |
| ☒ Processing Fees (make check payable to: Town of Holly Springs) | |
| ☒ Plan Consistency Statement | |
| ☒ Affidavit of Owner Notification (required if Applicant is not the property owner) | ☒ Affidavit of Owner's Consent |
| ☒ Traffic Impact Analysis | ☒ Neighborhood Meeting Report |
| ☒ Conditional Zoning District Design Goals Narrative | |
| ☒ Conditional Zoning District Master Plan | |

Comprehensive Plan Amendment:

The following items must be submitted with the Petition for Comprehensive Plan Amendment to be deemed a complete submittal:

- | | |
|---|--|
| ☐ Vicinity Map | ☐ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto. |
| ☐ Petition Form | |
| ☐ Processing Fees (make check payable to: Town of Holly Springs) | |
| ☐ Statement of Comprehensive Plan Future Land Use Plan Compatibility | ☐ Neighborhood Meeting Report |

UDO Text Amendment:

The following items must be submitted with the Petition for UDO Text Amendment to be deemed a complete submittal:

- ☐ Petition Form
- ☐ Processing Fees (make check payable to: Town of Holly Springs)
- ☐ Statement of Justification including:
 - ☐ Existing UDO language
 - ☐ Proposed UDO language (**bold** additions to the text and ~~strikethrough~~ text to be removed)
 - ☐ Justification for the amendment

Submittal Specifications:

Plan Consistency Statement: (Zoning Map Change)

A written statement that includes a description of the proposed area for zoning map change and its relationship to the surrounding land uses and zoning; the compatibility of the request with the Vision Holly Springs: Town of Holly Springs Comprehensive Plan; and any other supporting information regarding the request. The statement must provide evidence, not hearsay, on how the current zoning is not the highest and best use for the property and that the proposed zoning is the highest and best use for the property.

Statement of Comprehensive Plan Future Land Use Plan Compatibility: (Land Use Plan Amendment)

A written statement that includes a description of the proposed area for land use designation modification and its relationship to the surrounding future and existing land uses; the compatibility of the request with the vision, intent and goal of Vision Holly Springs: Town of Holly Springs Comprehensive Plan; and any other supporting information regarding the request. The statement must provide evidence on how the current land use designation is not the highest and best use for the property and that the proposed designation would result in a land use pattern that will enhance the quality of life and its appropriateness to the Town's growth and development.

Traffic Impact Analysis:

A Traffic Impact Analysis (TIA) may be required to verify that there are adequate transportation facilities for the proposed development. This report must be submitted, reviewed, and approved prior to the project being scheduled for review by the Planning Board and Town Council.

Affidavit of Owner Notification:

If the Applicant for the proposed Zoning Map Change (either General Use or Conditional Zoning District) is not the property owner, the Applicant shall certify to the Town Council that all record owners of the property as shown on the Wake County tax listing has received actual notice of the proposed Zoning Map Change request and a copy of the notice of public hearing. The person(s) mailing such notices required to provide this notice shall certify to the Town Council that proper notice has been provided.

Property Survey/Legal Description:

If the proposed Zoning Map Change Petition is only for a portion of an existing parcel of land, a recent property survey map (not exceeding 24" X 36") and written metes and bounds description of the area to be considered for Zoning Map Change is to accompany the Petition at time of submittal in digital (Word) version. All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.

Conditional Zoning District Requirements (UDO Section 11.16):

If the proposed Zoning Map Change Petition is for a Conditional Zoning District, the following additional application materials must be submitted with the initial application:

1. Design Goals Narrative: A narrative that lists the Conditional Zoning District Design Goals as provided in Section 2.4 of the Unified Development Ordinance. The narrative shall provide an analysis of how the proposed Conditional Zoning District is consistent with those goals.
2. Conditional Zoning District Master Plan: A Master Plan for the specific Conditional Zoning District that establishes the future regulatory components for land use, transportation/mobility, and open space/preservation in the Conditional Zoning District.
3. Development and Design Manual: A Development and Design Manual that establishes the land use, development, and design requirements for the properties within the proposed Conditional Zoning District that coincides with the Conditional Zoning District Master Plan.

Affidavit of Owner's Consent:

If the proposed Zoning Map Change Petition is for a Conditional Zoning District, all record owners of the property (i.e. both husband and wife; if the record owner is deceased, then applicant shall provide a title opinion written by a licensed attorney indicating all owners of the property, with an affidavit from each owner) as shown on the Wake County tax listings must sign the Petition. If the Property Owner(s) are granting authority to a designated agent, an Affidavit of Owner's Consent must accompany the Petition at time of submittal.

Neighborhood Meeting (UDO Section 11.5):

Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting. The purpose of the neighborhood meeting is to educate neighbors about the proposed Petition, to receive neighborhood comments, and to address concerns about the Petition.

Prior to mailing the written notices, the applicant shall notify the Town of the scheduled meeting date and time.**Meeting Notification:**

The neighborhood meeting notifications shall include the following minimum information pertaining to the application:

1. Project and applicant names;
2. Location of proposed action (i.e., address or major cross streets);
3. Description of the UDO application/permit;
4. Time, date, and location of the neighborhood meeting. For virtual meetings, the notice shall include a weblink and access numbers (as applicable);
5. The telephone number and email address to contact the applicant hosting the neighborhood meeting.

Meeting Location:

The neighborhood meeting shall occur at a physical location and/or in a web-based (virtual) format.

1. For physical meetings, the venue, whether in a building or outside, shall be rated to accommodate at least 50 participants (pursuant to fire capacity restrictions). The venue shall be generally accessible to neighbors that reside in close proximity to location of proposed action. The applicant shall be responsible for reserving the venue/building, obtaining all leases/approvals, and paying all applicable fees.
2. For web-based meetings, the applicant shall utilize readily available software that is free to access for the public.

Meeting Format (Information Presented):

The applicant shall schedule a neighborhood meeting for at least a one hour duration. The meeting shall occur on a Monday, Tuesday, Wednesday, or Thursday and not on nationally recognized holidays. The meeting shall occur between the hours of 4:00pm and 8:00pm. At a minimum, the applicant shall orally explain the proposed application in terms of location, size, and proposed land uses and density, and the requested action from the Town. The applicant shall solicit written and/or oral comment from the participants.

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION



The current Filing Fees can be found online in the Town of Holly Springs Fee Schedule: www.hollyspringsnc.us/2170/Development-Services

Petition Type (check one- each request must be on separate petitions)

- ☒ Zoning Map Change: ☐ General Use District **or** ☒ Conditional Zoning District
☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

For DS Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Pine Springs Preparatory AcademyProject Location: 220 Rosewood Centre Drive

Use street address. If none, use the closest intersection

- ☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation

PIN: 0740-81-2940Real Estate ID: 0316624Project Acreage: (Rounded to nearest tenth) 8.7 Partial Parcel: ☒ No ☐ YesSketch Plan Review (Pre-Submittal) Meeting Date: January 26, 2023

If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.

Petition Request

Current Zoning: Mixed Use Residential (MXR) Proposed Zoning: Mixed Use Residential Conditional ZoningCurrent Future Land Use Designation: N. Main Street District District (MXR-CD)Proposed Future Land Use Designation: N. Main Street District

Area Plan Designation (if applicable): _____

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) ☐ Owner ☐ Owner's Agent ☒ Design Professional ☐ Developer ☐ Other _____Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☒ No If yes, please complete the Affidavit of Property

Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner

Notification Affidavit and attach.

Name Andrew S Petty, PECompany Curry Engineering Group, PLLCMailing Address 205 S Fuquay AvenueCity Fuquay-VarinaState NCZip 27526Telephone # (919) 552-0849E-Mail andy@curryeng.comHow would you like to receive staff review comments? ☒ E-Mail ☐ US MailHow would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail-Certified

Property Owner(s) if different than Applicant/Contact-REQUIRED attach additional sheets if necessary

Name Bruce FriendCompany Pine Springs Foundation, LLCMailing Address 220 Rosewood Centre DriveCity Holly SpringsState NCZip 27540Telephone # (919) 439-9448E-Mail bfriend@pinespringsprep.orgHow would you like to receive staff review comments? ☒ E-Mail ☐ US MailHow would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail-Certified

Owner's Authorization

Owner's Signature(s)

PIN/REID

Date

0740-81-2940 / 03166244-14-23

PLAN CONSISTENCY STATEMENT



Describe how the proposed Zone Map Change request is consistent or supported by the objectives and policies of *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* and how it is inconsistent with the Plan.

You must respond to each section; please type or print legibly in blue or black ink

Project Information:

Project Name: Pine Springs Preparatory Academy

Proposed Zoning District: Mixed Use Residential Conditional Zoning District (MXR-CD)

Proposed Land Use/Density: School (K-12)

Future Land Use Plan Map Designation: N. Main Street District

Future Land Use Plan Designation Land Use/Density: Neighborhood Center Mixed Use

For DS Use only

Project # _____

Date Received: _____

Plan Consistency Statement:

In accordance with NCGS § 160D-605 prior to adopting or rejecting any zoning amendment, the Town Council shall adopt a statement of zoning consistency or inconsistency. Please include as much detailed information about the proposed zoning change and developer offered conditions (if any) or unique conditions associated with this request that support the Town's comprehensive plan objectives and/or policies and why the proposed zoning change is reasonable and in the public interest. If the proposed zoning amendment is not in compliance with the comprehensive plan, the Town Council is required to determine why the proposed zoning change is reasonable and in the public interest if approved. Please provide detailed documentation to assist the Council in making their determination. *Attach Additional Sheets as needed*

Petitioner's Response

Executive Summary

This rezoning is being submitted on behalf of the Pine Springs Preparatory Board of Directors to allow the school to develop or expand their current facilities which have become an educational destination for the residents of the Town of Holly Springs without the requirement a special exception use. PSPA is dedicated to improving the lives of its students by providing authentic learning experiences in a collaborative, nurturing environment that will build a foundation for student's success in school, career, and in life. Allowing them to continue this charter free of special exception uses will provide them with the flexibility to continue the exceptional level of education the community deserves and expects.

Section 1: Future Land Use & Community Character

The future land use of this parcel is within the North Main Street District that encourages design, scale, character and intensity of development to be compatible with, and transition to, adjacent land uses with non-franchise architecture. This application to include PSPA within the Conditional Use District will follow these guiding principals of the N. Main Street District by providing unique, aesthetic architecture that is compatible with the surrounding uses within the Rosewood Business Park. Currently the park contains several office uses with PSPA providing a substantially different use to assist in the desire for Mixed Use within the N. Main Street District.

Section 2: Transportation / Comprehensive Transportation Plan

The rezoning of this tract from Mixed Use Residential to Conditional Zoning District has no impact on the transportation plan since this conditional use district with it's specific uses are consistent with the existing use. The subject property does not front a street requiring improvements as part of the Town's transportation plan. PSPA recently improved Rosewood Centre Drive and N. Main Street with additional striping and traffic signals as part of the Middle School project. Additionally, the rezoning and expansion of the school will not increase enrollment therefore will not increase traffic beyond current conditions.

Section 3: Parks, Recreation & Open Space/Beyond the Green: A Parks & Recreation Master Plan

The rezoning of this tract from Mixed Use Residential to Conditional Zoning District has no impact on the parks and recreation master plan since this conditional use district with it's specific uses are consistent with the existing use. The existing site utilizes several areas on site as open space for recreational uses to support the school and its students. This includes open areas for free play and outdoor learning environments as well as dedicated playgrounds.

Section 4: Community Facilities

While PSPA property is private property, the school remains committed to being a community asset for the Town of Holly Springs. We have routinely made our facilities available to local community organizations such as the Boy Scouts of America, a local church, Holly Springs Parks and Recreation, a local wrestling and basketball league, dance studio and theatre productions (with a focus on special needs students and adults), and meeting space for the Holly Springs Police Dept., just to name a few examples. In partnership with Glaxo-Smith Kline and the Morehead Planetarium, we have also offered summer science camps for students throughout Western Wake County regardless of what school they attend.

Section 5: Infrastructure and Utilities

The rezoning of this tract from Mixed Use Residential to Conditional Zoning District has no impact on the surrounding infrastructure and utilities as all necessary infrastructure and utilities for this property were designed and accounted for during the initial development of this property.

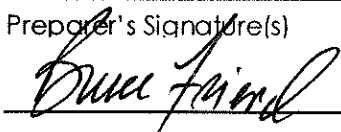
Section 8: Natural Resources

No natural resources on the property will be impacted by the rezoning of this tract to the Conditional Zoning District. There are no wetlands on site being impacted by this rezoning and currently there is a buffer along the northern property line that is being conserved as tree preservation.

Plan Consistency Response Prepared by:

Preparer's Signature(s)

Date



4-14-23

NEIGHBORHOOD MEETING REPORT



Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting. For more information, refer to UDO Section 11.5.

☒ Neighborhood Meeting Date: April 11, 2023
Time: 6 PM
Location: Pine Springs Preparatory Academy

Notification of Owners:

1. The Petitioner or Petitioner's Agent shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the Petition, owner of land within a **500 foot radius** of the subject property. Mailing notices shall include surrounding property owners and property owners' associations (or equivalent). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to the address of the property itself.
2. The Notice shall include the date, time, and location of the Neighborhood Meeting; the name of the Petitioner; the location of the proposed request (address, tax property identification number, or metes and bounds description); and an explanation of the nature of the request.
3. The Notice shall be deposited in the mail not less than ten (10) days nor more than 25 days before the date of the Neighborhood Meeting.

For DS Use only

Project # _____

Date Received: _____

☐ Complete ☐ Incomplete

Prior to mailing the written notices, the applicant shall notify the Town of the scheduled meeting date and time.

☒ Date of Notification Mailing: March 31, 2023

Conduct of Meetings:

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

No issues as no one from the public attended the meeting. The only attendee was Bruce Friend from PSPA.

Attach Additional Sheets as needed

Changes made to the Petition by the Petitioner as a result of the meeting:

No changes made as no one from the public attended the meeting

Attach Additional Sheets as needed

Additional attachments required for the report:

- ☒ A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
☐ A copy of the signed attendance list that includes names and addresses of those in attendance.

Neighborhood Meeting Report Prepared by:

Preparer's Signature(s)

Bruce Friend

Date

4-14-23



Pine Springs

PREPARATORY ACADEMY

Notice Date: March 31, 2023

Pursuant to Section 11.5 of the Unified Development Ordinance for the Town of Holly Springs, all property owners within a 500 ft. radius of the following proposed development are receiving this Notice.

Proposed Development

Project: Pine Springs Preparatory Academy – Expansion of existing K-5 building
Location: 220 Rosewood Centre Dr., Holly Springs, NC 27540
Applicant: Triangle Education Foundation (Board of Directors of Pine Springs Preparatory Academy)

Description: Construction of a permanent addition to the existing school building; replacing the modular building that currently resides at the location. A two-story, approximately 12,500 sq. feet, addition that will be connected to the current building and will have the same external architectural design as the existing school building. This addition does not add any additional student enrollment or traffic to the site, but merely replaces the existing modular building with a permanent addition on the west side of the existing school building.

Neighborhood Meeting Details

Location: Pine Springs Preparatory Academy
220 Rosewood Centre Dr., Holly Springs, NC 27540
Date: April 11, 2023
Time: 6:00pm



0 200 400 800 ft
1 inch equals 400 feet

Disclaimer
iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

Notification List

ROSEWOOD CENTRE LLC	8916 BARKER RD	NEW HILL NC 27562-9786
ROSEWOOD CENTRE #1 LLC	8916 BARKER RD	NEW HILL NC 27562-9786
TOBEY MURKOFKY FAMILY LLC THE	12709 LITTLE CREEK DR	RALEIGH NC 27603-9758
WAKE COUNTY	WAKE COUNTY ATTORNEY'S OFFICE	PO BOX 550 HOLLY SPRINGS NC 27540- 7652
ADELAIDE PROPERTIES LLC	221 COVENANT ROCK LN	SCOTTSDALE AZ 85255-5686
STORE MASTER FUNDING IX LLC	8377 E HARTFORD DR STE 100	APEX NC 27539-7765
MCI CORNERSTONE LLC	2121 E WILLIAMS ST STE 100	220 ROSEWOOD CENTRE DR
PINE SPRINGS FOUNDATION LLC	ATT BOARD CHAIR	HOLLY SPRINGS NC 27540- 6504
PINE SPRINGS FOUNDATION LLC	220 ROSEWOOD CENTRE DR	KANSAS CITY MO 64106-2003
EDUCATION CAPITAL SOLUTIONS, LLC	909 WALNUT ST STE 200	

Prepared for:



Pine Springs Preparatory Academy
220 Rosewood Centre Drive
Holly Spring, NC 27540
919.439-9448

Goals Narrative

PINE SPRINGS PREPARATORY ACADEMY

Mixed Use Residential Conditional
Zoning District (MXR-CD)
Town of Holly Springs, North Carolina

February 3, 2023 – First Review
April 14, 2023 – Second Review



Prepared by:

Andrew Petty, PE
The Curry Engineering Group, PLLC
PO Box 2018
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
(919)552-0849

2023.04.14 13:44:30 -
04'00'

1.0 Goals Narrative

Pine Springs Preparatory Academy (PSPA) is dedicated to improving the lives of its students by providing authentic learning experiences in a collaborative, nurturing environment that will build a foundation for students' success in school, career, and in life. At Pine Springs Preparatory Academy, we aim to inspire and educate the whole child. Our K-8th grade curriculum is a rigorous academic program where we embrace differences through our hands-on curriculum, including the Core Knowledge Sequence Framework, Singapore Math Strategies, and Pioneer Core Values. Our students learn to think critically, listen with discernment, and communicate effectively which aids them in becoming the best he or she can be, and helping them become great American citizens.

The proposal to rezone this property to a conditional district zoning is to allow the existing school to have the flexibility it needs to expand and grow as an educational institution that is able to provide learning experiences that continues to make Pine Springs a very sought after educational option to the residents of Holly Springs and the surrounding areas.

- 1.1** *The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character.*
The proposed rezoning will preserve the existing wooded areas and slopes in their entirety. This site was previously developed in 2017 with expansion areas built into the original design to ensure that future construction projects would be able to avoid clear cutting or disturbance to existing vegetation.

- 1.2** *The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns.*

The existing school is located on the last parcel of the Rosewood Business Centre and provided a 100' type C buffer along NC Highway 55. The school cannot be seen from NC Highway 55, therefore all view corridors will be retained.



- 1.3** *Development of pedestrian oriented communities; development of traditional style neighborhoods.*
The campus provides pedestrian sidewalk in a full 360 degrees around the building that lead to the sidewalk in the public right of way at Rosewood Centre Drive. This sidewalk system connects to North Main Street.
- 1.4** *Development of communities that are visually and functionally connected to one another.*
The site is located within a business center with a variety of uses. The school is visually aesthetic with the materials that were used to enhance the appeal of the business center. Functionally the school has instituted schedules for start and release times to minimize any conflicts with peak hour traffic of the surrounding businesses. Several students that attend the school walk along the pedestrian paths to the dance studio business along Rosewood Centre Drive.
- 1.5** *Protection of significant watershed areas in order to preserve water quality.*
The maximum built upon area allocated as part of the originally approved plans for PSPA will not be exceeded with the institution of stormwater control measures that will be designed to the Town of Holly Springs standards for water quality and quantity.
- 1.6** *Creativity and imagination in the process of development.*
Development on the PSPA elementary school campus will adhere to the originally approved site plan to the maximum extent practicable. Expansions of the main school building shall follow the approved site plan as it relates to location and size.
- 1.7** *Unique architecture or sustainable design.*
Varied colors, materials and massing while maintaining a fully functional floor plan were utilized to create an attractive yet functional K-5 school.
- 1.8** *Efficient, aesthetic and desirable use of open space.*
Open space on public schools is not only a requirement but a necessity. Open areas surround the existing school, parking and driveways to allow for multiple areas of recess areas as well as teaching areas. Small gardens are planted to teach students about sustainability and nutrition. Playgrounds are provided to ensure there is adequate space for students to release energy and exercise. Open fields allow for outdoor sports and classroom games.
- 1.9** *Variety in housing types and physical development patterns.*
There will be no housing within this development as the site is located within a business park however this development provides a unique use with in the park that assist in making the business park truly mixed use.
- 1.10** *Special considerations for property with a unique history or outstanding physical features.*
There are no historical or outstanding features on this site that necessitate special considerations.

END OF REPORT

PINE SPRINGS PREPARATORY ACADEMY

TOWN OF HOLLY SPRINGS WAKE COUNTY, NORTH CAROLINA MASTER PLAN REVIEW TOWN OF HOLLY SPRINGS PROJECT # 23-REZ-02 / PLRZ202300026

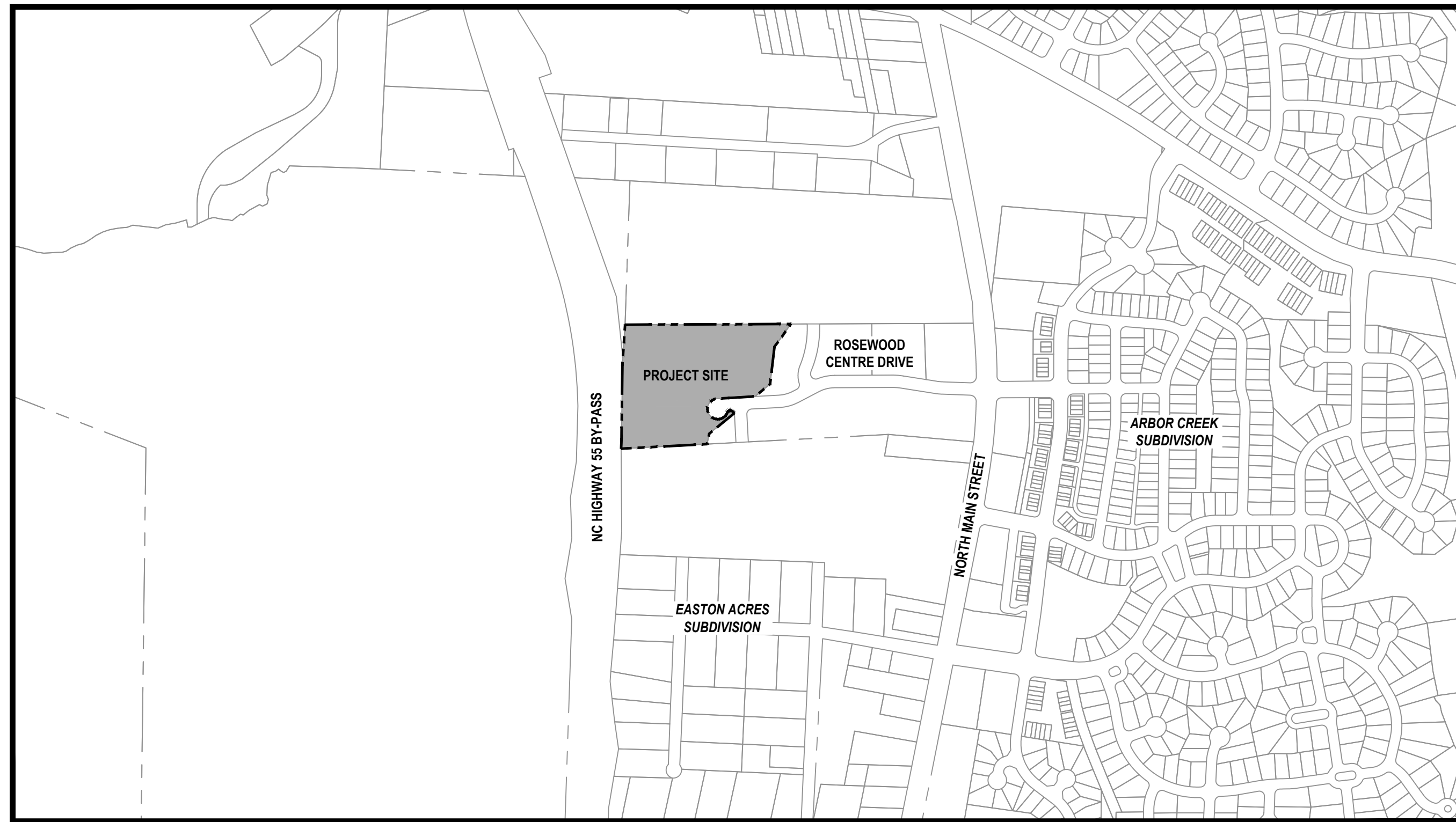
1st SUBMITTAL TO TOWN OF HOLLY SPRINGS: FEBRUARY 3, 2023
2nd SUBMITTAL TO TOWN OF HOLLY SPRINGS: APRIL 14, 2023
FINAL SUBMITTAL TO TOWN OF HOLLY SPRINGS: MAY 4, 2023

DRAWING INDEX

- C-0.0 COVER SHEET
- C-1.0 EXISTING CONDITIONS PLAN
- C-2.0 OVERALL CONCEPT PLAN
- C-2.1 OPEN SPACE PLAN
- C-2.2 TRANSPORTATION PLAN
- C-3.0 OVERALL UTILITY PLAN
- C-4.0 OVERALL GRADING PLAN
- L-1.0 OVERALL LANDSCAPE PLAN

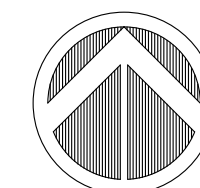
SITE INFORMATION

GENERAL INFORMATION	
LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 017708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)
BUILDING SETBACKS:	
FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'
PERIMETER BUFFERS:	
NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER
OPEN SPACE & TREE PRESERVATION:	
MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)



VICINITY MAP

SCALE: 1" = 500'



Developer:

Pine Springs Academy
220 Rosewood Center Drive, Suite 200
Holly Springs, NC 27540
919.439.9448 (m)
Contact: Bruce Friend
bfriend@pinespringsprep.org

Land Owner:

Pine Springs Foundation, LLC
220 Rosewood Center Drive, Suite 200
Holly Springs, NC 27540
919.439.9448 (m)
Contact: Bruce Friend
bfriend@pinespringsprep.org

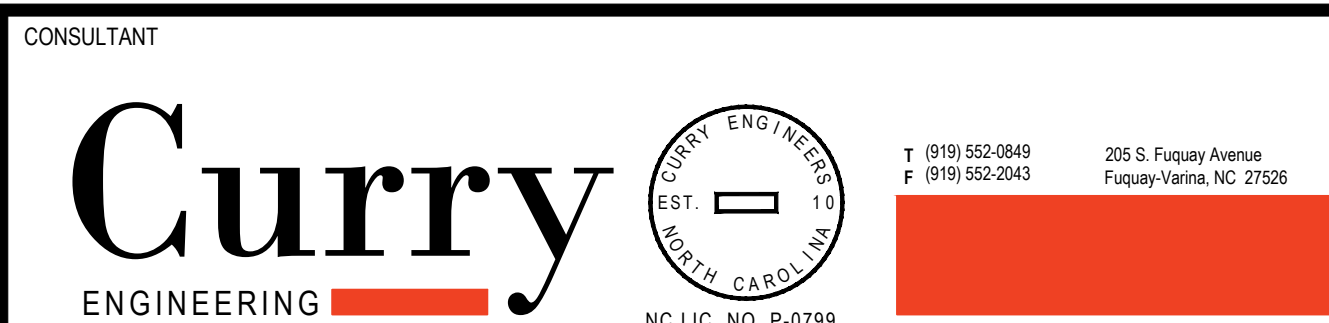
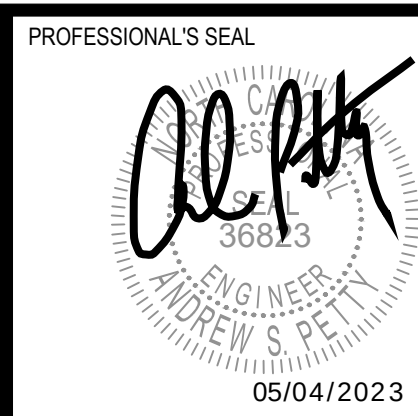
Architect:

Insight Architects, PA
1307 W. Morehead Street, Suite 108
Charlotte, NC 28208
704.344.0445 (o)
Contact: Vince Ciccarelli, AIA
vciccarelli@insightarch.com

Civil Engineering:

The Curry Engineering Group, PLLC
205 S. Fuquay Ave
Fuquay-Varina, NC 27526
919.552.0849 (o)
Contact: Andy Petty, PE
andy@curryeng.com

REVISIONS	
STATUS	
ISSUED FOR REVIEW	
DATE: JANUARY 10, 2023	HORZ. SCALE:
FILE NO. 2022-044	ORIG. SHEET SIZE: 24 x 36



CLIENT

PINE SPRINGS PREPARATORY ACADEMY

220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend

PROPERTY INFORMATION

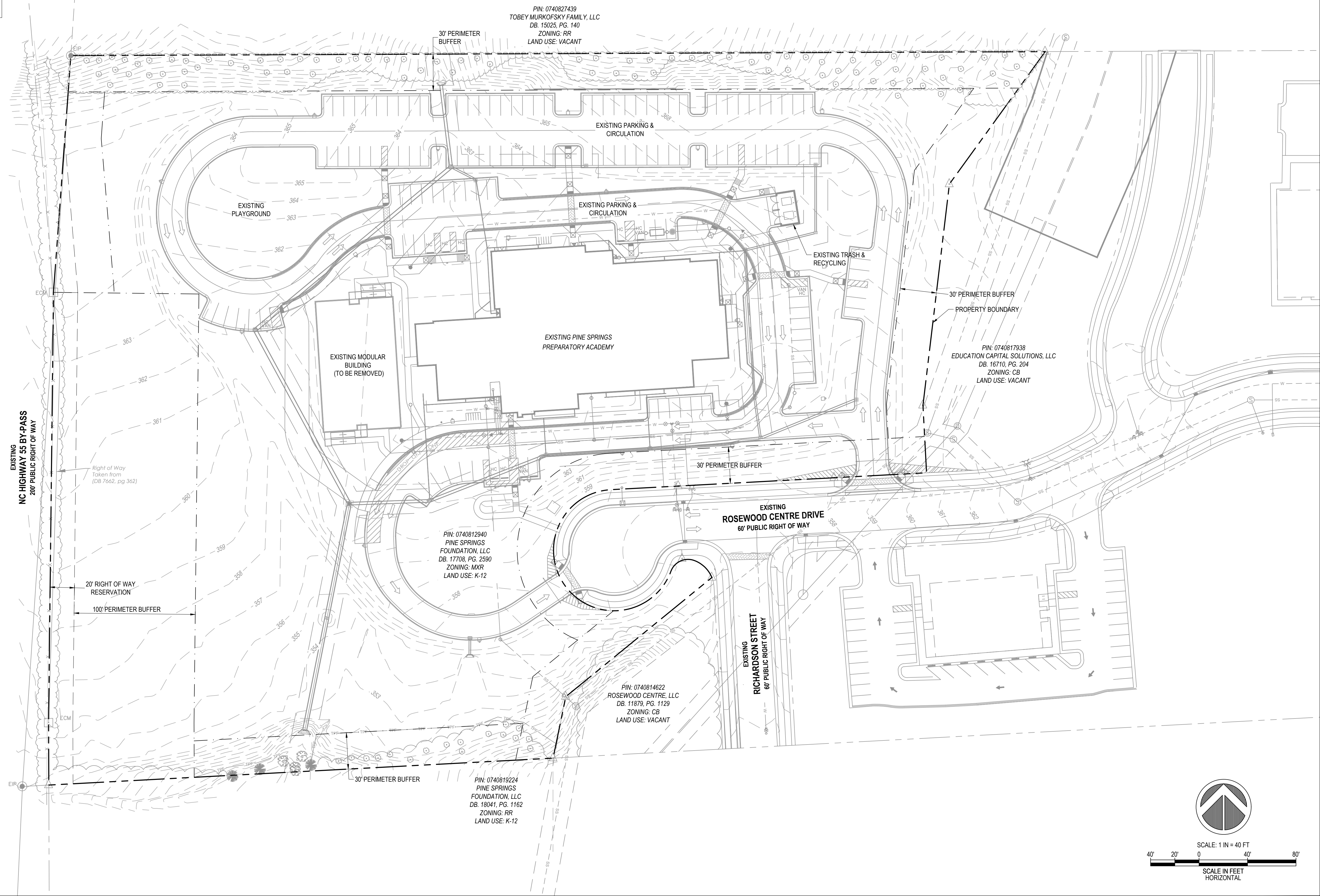
OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

CONDITIONAL DISTRICT MASTER PLAN PINE SPRINGS PREPARATORY ACADEMY COVER SHEET

C-0.0

1. THE PURPOSE OF THIS DRAWING IS TO REPRESENT THE CURRENT CONDITIONS OF THE PROPERTY AS IT EXISTS TODAY. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. LANDSCAPING INSTALLED AS PART OF THE ORIGINAL SCHOOL CONSTRUCTION NOT SHOWN FOR CLARITY PURPOSES.

<u>GENERAL INFORMATION</u>	
LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 017708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)
<u>BUILDING SETBACKS:</u>	
FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'
<u>PERIMETER BUFFERS:</u>	
NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER
<u>OPEN SPACE & TREE PRESERVATION:</u>	
MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)



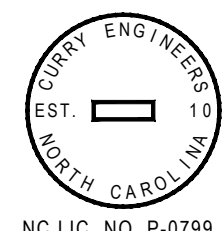
REVISIONS			
STATUS			
ISSUED FOR REVIEW			
DATE: JANUARY 10, 2023		HDC# 268-CALE:	
FILE NO. 2022-044		ORIG. SHEET SIZE: 24 x 36	

PROFESSIONAL'S SEAL



05/04/2023

Curry
ENGINEERING



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F (919) 552-2043

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Fuquay-Varina, NC 27526

**PINE SPRINGS PREPARATORY
ACADEMY**
220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend



OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
EXISTING CONDITIONS PLAN

C-1.0

1. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. AREAS IDENTIFIED ON THIS CONCEPT PLAN MATCH SITE PLAN DRAWINGS FOR ORIGINAL SITE PLAN OF PINE SPRINGS PREPARATORY ACADEMY AS APPROVED BY THE TOWN OF HOLLY SPRINGS.

GENERAL INFORMATION:

LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 0117708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)

BUILDING SETBACKS:

FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'

PERIMETER BUFFERS:

NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER

OPEN SPACE & TREE PRESERVATION:

MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)

PROPERTY BOUNDARY

PERIMETER BUFFER

TREE PRESERVATION AREA

OPEN AREAS

ACTIVE OPEN SPACE

VEHICULAR TRAVEL WAY

PEDESTRIAN TRAVEL WAY

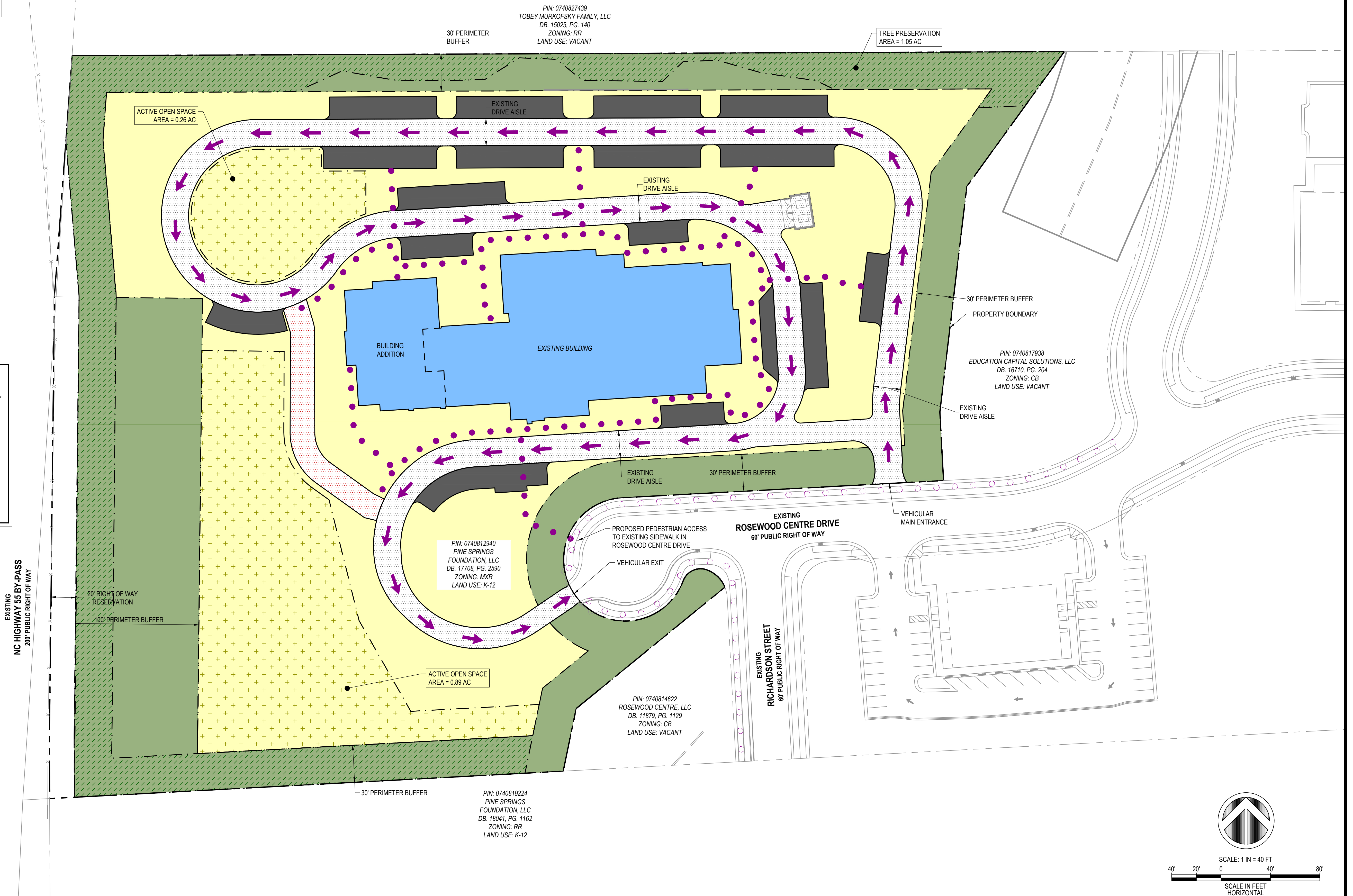
EXISTING PEDESTRIAN TRAVEL WAY

BUILDING AREA

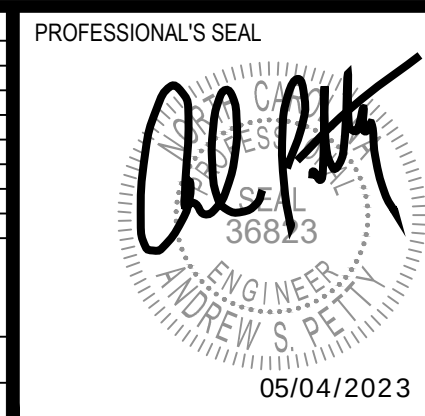
PARKING AREAS

DRIVE AISLES

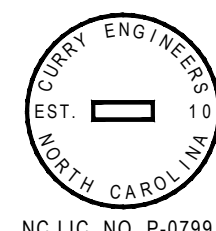
FIRE LANE



REVISIONS			
STATUS			
<i>ISSUED FOR REVIEW</i>			
DATE: JANUARY 10, 2023		HDC#268CALE:	
FILE NO. 2022-044		ORIG. SHEET SIZE: 24 x 36	



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Fuquay-Varina, NC 27526

**PINE SPRINGS PREPARATORY
ACADEMY**
220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend



OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
OVERALL CONCEPT PLAN

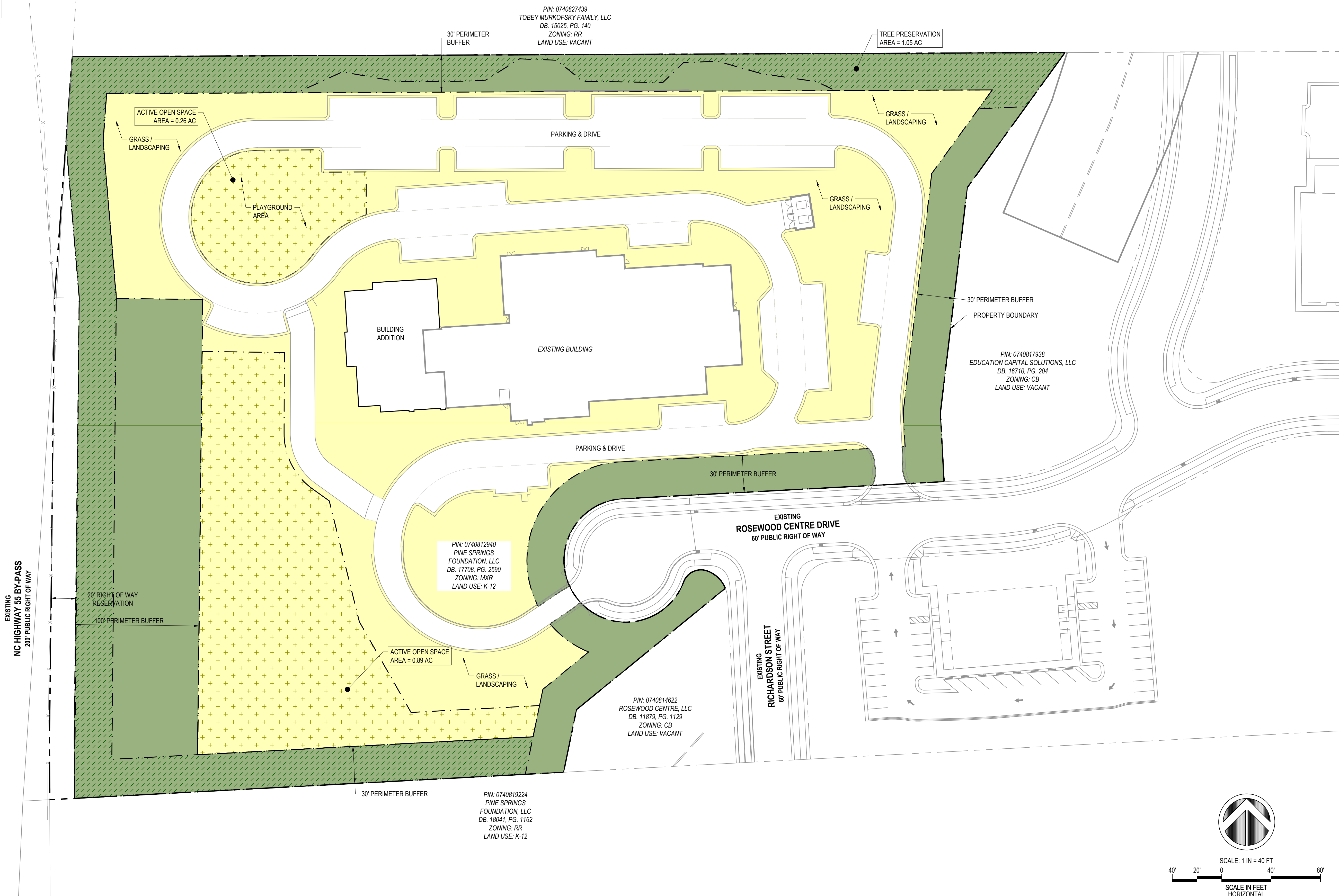
C-2.0

1. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL, & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. AREAS IDENTIFIED ON THIS CONCEPT PLAN MATCH SITE PLAN DRAWINGS FOR ORIGINAL SITE PLAN OF PINE SPRINGS PREPARATORY ACADEMY AS APPROVED BY THE TOWN OF HOLLY SPRINGS.

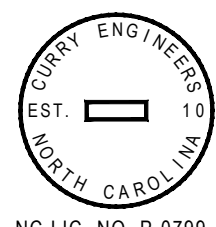
<u>GENERAL INFORMATION</u>	
LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 017708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)
<u>BUILDING SETBACKS:</u>	
FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'
<u>PERIMETER BUFFERS:</u>	
NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER
<u>OPEN SPACE & TREE PRESERVATION:</u>	
MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)

The diagram illustrates the five landscape design zones, each with a specific pattern and color:

- PROPERTY BOUNDARY:** Represented by a dashed black line.
- PERIMETER BUFFER:** Represented by a solid green rectangle.
- TREE PRESERVATION AREA:** Represented by a green rectangle with diagonal hatching.
- OPEN AREAS:** Represented by a solid yellow rectangle.
- ACTIVE OPEN SPACE:** Represented by a yellow rectangle with a pattern of small black crosses.

[illegible]

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Fuquay-Varina, NC 27526

**PINE SPRINGS PREPARATORY
ACADEMY**
220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend



OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

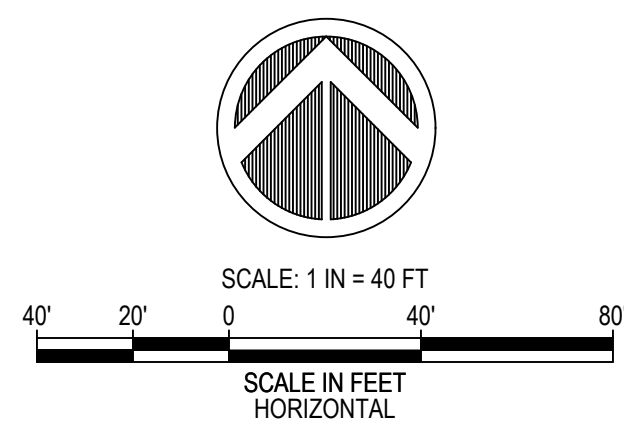
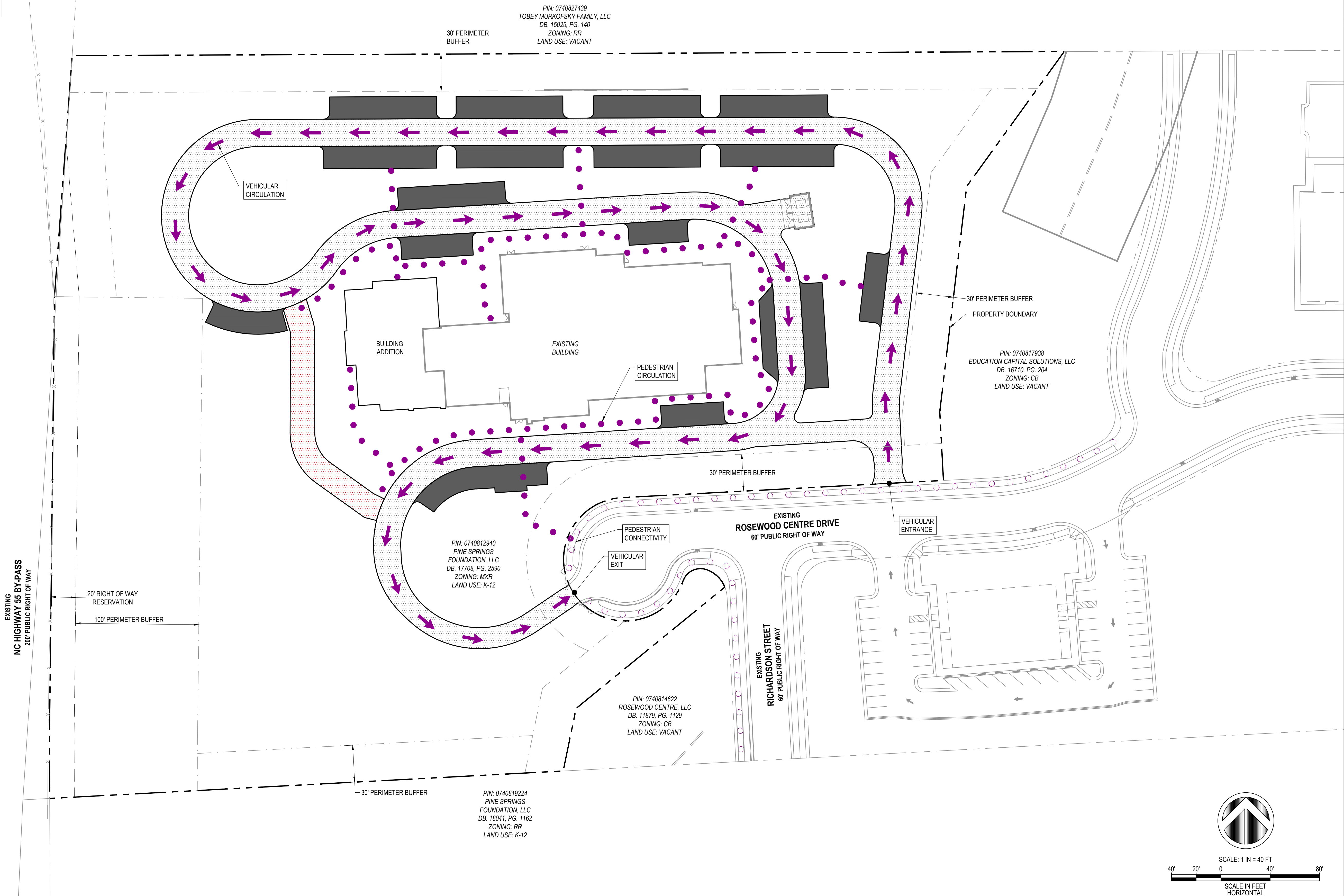
CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
OPEN SPACE PLAN

C-2.1

1. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL, & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. AREAS IDENTIFIED ON THIS CONCEPT PLAN MATCH SITE PLAN DRAWINGS FOR ORIGINAL SITE PLAN OF PINE SPRINGS PREPARATORY ACADEMY AS APPROVED BY THE TOWN OF HOLLY SPRINGS.

<u>GENERAL INFORMATION:</u>	
LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 017708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)
<u>BUILDING SETBACKS:</u>	
FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'
<u>PERIMETER BUFFERS:</u>	
NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER
<u>OPEN SPACE & TREE PRESERVATION:</u>	
MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)

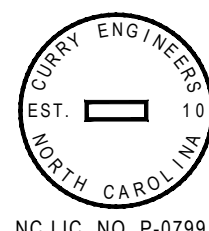
 VEHICULAR TRAVEL WAY
 PEDESTRIAN TRAVEL WAY
 EXISTING PEDESTRIAN TRAVEL WAY
 BUILDING AREA
 PARKING AREAS
 DRIVE AISLES
 FIRE LANE



REVISIONS			
STATUS			
ISSUED FOR REVIEW			
DATE: JANUARY 10, 2023		DRAWING SCALE:	
FILE NO. 2022-044		ORIG. SHEET SIZE: 24 x 36	



Curry
ENGINEERING



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205 S. Fuquay Avenue
Fuquay-Varina, NC 27526

**PINE SPRINGS PREPARATORY
ACADEMY**
220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend



OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
TRANSPORTATION PLAN

C-2.2

1. THE PURPOSE OF THIS DRAWING IS TO REPRESENT THE CURRENT CONDITIONS OF THE PROPERTY AS IT EXISTS TODAY. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FOR ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL, & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION. 2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS. 3. LANDSCAPING INSTALLED AS PART OF THE ORIGINAL SCHOOL CONSTRUCTION NOT SHOWN FOR CLARITY PURPOSES. 4. ALL UTILITIES SHOWN ON THIS PLAN ARE EXISTING.
--

GENERAL INFORMATION:

LOCATION: 220 ROSEWOOD CENTRE DRIVE

COUNTY: WAKE

PARENT PIN: 0740-81-2940

DEED REFERENCE: DB: 017708, PG: 2690

PROPERTY BOUNDARY: 8.70 AC

TOWNSHIP: HOLLY SPRINGS

EXISTING ZONING: MIXED USE RESIDENTIAL (MXR)

PROPOSED ZONING: MIXED USE RESIDENTIAL
CONDITIONAL DISTRICT (MXR-CD)

CURRENT USE: SCHOOL (K-12)

PROPOSED USE: SCHOOL (K-12)

BUILDING SETBACKS:

FRONT YARD (ROSEWOOD): 30'

FRONT YARD (NC 55 BY-PASS): 100'

SIDE YARD: 30'

REAR YARD: 30'

MAX BUILDING HEIGHT: 55'

PERIMETER BUFFERS:

NC 55 BY-PASS: 100' TYPE C BUFFER

ROSEWOOD CENTRE DRIVE: 30' TYPE B BUFFER

ALL OTHER PROPERTY LINES: 30' TYPE B BUFFER

OPEN SPACE & TREE PRESERVATION:

MINIMUM OPEN SPACE REQUIRED: 1.31 AC (15%)

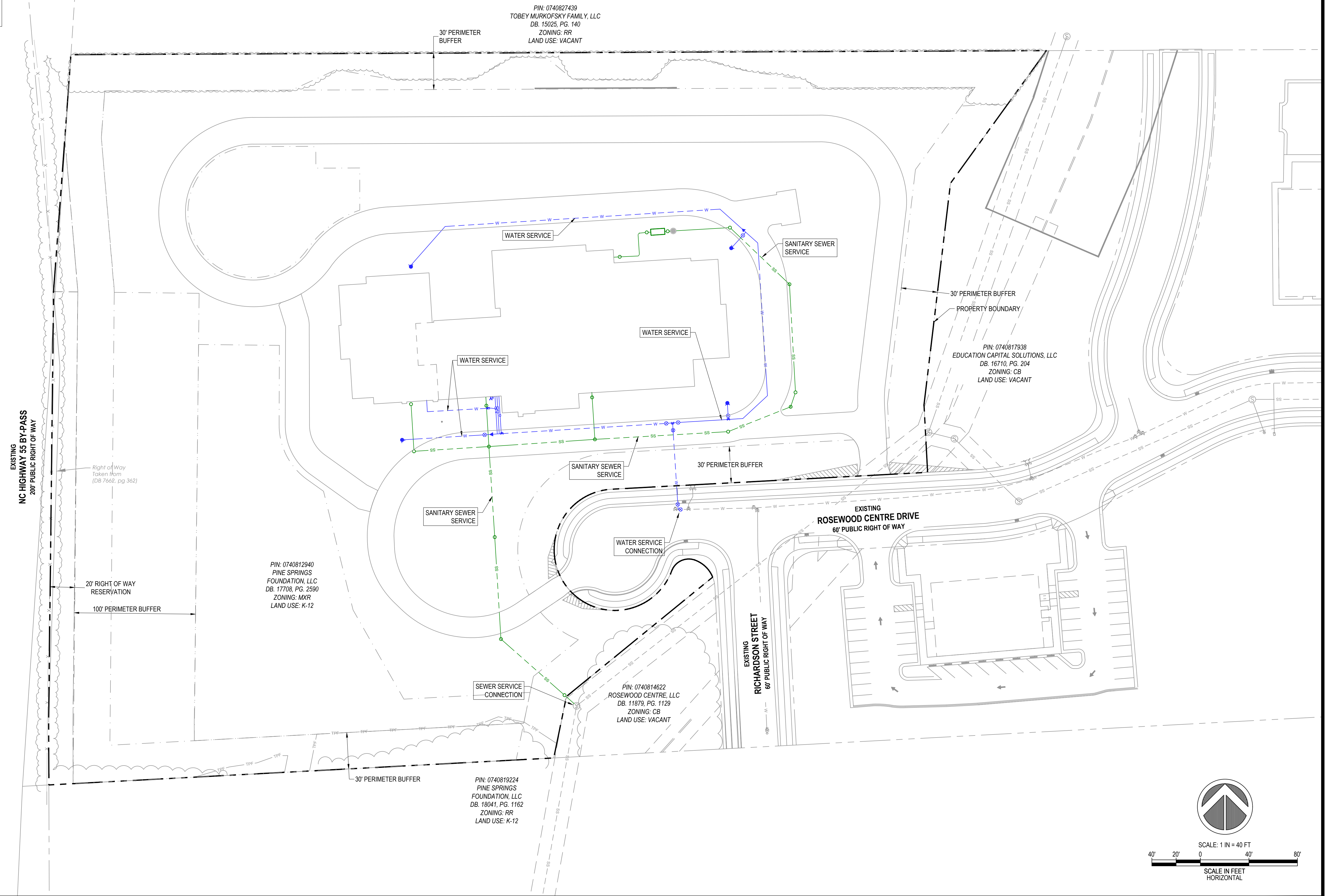
MINIMUM OPEN SPACE PROVIDED: 2.20 AC (25%)

ACTIVE OPEN SPACE REQUIRED: 0.45 AC (5%)

ACTIVE OPEN SPACE PROVIDED: 1.15 AC (13%)

TREE PRESERVATION REQUIRED: 0.87 AC (10%)

TREE PRESERVATION PROVIDED: 1.05 AC (12%)

[illegible]

PROFESSIONAL'S SEAL



05/04/2023

CONSULTANT

Curry
ENGINEERING



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T (919) 552-0849
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Fuquay-Varina, NC 27326

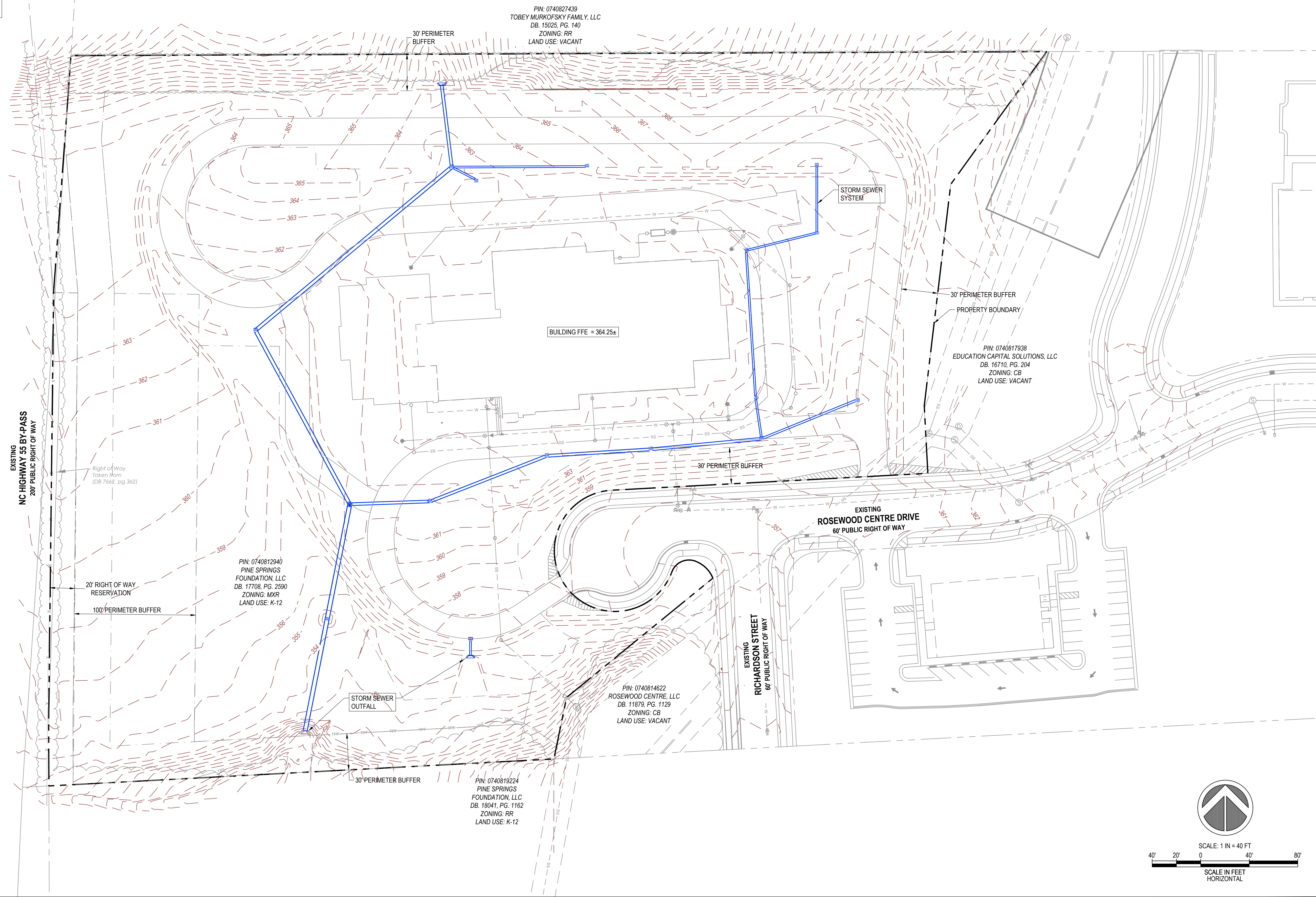
CLIENT

PINE SPRINGS PREPARATORY ACADEMY 220 Rosewood Center Drive Suite 200 Holly Springs, NC 27540 919-439-9448 Contact: Bruce Friend	 Pine Springs PREPARATORY ACADEMY A Challenge Program in an Academy	PROPERTY INFORMATION OWNER: PINE SPRINGS FOUNDATION, LLC PIN: 0740-81-2940 REID: 0316624 ZONING: MXR DEED BOOK: 17708 PAGE: 2590
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CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
OVERALL UTILITY PLAN

1. THE PURPOSE OF THIS DRAWING IS TO REPRESENT THE CURRENT CONDITIONS OF THE PROPERTY AS IT EXISTS TODAY. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. LANDSCAPING INSTALLED AS PART OF THE ORIGINAL SCHOOL CONSTRUCTION NOT SHOWN FOR CLARITY PURPOSES.

<u>GENERAL INFORMATION</u>	
LOCATION:	220 ROSEWOOD CENTRE DRIVE
COUNTY:	WAKE
PARENT PIN:	0740-81-2940
DEED REFERENCE:	DB: 017708, PG: 2590
PROPERTY BOUNDARY:	8.70 AC
TOWNSHIP:	HOLLY SPRINGS
EXISTING ZONING:	MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING:	MIXED USE RESIDENTIAL CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE:	SCHOOL (K-12)
PROPOSED USE:	SCHOOL (K-12)
<u>BUILDING SETBACKS:</u>	
FRONT YARD (ROSEWOOD):	30'
FRONT YARD (NC 55 BY-PASS):	100'
SIDE YARD:	30'
REAR YARD:	30'
MAX BUILDING HEIGHT:	55'
<u>PERIMETER BUFFERS:</u>	
NC 55 BY-PASS:	100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE:	30' TYPE B BUFFER
ALL OTHER PROPERTY LINES:	30' TYPE B BUFFER
<u>OPEN SPACE & TREE PRESERVATION:</u>	
MINIMUM OPEN SPACE REQUIRED:	1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED:	2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED:	0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED:	1.15 AC (13%)
TREE PRESERVATION REQUIRED:	0.87 AC (10%)
TREE PRESERVATION PROVIDED:	1.05 AC (12%)

[illegible]

PROFESSIONAL'S SEAL



05/04/2023

CONSULTANT

Curry
ENGINEERING

CURRY ENGINEERS
EST. 1910
NORTH CAROLINA

NC LIC. NO. P-0799

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Fuquay-Varina, NC 27326

CLIENT

PINE SPRINGS PREPARATORY ACADEMY 220 Rosewood Center Drive Suite 200 Holly Springs, NC 27540 919-439-9448 Contact: Bruce Friend		PROPERTY INFORMATION OWNER: PINE SPRINGS FOUNDATION, LLC PIN: 0740-81-2940 REID: 0316624 ZONING: MXR DEED BOOK: 17708 PAGE: 2590
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CONDITIONAL DISTRICT MASTER PLAN
PINE SPRINGS PREPARATORY ACADEMY
OVERALL GRADING PLAN

C-4.0

GENERAL NOTES:

1. THE DRAWING IS COMPRISED OF EXISTING CONDITIONS SURVEY FROM ORIGINAL SCHOOL CONSTRUCTION, DESIGN PLANS FOR ELEMENTARY SCHOOL & DESIGN PLANS FOR MODULAR CLASSROOMS. THIS PLAN SHALL NOT BE USED AS AN EXISTING CONDITIONS SURVEY FOR CONSTRUCTION.
2. PROPERTY BOUNDARY SHOWN PER EXISTING SURVEY DRAWINGS.
3. AREAS IDENTIFIED ON THIS CONCEPT PLAN MATCH SITE PLAN DRAWINGS FOR ORIGINAL SITE PLAN OF PINE SPRINGS PREPARATORY ACADEMY AS APPROVED BY THE TOWN OF HOLLY SPRINGS.
4. EXISTING BUFFERS ON SITE ARE ASSUMED TO MEET THE INTENT OF BUFFER DETAILS SHOWN ON PLAN. NO SUPPLEMENT PLANTINGS WILL BE PROVIDED UNLESS THERE IS DISTURBANCE TO EXISTING BUFFERS ON SITE.

SITE INFORMATION

GENERAL INFORMATION

LOCATION: 220 ROSEWOOD CENTRE DRIVE
COUNTY: WAKE
PARENT PIN: 0740-81-2940
DEED REFERENCE: DB: 017708, PG: 2590
PROPERTY BOUNDARY: 8.70 AC
TOWNSHIP: HOLLY SPRINGS
EXISTING ZONING: MIXED USE RESIDENTIAL (MXR)
PROPOSED ZONING: MIXED USE RESIDENTIAL
CONDITIONAL DISTRICT (MXR-CD)
CURRENT USE: SCHOOL (K-12)
PROPOSED USE: SCHOOL (K-12)

BUILDING SETBACKS:

FRONT YARD (ROSEWOOD): 30'
FRONT YARD (NC 55 BY-PASS): 100'
SIDE YARD: 30'
REAR YARD: 30'
MAX BUILDING HEIGHT: 55'

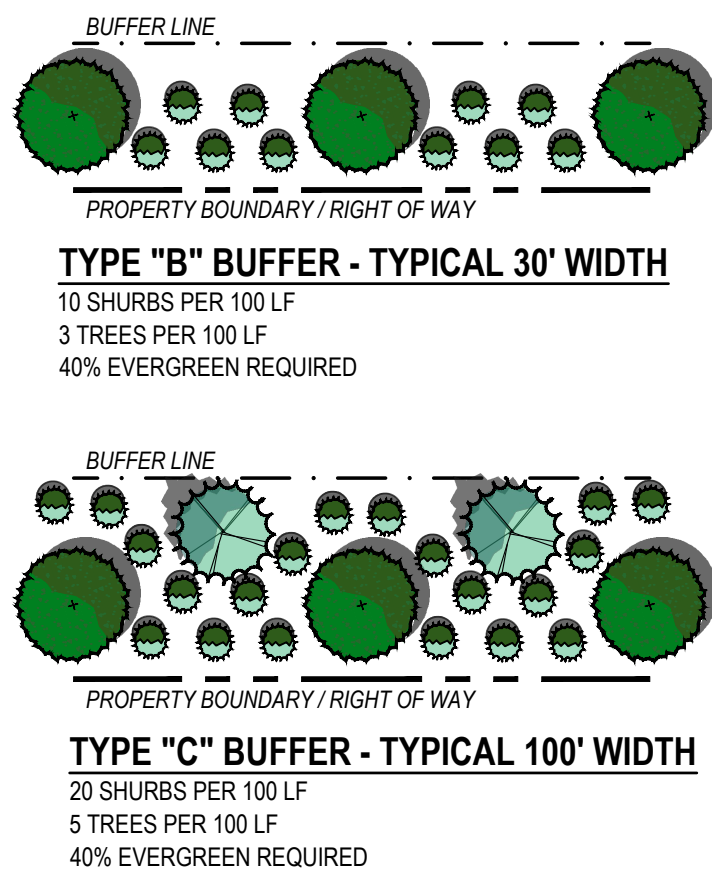
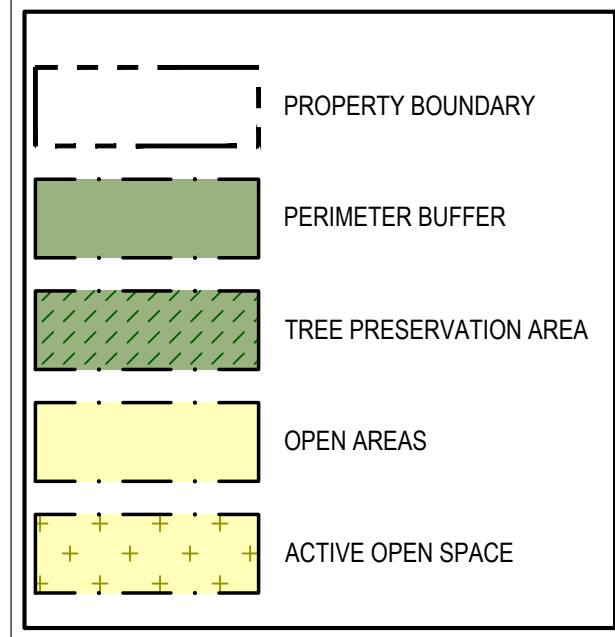
PERIMETER BUFFERS:

NC 55 BY-PASS: 100' TYPE C BUFFER
ROSEWOOD CENTRE DRIVE: 30' TYPE B BUFFER
ALL OTHER PROPERTY LINES: 30' TYPE B BUFFER

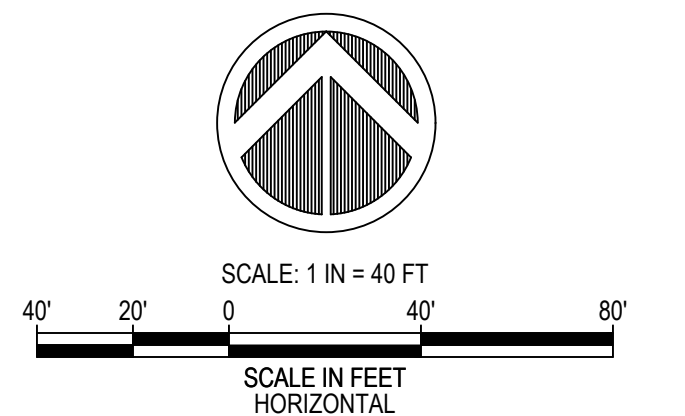
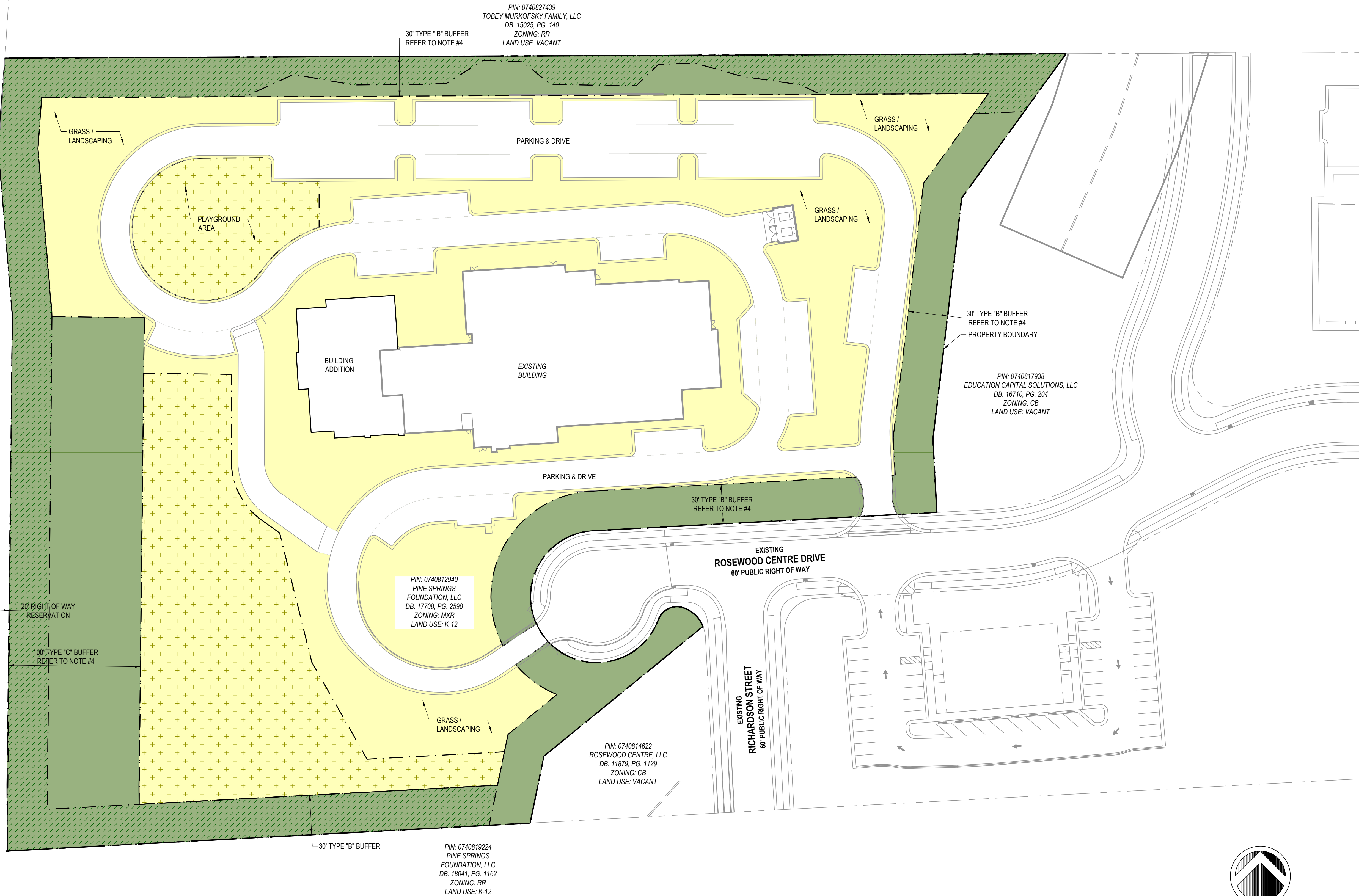
OPEN SPACE & TREE PRESERVATION:

MINIMUM OPEN SPACE REQUIRED: 1.31 AC (15%)
MINIMUM OPEN SPACE PROVIDED: 2.20 AC (25%)
ACTIVE OPEN SPACE REQUIRED: 0.45 AC (5%)
ACTIVE OPEN SPACE PROVIDED: 1.15 AC (13%)
TREE PRESERVATION REQUIRED: 0.87 AC (10%)
TREE PRESERVATION PROVIDED: 1.05 AC (12%)

LEGEND:



EXISTING
NC HIGHWAY 55 BY-PASS
200' PUBLIC RIGHT OF WAY



Z:\PROJECTS\FOLDER_ZEBU_\022022022-044_PSPA_ELEMENTARY SCHOOL EXPANSION - HOLLY SPRINGS\PLANS\MASTER PLAN\SHEET FILES\L-1 OVERALL LANDSCAPE PLAN.DWG
PLOTTED: 5/4/2023 5:03 PM

REVISIONS		STATUS	
ISSUED FOR REVIEW			
DATE: JANUARY 10, 2023			
FILE NO: 2022-044			

PROFESSIONAL'S SEAL

ALP

36873

ENGINEER

ANDREW S. PETT

05/04/2023

CONSULTANT

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ENGINEERING

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Fayetteville, NC 27526

CLIENT

PINE SPRINGS PREPARATORY ACADEMY

220 Rosewood Center Drive
Suite 200 Holly Springs, NC 27540
919-439-9448
Contact: Bruce Friend

Pine Springs

PREPARATORY ACADEMY

A Charlotte Foundation Schools Academy

PROPERTY INFORMATION

OWNER: PINE SPRINGS FOUNDATION, LLC
PIN: 0740-81-2940
REID: 0316624
ZONING: MXR
DEED BOOK: 17708
PAGE: 2590

CONDITIONAL DISTRICT MASTER PLAN

PINE SPRINGS PREPARATORY ACADEMY

OVERALL LANDSCAPE PLAN

L-1.0

Prepared for:



Pine Springs Preparatory Academy
220 Rosewood Centre Drive
Holly Spring, NC 27540
919.439-9448

Development and Design Manual

PINE SPRINGS PREPARATORY ACADEMY

Mixed Use Residential Conditional
Zoning District (MXR-CD)
Town of Holly Springs, North Carolina

February 3, 2023 – First Review

April 14, 2023 – Second Review

May 4, 2023 – Final Review



Prepared by:

5/4/2023

Andrew Petty, PE
The Curry Engineering Group, PLLC
PO Box 2018
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
(919)552-0849

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2.0 Vicinity Map



Figure 1 - Vicinity Map – Courtesy of Wake County iMaps 2023

3.0 Project Data

3.1 Project Name: Pine Springs Preparatory Academy

3.2 Owner/Developer: Pine Springs Foundation, LLC
220 Rosewood Centre Drive
Holly Springs, NC 27540
(919) 439-9448

3.3 Property Information:

PIN: 0740-81-2940
REID: 0316624
DB / PG: 017708 / 2590
BM / PG: 2017 / 833
Area: 8.71 acres

3.4 Current and Proposed Zoning of the Property:

Current Zoning: Mixed Use Residential (MXR)
Proposed Zoning: Mixed Use Residential Conditional
Zoning District (MXR-CD)

3.5 Current and Proposed Land Uses:

Current: School (K-12)
Proposed: School (K-12)

3.6 Prepared By: The Curry Engineering Group, PLLC
205 S Fuquay Avenue
Fuquay-Varina, NC 27526
(919) 552-0849

3.7 Designated Single Point of Contact: Andrew Petty, PE
The Curry Engineering Group, PLLC

4.0 Development Standards

The Town of Holly Springs UDO allows a mixture of uses in the Conditional Zoning Districts however this rezoning will only permit the following uses on this property:

Residential Use District
School (K-12)
Accessory Uses

The school is operated as a member of the business district and the community for over 4 years. The school intends to remain a good steward in the community for the foreseeable future.

4.1 Maximum Building Coverage Area

Maximum building footprint must not exceed 10,000 sf per acre.

4.2 Maximum Height of the Buildings

Primary Structures – 55 feet
Accessory Structures – 20 feet

4.3 Minimum Principal Building Setbacks

Front Yard (Rosewood Centre Drive) – 30 feet
Front Yard (NC 55 By-Pass) – 100 feet
Side Yard – 30 feet
Rear Yard – 30 feet

Accessory uses shall adhere to the building setback set forth in the Town of Holly Springs UDO

4.4 Perimeter Buffers

The subject property shall provide adequate perimeter buffering to screen the site from surrounding uses.

Buffer along NC 55 By-Pass – 100' Type C Buffer
Buffer along Rosewood Centre Drive – 30' Type B Buffer
Buffer along Property 0740605700 – 30' Type B Buffer
Buffer along Property 0740827439 – 30' Type B Buffer
Buffer along Property 0740817938 – 30' Type B Buffer
Buffer along Property 0740814622 – 30' Type B Buffer

No buffer shall be required along internal streets.

No buffer shall be provided in utility or storm drainage easements.

Any disturbed areas of a buffer area shall be replanted to meet the standards of a Type B buffer as shown on the landscape plans.

4.5 Open Space & Tree Preservation Summary

Minimum open space shall be 15% of the total property area with 10% being tree preservation area and 5% being active open space. Active open space areas shall be open play fields, play grounds, visiting seating, or other exterior gathering areas intended for communal use by the school.

Minimum Open Space Required = 1.31 acres (15%)
Total Open Space Provided = 2.20 acres (25%)

Active Open Space Required = 0.45 acres (5%)
Active Open Space Provided = 1.15 acres (13%)

Tree Preservation Required = 0.87 acres (10%)
Tree Preservation provided = 1.05 acres (12%)

No additional clear cutting of the site shall be permitted. Existing woods and large diameter trees (defined as trees equal to or greater than 24 inches DBH) shall be retained to the maximum extent feasible. Any large diameter trees that are removed shall be replaced with minimum 2.5" caliper trees at a rate of 1 tree per 2 inches DBH of any tree removed.

4.6 Life Safety

All portions of the building shall be accessible by means of emergency vehicles by way of a minimum 20' wide all weather surface. As part of this rezoning the existing gravel fire lane surrounding the building shall be paved with asphalt or concrete capable of supporting a fire truck apparatus.

5.0 Architectural Standards

All new construction will provide building standards that are compliant with UDO Section 8. Any proposed building additions shall match the existing building in terms of colors, materials and appearance.

6.0 Parking and Loading

Existing parking areas with exceptions granted will remain as previously approved and are not subject to new UDO guidelines.

Carpool queueing lengths shall meet the standards set forth by North Carolina Department of Transportation (NCDOT).

7.0 Signs

New or proposed signage for this project shall comply with UDO Section 9. Existing signage located on the site or the building is not subject to new UDO guidelines.

8.0 Landscaping

All new development for this project shall comply with UDO Section 5 for landscaping. Existing buildings and parking areas are not subject to new UDO guidelines.

9.0 Natural Resource and Environmental Data

- 9.1** The site drains to Little Branch within the Cape River Basin. The stream index classification is #18-7-6-1-1 and is designated as "C". Per original design plans for Pine Springs Preparatory Academy prepared by Horvath & Associates, dated 3-10-2017 and signed by the Town of Holly Springs 3-22-2017 there are no streams or wetlands present on the subject property.

10.0 Stormwater Management

Stormwater control measures, if triggered, shall comply with Town of Holly Springs Requirements and Regulations.

11.0 Public Facilities

Any proposed public infrastructure shall be constructed to Town of Holly Springs standards and specifications. Public infrastructure shall be constructed inside dedicated public right of ways or easements and recorded with the Wake County Register of Deeds.

END OF REPORT



Ordinance No.: RZ23-04

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES
TO MODIFY APPENDIX A: UNIFIED DEVELOPMENT ORDINANCE: OFFICIAL ZONING MAP
AND ADOPT THE COMPATIBILITY STATEMENT REQUIRED BY
NORTH CAROLINA GENERAL STATUTES 160D-605**

WHEREAS, the Town of Holly Springs Town Council adopted Vision Holly Springs: Town of Holly Springs Comprehensive Plan in November 2007; and

WHEREAS, the Town of Holly Springs Town Council has maintained and updated Vision Holly Springs: Town of Holly Springs Comprehensive Plan by adopting Section 1: Land Use & Character Plan in 2019; Section 2: Comprehensive Transportation Plan in 2022, and Section 3: Parks, Recreation and Greenways Master Plan in 2021; and

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for 8.36 acres of Wake County PIN 0740812940 from MXR-CU Mixed-Use Residential Conditional Use to MXR-CD Mixed-Use Residential Conditional District; and

WHEREAS, the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* designates said parcel on the *Future Land Use Map* as N Main Street District; and

WHEREAS, the requested zoning district proposes land uses that are consistent with the adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan*, and

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on May 23, 2023 and recommended approval by a vote of 9-0; and

WHEREAS, in accordance with NCGS § 160D-601, the Town of Holly Springs held a legislative hearing on June 6, 2023 to consider the proposed changes to the Official zoning map; and

WHEREAS, after considering the recommendation of the Holly Springs Planning Board and the public input offered in a public hearing before the Town Council, the Town Council finds amending the Official Zoning Map is consistent with Vision Holly Springs: Town of Holly Springs Comprehensive Plan as the proposed Zoning Map Amendment would allow for limited public and institutional uses compatible with the residential neighborhoods and commercial and office land uses described in the Character Area description of the N. Main Street District; and

WHEREAS, the Town of Holly Springs Town Council finds the proposed amendment to the Official Zoning Map is reasonable and in the public interest since it will allow for the

expansion of an existing education facility to meet the demands of population growth.

THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the Unified Development Ordinance of the Town is amended as follows:

Part 1: **Amend Unified Development Ordinance Section 1.7 Official Zoning Map** with the following rezoning request: 23-REZ-02 to change the zoning of PIN# 0740812940 from MXR-CU Mixed-Use Residential Conditional Use to MXR-CD Mixed-Use Residential Conditional District.

Part 2:

REPEAL OF CONFLICTING ORDINANCES

All ordinances or parts of the Unified Development Ordinance of the Town of Holly Springs conflicting or inconsistent with the provisions of this rezoning ordinance are hereby repealed.

Part 3:

SEVERABILITY

If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance, or application of this Ordinance to any one parcel or group of parcels is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance or application of this Ordinance to other parcels and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Part 4:

INCLUSION IN UDO

It is the intention of the Town Council entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Unified Development Ordinance of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word "Ordinance" may be changed to "Section, or "Article" or other word.

Part 5:

EFFECTIVE DATE

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Fiscal Year 2023-24 Operating and Community Investment Plan Budget Adoption

Strategic Priority Area: Organizational Excellence

Economic Prosperity & Diversity

Engaged, Healthy, & Active Community

Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Corey Petersohn, Finance, Randy Harrington, Town Manager

Action(s):

- Adopt the Fiscal Year 2023-2024 Operating Budget and Community Investment Plan along with associated capital project ordinances, reserve ordinances, and updated personnel policy.

Explanation:

- The Fiscal Year (FY) 2023-2024 operating budget totals \$93,818,738 and includes:
 - Significant investment in securing the town's water and wastewater infrastructure future
 - 27 new staff positions to serve a growing population, development work demand, and run town business support operations
 - Enhancements to the Town's public safety readiness, planning, and professional development
 - Updates to the Personnel Policy including on-call/call-back pay, in-range adjustments, field training officer pay, and vacation/holiday changes.
- The Community Investment Plan (CIP) includes \$68,527,595 in infrastructure and capital investments for FY2023-2024:
 - Fire Station 3 remains on track with construction to begin this summer
 - Increased funding for the Operations Campus phase 1 construction; increasing from \$30 million to \$41 million with construction to begin this summer
 - Funding for a water partnership with the City of Sanford to provide additional drinking water capacity for the town
 - Continued funding for playground rehabilitation, sunshades, and park amenities
- The budget includes the following tax and user fee adjustments:
 - No property tax rate change
 - Water/sewer 15% adjustment resulting in a \$9.82/month increase for the typical residential user
 - Yardwaste collection increasing to \$7.50/month to establish a 50% service cost recovery ratio
 - Garbage and recycling increasing by a combined \$0.56 to a new rate of

- o \$15.88/month as a pass-through cost from the Town's contracted supplier, GFL
 - o No change to the stormwater fee
- At the Budget Workshop on May 23, Town Council endorsed the following changes to the Manager's Recommended Budget:
 - o Carrying forward \$5,000 in non-profit grant funding from FY23 to FY24 as well as dedicating \$5,000 in existing grant funding for the Holly Springs Food Cupboard as an ongoing strategic community partner in the budget.
 - o Holding \$20,000 in additional revenue from the Ting Park naming agreement for potential to-be-decided projects in FY24 (in addition to the budgeted \$30,000 unallocated funds)
 - o The Manager also presented a technical correction for the title of the Capital Projects Administrator position to more accurately reflect the job description of the position.

Background:

- The Town Manager presented the recommended budget on May 9, 2023.
- The budget public hearing was conducted on May 16, 2023.
- The Mayor and Town Council budget workshop was conducted on May 23, 2023.
- North Carolina General Statute requires that the Town adopt a new annual fiscal year budget by July 1.
- The packet includes the following capital project and reserve ordinances to implement the Town's community investment plan (CIP):
 - o PAYGO Capital Project Ordinance (23-17)
 - o Street and Sidewalk Capital Project Ordinance (23-18)
 - o Parks and Recreation Capital Project Ordinance (23-19)
 - o Parks and Recreation Capital Reserve Ordinance (23-20)
 - o Town Building Capital Project Ordinance (23-21)
 - o Stormwater Capital Project Ordinance (23-22)
 - o Water Projects Capital Project Ordinance (23-23)
 - o Utility PAYGO Capital Project Ordinance (23-24)
- Capital Ordinances are multi-year project funds that appropriate funds for all existing and newly added projects in the CIP.
- The project ordinances are only increasing the existing capital funds by the amounts in the Manager's Recommended CIP for FY2023-24.

Funding Source(s):

Fiscal Year 2023-2024 Operating Budget and Community Investment Plan

Attachment(s):

1. FY2023-24 Budget Ordinance (23-16)
2. PAYGO Project Ordinance (23-17)
3. Street and Sidewalk Project Ordinance (23-18)
4. Parks and Recreation Project Ordinance (23-19)
5. Parks and Recreation Capital Reserve (23-20)
6. Town Building Project Ordinance (23-21)
7. Stormwater Capital Project Ordinance (23-22)
8. Water Projects Capital Ordinance (23-23)
9. Utility PAYGO Project Ordinance (23-24)
10. Personnel Policy Recommendation Summary

11. FY 24 Personnel Policy Recommendations
12. FY24 Recommended Budget Book
13. FY24 Recommended Budget Presentation



Ordinance No. 23-16

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**FISCAL YEAR 2023-24 BUDGET ORDINANCE
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina:

Budget Adoption: There is hereby adopted the following Operating Budget for the Town of Holly Springs for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024; the same being adopted by fund and activity within each fund as listed.

SECTION 1:

General Fund	
Revenues:	
Ad Valorem Taxes	23,026,957
Sales Tax	14,570,000
Environmental Revenues	4,498,820
Transfers & Other Sources	1,450,122
Other Taxes and Licenses	3,700,204
Permits & Fees	2,645,500
Parks & Recreation Revenues	2,303,200
Public Safety Revenue	1,317,210
Miscellaneous Revenues	749,000
Intergovernmental / Grants	123,400
Total	54,384,413
Expenditures:	
Public Safety	18,344,414
General Government	14,475,452
Public Works	8,863,468
Parks & Recreation	6,715,065
Development	5,986,014
Total	54,384,413

Utility Fund	
Revenues:	
Water Sales	12,355,000
Waste Water Charges	9,738,580
Other Operating Revenues	525,500
Miscellaneous Revenues	251,000
Total	22,870,080
Expenditures:	
Development	14,095,750
Non-Departmental	3,344,349
Central Services	2,952,755
Finance	1,523,982
Information Technology	515,566
Administration	290,078
Public Works	147,600
Total	22,870,080

Stormwater Management Program Fund	
Revenues	1,774,000
Expenditures	1,774,000

Powell Bill Fund	
Revenues	1,160,000
Expenditures	1,160,000

Emergency Telephone System Fund	
Revenues	647,183
Expenditures	647,183

General Fund – Debt Service Fund	
Revenues	9,051,985
Expenditures	9,051,985

Utility Fund – Debt Service Fund	
Revenues	3,931,077
Expenditures	3,931,077

SECTION 2.

Levy of Taxes: There is hereby levied, for Fiscal Year 2023-2024, an Ad Valorem tax rate of 42.16 cents per \$100 valuation of taxable property as listed for taxes as of January 1, 2023. This rate shall be levied with 29.43 cents to the General Fund and 12.73 cents to General Fund Debt Service per one \$100 valuation of taxable property.

The tax rate is based on an estimated total valuation of property for the purposes of taxation of \$7,918,500 and an estimated collection rate of 99%.

SECTION 3.

Fees and Charges: There is hereby established, for Fiscal Year 2023-2024 various fees and charges as contained in the Town Manager's Recommended Fiscal Year 2022-2023 Budget.

SECTION 4.

There is hereby confirmed, for Fiscal Year 2023-2024 a \$25 Municipal Vehicle Tax to be included in vehicle registration and property tax bills collected by the North Carolina Department of Revenue.

SECTION 5.

Sanitation, recycling, and yard waste fees shall be levied at a rate of \$22.38 per household per month. This includes one trash bin, one recycling bin and up to 2.5 cubic yards of allowed yard waste.

SECTION 6.

Salaries & Salary Grades: The following shall govern salary and wage compensation for Fiscal Year 2023-2024:

- A. Employee Salary Adjustments. Salary adjustments shall range between 0%-6% based on performance. Position classifications are to be continuously reviewed and adjustments instituted by the Town Manager to make the plan fair for all classes of employees.
- B. Salary Grade Adjustments. All employee titles and salary grades reflect the implementation of a new pay and classification system. In the event any job title labeling errors or technical salary calculation errors are identified, the Town Manager is authorized to make corrections consistent with the purpose, intent, and methodology of the pay study.
- C. The Town Manager or designee is authorized to reclassify a current employee position's salary grade for any position with a defined salary grade range, as listed in the Town Manager's Recommended Fiscal Year 2023-24 Budget, if the incumbent has satisfied the Department's requirements to include any required training, professional certification, or other positional requirements.

SECTION 7.

The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions as specified in North Carolina General Statute §159.

- A. Authorize budget transfers within a department without prior approval of the Town Council.
- B. Approve budget transfers between departments within the same fund up to \$50,000 without prior approval of the Town Council and will be reported to Town Council by the following month or next available business meeting.
- C. All inter-departmental budgetary transfers or appropriations above \$50,000, between funds, or that increase or decrease the total budget of any fund must be approved in advance by Town Council.

SECTION 8.

The Town Manager is hereby authorized to enter into contracts up to \$50,000 without prior Town Council approval. The Town Manager is hereby also authorized to execute contractual documents under the following conditions:

- A. Town Manager may execute contracts for (1) purchases of apparatus, supplies and materials or equipment which are within budgeted departmental appropriations; (2) leases of personal property for a period of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations. Any of the above may be in the formal bidding range for contracts.
- B. Town Manager may execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations unless a grantor organization requires execution by the Town Council.
- C. Town Manager may execute contracts, as the lessor or lessee of real property, which are of one-year duration or less if funds therefore are within budgeted appropriations.

SECTION 9.

Restricted Revenues: The Finance Officer is hereby directed to fund appropriations that have specified revenues prior to funding with General Fund monies. This is to include but not limited to ABC profits, sales tax, and state and federal grants.

SECTION 10.

Encumbrances: Operating funds encumbered on the financial records as of June 30, 2023, are hereby re-appropriated to this budget. All project ordinance appropriations are continued.

SECTION 11.

Budget Control: The Town Council in approving the budget has utilized to the fullest extent possible its revenue sources. Over collections of revenue or unanticipated revenue, sources cannot be expected to materialize during the year. It is therefore, of utmost importance, and the Town Manager is hereby directed to initiate steps to insure compliance with the budget, as fixed herein. The Town Manager is further directed where it appears that costs may possibly exceed budget appropriations, to first take steps to contain costs by any necessary methods including reductions in services prior to requesting budget amendment action by the Town Council.

SECTION 12.

The Town Council hereby authorizes the Wake County Tax Administrator to bill and collect taxes for the Town.

SECTION 13.

Multi-year projects on the financial records as of June 30, 2023 are hereby re-appropriated to fiscal year 2023-2024.

SECTION 14.

That in addition to the projects covered by Section 13, any remaining encumbered appropriations from the prior fiscal year for contracts and purchase orders that carry over into the current fiscal year are re-appropriated for expenditure in the current fiscal year. Additionally

any unexpended appropriations for previously authorized multi-year capital projects or grant projects are re-appropriated for expenditure in the current fiscal year; local grant-matching obligations that were previously authorized as part of multiyear grant projects are also re-appropriated for expenditure in the current fiscal year.

SECTION 15.

The Town Manager or designee is hereby authorized to move appropriations within a fund, to include the authority to move appropriations within funds for reorganization.

SECTION 16.

Sections of this ordinance estimate income (grants, debt, and other permanent funding sources). Until actual receipt, the Finance Officer or their designee is hereby authorized to advance funding from the appropriate fund's fund balance to cover the budgeted expense. Upon receipt of the income or debt proceeds, funds advanced shall revert back to the source fund's fund balance. If the permanent funding is not realized, the advance may be designated as the permanent source of funding. Upon receipt of the permanent funding, the sources and levels of funding for the project specified may be adjusted to reflect permanent financing. Total project appropriation levels shall not exceed the amounts specified unless amended by a subsequent ordinance.

SECTION 17.

The Finance Officer or designee is hereby authorized to transfer interest earnings from various cooperating and capital funds to the appropriate debt service funds according to Town Council policy, except where specific exceptions have been authorized.

SECTION 18.

The Finance Officer or designee is authorized to appropriate amounts needed to fund the following:

- A. Current fiscal year debt issues that have been approved by Town Council.
- B. Amounts needed to satisfy federal government regulations related to interest earnings on debt issues.
- C. Banking fees.
- D. Sales and use taxes, when required by law.
- E. Insurance premiums, risk management claims (that are entirely covered under a policy of insurance and have approval of the Town Manager), legal fees, utility bills, solid waste collection fees, escrow payments, annual hardware/software maintenance for town equipment, refunds (expressly excluding property tax bills or town license fees), adjustments to utility bills pursuant to Town Council policy.

SECTION 19.

The Finance Officer or designee is authorized to close projects, remove any excess appropriations and return associated balances to the appropriate Fund's original source.

SECTION 20.

The Finance Officer or designee is authorized to create and maintain a capital reserve fund in order to account for all system development fee proceeds as required by Article 8 of NCGS 162A, which shall remain so long as the town collects system development fees.

SECTION 21.

The Town Manager is hereby authorized to adjust appropriations in accordance with any Town Council amendments to this budget ordinance made by motion of the Town Council at a duly called meeting.

SECTION 22: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance. In the event that any ordinance or policy establishes a fee or charge less than that which is described in the document described in Section 3 of this Ordinance, this Ordinance shall control.

The provisions of this ordinance shall become effective July 1, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-17

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**PAYGO Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of general government “pay-as-you-go” (PAYGO) capital projects related to downtown development, public facilities, Town projects, sidewalk and streets, Americans with Disabilities Act (ADA) improvements, vehicle replacements, park and playground amenities, public works projects, and one-time general government capital projects, infrastructure, and equipment.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: PAYGO Fees shall be deposited directly into the fund effective June 6, 2023

PAYGO Fund	
Expenditures:	
Sidewalks and Street Projects	2,980,000
Town Projects	2,610,163
Public Facility Projects	879,893
Park and Playground Amenities	494,000
Vehicle Replacements	192,000
ADA Projects	255,000
Public Works Projects	125,000
Downtown Development	110,694
Total	7,646,750

SECTION IV: The following revenues are anticipated to be available to complete these projects:

PAYGO Fund	
Revenues:	
General Government Revenues	7,456,162
Federal Grants	190,588
Total	7,646,750

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager or designee is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-18

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Street and Sidewalk Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of street and sidewalk projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project funds effective June 6, 2023

Street and Sidewalk Project Fund	
Expenditures:	
Street and Sidewalk Projects	74,630,491
Total	74,630,491

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Street and Sidewalk Project Fund	
Revenues:	
General Obligation Bond Proceeds	43,210,306
Intergovernmental / State Grants	19,562,598
Transfers In	8,681,087
Limited Obligation Bond Proceeds	2,500,000
Developer Contributions	676,500
Total	74,630,491

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager or designee is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-19

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Parks and Recreation Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of parks and recreation capital projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: Parks and Recreation Fees shall be deposited directly in the fund and the following amounts are appropriated for the project funds effective June 6, 2023:

Parks and Recreation Capital Project Fund	
Expenditures:	
Parks and Recreation Capital Project Fund	33,821,720
Total	33,821,720

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Park and Recreation Capital Project Fund	
Revenues:	
Transfer In	17,147,512
State Grants	1,334,340
Federal Grants	1,133,000
Bond Proceeds	14,177,668
Miscellaneous Revenues	29,200
Total	33,821,720

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-20

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Parks and Recreation Capital Reserve Fund
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 18 of Chapter 159 of the General Statutes of North Carolina, the following capital reserve fund ordinance is hereby adopted:

SECTION I: The Town Council hereby creates a capital reserve fund for the purpose of acquiring land, making capital improvements to land and facilities, purchasing, planning, and constructing capital equipment or facilities for parks and recreation purposes.

SECTION II: This fund will remain operational until closed by resolution or ordinance of the governing body.

SECTION III: Parks and Recreation Development Fees shall be deposited directly into this fund effective March 21, 2023.

SECTION IV: The following amounts are appropriated for the capital reserve fund:

Parks and Recreation Capital Reserve Fund	
Expenditures:	
Transfers Out	16,131,396
Total	16,131,396

SECTION V: The following revenues are anticipated to be available to complete these projects:

Parks and Recreation Capital Reserve Fund	
Revenues:	
Parks and Recreation Revenues	16,131,396
Total	16,131,396

SECTION VI: Copies of this ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION VII: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

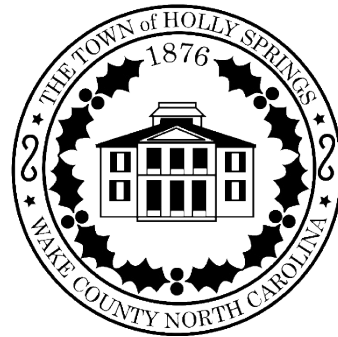
Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-21

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Town Building Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of construction of town buildings and general government capitalized assets.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: Town Building Project Fees and Revenues shall be deposited in the fund effective June 6, 2023:

Town Building Project Fund	
Expenditures:	
Town Buildings Projects	58,217,045
Total	58,217,045

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Town Building Project Fund	
Revenues:	
Limited Obligation Bond	31,126,261
Revenue Bond	20,500,000
State Grants	2,500,000
Transfers In	2,927,148
Other Revenue Sources	1,163,636
Total	58,217,045

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-22

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Stormwater Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of stormwater projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project funds effective June 6, 2023

Stormwater Project Fund	
Expenditures:	
Stormwater Projects	686,415
Total	686,415

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Stormwater Project Fund	
Revenues:	
Stormwater Revenues	686,415
Total	686,415

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager or designee is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-23

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Water Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of Water system projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project funds effective June 6, 2023

Water Project Fund	
Expenditures:	
Water Projects	97,989,750
Total	97,989,750

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Water Project Fund	
Revenues:	
Revenue Bonds	45,800,000
Transfers In	23,002,720
State Grants	13,760,000
Private Contributions	9,927,030
Federal Grants	5,500,000
Total	97,989,750

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager or designee is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 23-24

Date Submitted: June 6, 2023

Date Adopted: June 6, 2023

**Utility PAYGO Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of water and sewer enterprise fund “pay-as-you-go” (PAYGO) capital projects related to water and sewer system infrastructure, planning, studies, and capital assets.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: The Utility PAYGO Fees shall be deposited directly into this fund effective June 6, 2023.:

Utility PAYGO Fund	
Expenditures:	
Water and Sewer Projects	2,977,000
Total	2,977,000

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Utility PAYGO Fund	
Revenues:	
Transfers In	2,977,000
Total	2,977,000

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager is authorized to amend expenditures within the fund for

expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective June 6, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 6th day of June 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk



Changes in the Personnel Policy – 7/1/23

- On-Call Pay – Article III, Section 13
Call-Back pay will be paid at one and a half times the employee's hourly rate. On-Call pay will change from \$75/week to \$20/day.
- In Range Salary Adjustment – Article III, Section 10
Changed the amount the Town Manager can increase an employee's salary from 3% up to 15%
- Field Training Officer Pay – Article III, Section 19
Added an additional \$2.00/hour while an officer is actively training a new recruit.
- Vacation/Personal Leave Accrual Rate– Article VII, Section 6
Vacation accrual will be based on years of service in the Local Government Employees Retirement System (LGERS) not solely on years of service with the Town of Holly Springs
- Floating Holidays – Article VII, Section 31
Added two (2) days for employees to use for the observance of their choice
- Health and Wellness Day – Article VII, Section 32
Added a day to encourage employees to focus on health and wellness

Current policy proposed changes in red.

Article 3, Section 13 On-Call Pay (Revised 7-1-23)

The Town of Holly Springs must provide a variety of critical emergency services 24 hours a day, seven days a week. **The** need for these services may occur when employees with **the** necessary skills are not on duty. As a result, the Town must be assured that skilled employees are always readily available by placing some employees on standby status. At other times it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. Employees in such positions will share in the responsibility for continuous service, in accordance with the nature of each position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary action up to and including dismissal. ~~by the Town Manager.~~

~~Call-Back Pay. Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work, outside of normal working hours when not on call. Non-exempt employees will be paid at one and a half times their hourly rate the established hourly rate of pay for hours worked outside their normal schedule if they are actually required to respond or return to work, and will receive overtime for eligible overtime hours. When a non-exempt employee is called back to work or a worksite because of special needs or an emergency, non-exempt employees will be paid for a minimum of two hours of work, even if their actual work time was shorter. The minimum of two hours of pay is guaranteed for non-exempt employees who are called back or actual hours worked whichever is greater. "Call-back"~~ provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance). If more than one callback occurs within a given shift, total callback time cannot exceed two hours unless the work time exceeds two hours.

On-Call Pay.

Each applicable department has an established rotation where different employees share responsibility for being ready to respond or return to work for a specified period of time when called. On-call status in a department must be regularly shared by more than one employee on a rotating basis. On-call status means being fit and able to report to work within an acceptably short period of time, as designated by the department.

When designated on-call employees are not performing work duties, the Town will provide compensation in recognition of the employee's commitment and impact to personal time that being on-call can have. Compensation will be paid to non-exempt employees at the rate of \$20 per day.

~~On-call pay compensates certain non-exempt employees who are required to be on-call and return to work by contact via pager or telephone in the event of an emergency. On-call status is a designated period of seven consecutive days. Hours of oncall status are not considered hours of~~

~~work, and are not recordable on a time sheet. All non-exempt on-call employees shall receive an additional salary base of \$75.00 for each entire week served on-call. There is no additional compensation for being on-call when there is a holiday. Hours actually worked while on-call are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week.~~

On-call status- a non-exempt employee must be available for contact and be able to respond, and/or report back to work if needed.

Call-back status- is when a non-exempt employee has left the work site and is requested to respond on short notice to an emergency work situation to:

- avoid significant service disruption,
- avoid placing employees or the public in unsafe situations, or
- protect and/or provide emergency services to property or equipment

Call back may involve either: going back to work or responding via telephone/ computer.

Article 3 Section 10 In Range Salary Adjustment (Revised 7-1-23)

In-Range Salary Adjustment

It is the policy of the Town of Holly Springs, subject to the availability of funds, to grant in-range salary adjustments to recognize job change of employees in regular full-time and part-time positions, to establish equitable salary relationships, and/or to respond to labor market conditions. Only regular full-time or part-time employees are eligible for increases under this policy. In-range adjustments may be considered in the following circumstances:

- 1) Job Change – This type of adjustment is to compensate for changes in job duties and responsibilities as documented in position classification specifications that are at a higher level, but not enough to justify a reclassification to a higher salary grade, or a salary range revision.
- 2) Recruitment/Retention Problems – This type of salary adjustment may be made to reduce or avoid turnover due to market or other conditions that affect retention.
- 3) Salary Equity – This type of salary adjustment is used to establish or re-establish equitable salary relationships among employees in a relevant work unit performing the same type and level of work considering education, skill, related work experience, length of service and performance level.

A completed request for an in-range salary adjustment must be made in writing by the Department Director and include the following information: employee name, classification title, current salary, summary of conditions that support the request, and justification for percent increase requested. It is the responsibility of the Human Resources Director to assess salary administration priorities and in-range salary adjustment requests based on documentation and justifications and make recommendations to the Town Manager. As part of this process, the

salary of each employee in the department should be examined for equity purposes. The recommended salary increase ~~can be made up to ranges from 1-15%~~, subject to approval of the Town Manager.

Article 3, Section 19 Field Training Officer Pay (Created 7-1-23)

Field training plays an important part in the effective training of new Police Officer recruits. Through exposure to actual experiences and the accompanying field problems, patrol situations, investigations, and crime incidents, the recruit learns to apply classroom principles to live situations. The field training experience is also used to see if a new recruit can function effectively as a police officer. Ideally, field training serves as a continuation of the selection process in addition to its training functions. In recognition of the additional effort and responsibility, an officer takes on as a training officer they will receive an additional \$2.00/hour whenever they are actively training an officer on a shift.

Article 7, Section 6 Vacation/Personal Leave: Accrual Rate (Revised 7-1-23)

Each full and part-time employee of the Town shall accrue vacation at the following schedule, prorated by the average number of hours in the workweek (Section 16):

Years of Service	Yearly Accrual (Days)
0 but less than 2	10
2 but less than 5	12
5 but less than 10	15
10 but less than 15	18
15 but less than 20	20
20 or more	24

In an effort to attract and retain employees with subject matter expertise in local government, newly hired and current employees will accrue vacation leave based on years of service in the Local Government Employees Retirement System (LGERS) not solely years of service for the Town.

Article 7, Section 31 Floating Holidays (Created 7-1-23)

Employees will be granted two floating holidays per fiscal year to allow employees the option to have additional paid days off to use at their discretion, for things such as religious observances (for days that the Town does not recognize), parent-teacher conferences, or to supplement vacation, sick, or holiday leave. The use of floating holidays should be requested in advance. Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment. Days will be equivalent to the employee's normal workday.

Article 7, Section 32 Health and Wellness Day (Created 7-1-23)

The Town encourages employees to focus on health and wellness. Recognizing that employees have diverse needs for time off to support health and wellness, the Town has established a health and wellness day. The benefits are that it promotes a flexible approach to time off by allowing employees time for routine medical, dental, and vision appointments. In addition, taking part in activities that promote positive physical and mental health is strongly encouraged. The use of the health and wellness day should be requested in advance. Time off will not be carried over to the next fiscal year, nor may it be cashed out if not taken or paid upon termination of employment. Days will be equivalent to the employee's normal workday.



Fiscal Year 2023-2024 Annual Operating Budget & Community Investment Plan

Recommended Budget

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Fiscal Year 2023-2024 Annual Operating Budget and Community Investment Plan

Recommended Budget



Randy J. Harrington
Town Manager

Corey J. Petersohn
Budget Director



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Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**Town of Holly Springs
North Carolina**

For the Fiscal Year Beginning

July 1, 2022

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Holly Springs, North Carolina**, for its Annual Budget for the fiscal year beginning **July 1, 2021**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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Town of
**HOLLY
SPRINGS**
North Carolina

Introduction



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Town Council



Shaun McGrath

Current Term: 12/2019 to 12/2023

Timothy Forrest

Current Term: 12/2021 to 12/2025

Daniel H. Berry

Mayor Pro Tem

Current Term: 12/2021 to 12/2025

Danielle Hewetson

Appointed Term: 1/2023 to 12/2023

Sean Mayefskie

Mayor

Current Term: 12/2021 to 12/2025

Aaron Wolff

Current Term: 12/2019 to 12/2023

The Town Council is a legislative body and as such adopts Holly Springs' annual operating budget, which by law is always balanced and which includes a tax rate levied against real property, water rates, and impact fees; expenditures on municipal projects and programs, including such capital projects as streets and drainage improvements and buildings and facilities construction; and funds for departmental operations, such as police and fire protection, planning, and development. The Town Council is the final authority in adopting laws and rules that govern the Town of Holly Springs and provides for the safety and welfare of its citizens and visitors.



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History of Holly Springs

As the name suggests, the town of Holly Springs originated at a site where fresh waters trickled near age-old holly trees. In colonial times, a small cluster of homes and businesses formed around the original “holly springs” in an area that once was a Tuscarora Indian hunting ground.

A couple miles north at the intersection of two roads, one that went from Hillsborough to Smithfield and the other from Raleigh to the Cape Fear River and then on to Fayetteville, what is now downtown Holly Springs began to form.

It was at this crossroads that Scottish settler Archibald Leslie opened a tailoring business and store and began construction on a 180-acre estate that also contained freshwater springs. Today, all that remains is the main house, listed on the National Register of Historic Places as the Leslie-Alford-Mims House. The springs that supplied the home with water are accessible to the public by a short, winding dirt trail that winds through the woods and past a family cemetery. The house is a commanding landmark in the heart of downtown Holly Springs, having weathered nearly two centuries and a two-week occupation by Union troops during the Civil War.

About two blocks away downtown is the Masonic Lodge, constructed in 1854 and used as a school for girls in 1856. The structure is the oldest lodge and school building remaining in Wake County



Norris-Holland-Hare House

and still is used today for meetings and community events.

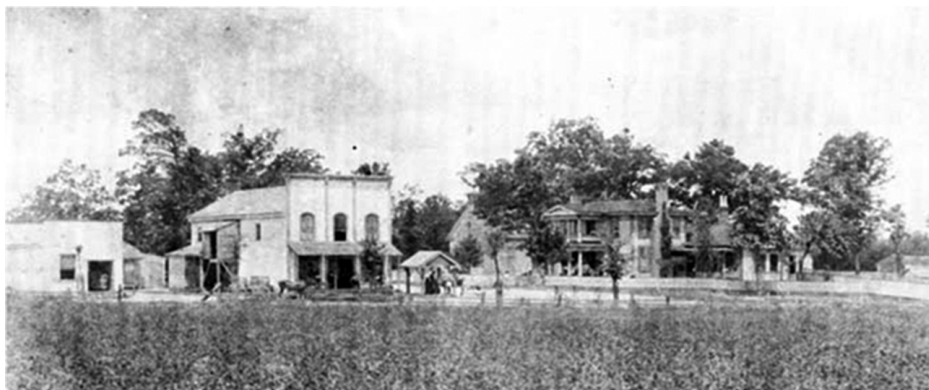
Another structure that survived the Civil War and remains standing today is the Norris-Holland-Hare house off Avent Ferry Road. The original portion was built by Needham Norris, the son of Revolutionary War veteran John Norris Jr., for whom the Daughters of the American Revolution erected a memorial stone on the west side of Avent Ferry Road, not far from where he is reported to be buried. The house built by Needham Norris remains on the opposite side of the road. For two weeks in April 1865, an encampment of

Union soldiers encircled the home. The family lived upstairs while Union soldiers occupied the first floor as a field hospital.

Following the Civil War, about 50 freed men pooled their money to buy land for a church where First Baptist Church stands today on Grigsby Avenue. The African-American men and women who helped build the town before the Civil War kept the town alive after emancipation.

In 1875, George Benton Alford moved his mercantile business to Holly Springs where he built a general mercantile, now one of the oldest commercial structures in Wake County, which now houses Dewar's Antiques. Alford led a successful effort to petition the North Carolina General Assembly to incorporate the Town of Holly Springs in 1877. After its establishment, the Holly Springs town boundary remained a solid, one-mile square for 110 years.

While the town's economy boomed during the early 1900s, World War I drew men to war and families to bigger cities for improved employment opportunities. In 1924, the Bank of Holly Springs failed, the



Alford-Mims House and the General Store.

Continued next page

History of Holly Springs



Dessie Mae Womble (far left) first African American female police chief in North Carolina.



Main Street

first bank in the state to go belly up before the great Depression of 1929. The town lay fallow through World War II. In the latter half of the 20th century, however, progress returned to Holly Springs.

In the 1960s, the town installed streetlights and constructed a public water system. During the 1970s, Bernice Lassiter and James Norris were elected as the town's first African American commissioners. Norris became the first African American mayor of Holly Springs when he resigned as commissioner in 1980 to fill the vacated mayoral seat. Dessie Mae Womble became the first African American female police chief in North Carolina when she was hired in Holly Springs in the early 1980s.

The town was a community of a few hundred residents when Parrish "Ham" Womble became a Holly Springs Town

Board member 1981. He served nearly three decades and is remembered for advocating purchase of a 46-acre tract of land that appeared slated for development. Womble wanted the town to use the land for a park instead. That land is now Parrish Womble Park in the heart of Holly Springs and is adjacent to the W.E. Hunt Recreation Center, named after William Earl Hunt, 14-year principal of Wake Optional School.

The segregated school with four classrooms, coal-burning heaters but no running water was replaced with a brick building that was renovated into the facility that now serves as a popular community destination.

In 1985, a sewer plant was completed, attracting Warp Technologies, a textile company, to town. The town used the boost in tax base to expand utilities, in

turn attracting further development, including the Sunset Ridge golf course community. Thus began another era of growth and prosperity that remains strong today. With a local and regional focus on attracting biotech companies, the Town of Holly Springs was chosen for the nation's first flu cell culture manufacturing facility in 2006. This facility opened for business in November 2009 with 350 employees. The facility, now Seqirus, is the second largest flu vaccine manufacturer in the world. In 2021, FUJIFILM Diosynth Biotechnologies announced a \$2 billion investment in Holly Springs, continuing the Town's reputation as a life sciences hub.

From the past to the present, from the small-town atmosphere where people still know each other by name to the frequent, unique family-oriented activities, Holly Springs is a town that is continuing to grow not just in population and industry but also in heart.



Town Hall

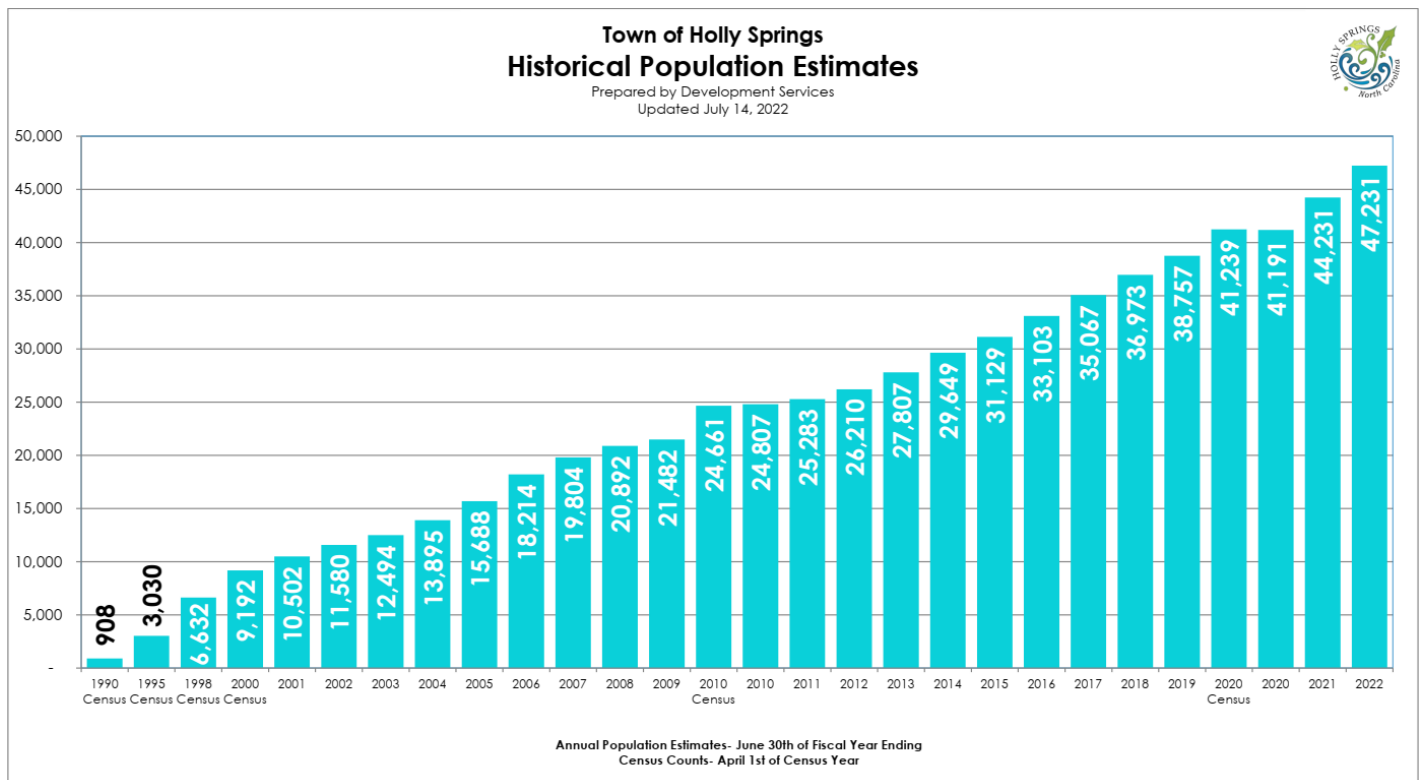
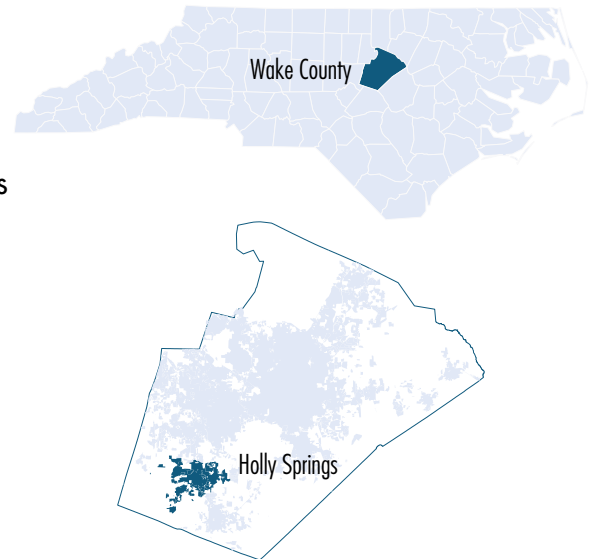


Parrish Womble

Community Profile

**Holly Springs is the 5th largest town in Wake County
and the 23th largest town in N.C.**

Population: 47,231 (2022 estimated)
 Land Area: 19.65 sq. miles
 Median Household Income: \$120,229
 Education: 95.5% High School Graduates
 Higher Education: 61.1% have earned
 Bachelor's degree or higher
 Average Home Tax Value: \$367,795 (as of 1/1/22)
 Home Ownership Rate: 81.7%



Community Profile

GOVERNMENT

The Town of Holly Springs has a Council-Manager form of government with a Mayor and five-member Town Council. Elections for the office of Council are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all members of Council are elected for four-year terms. The Mayor is elected for a four-year term at the same time elections

for Town Council are held. The Town Council sets Town policies, enacts ordinances and appoints the Town Manager. The Town Manager administers the daily operations and programs of the municipal government through the department directors, other staff members and employees.



QUALITY OF LIFE

During the past 20 years, Holly Springs has transformed itself into one of the most attractive communities in the Research Triangle Region. While home to small businesses and multi-national firms, Holly Springs remains a family-centered community.

Holly Springs is a great place to live and work. No matter your age or favorite hobby, opportunities to enjoy life are abundant in and around town.

Our Parks and Recreation Department offers a diversity of parks, a recreation center, a cultural arts center, a lake and retreat center, greenways, and picnic shelters. Programming includes art, drama, music, athletics, nature and outdoor education, cooking, after-school and track-out care, fitness and wellness,

dance, special interest, and specialized recreation as well as summer camps and senior programs.

The character of Holly Springs truly can be sensed at local events. Some popular annual events include the downtown Farmers Market, Spring Fling, Wild About Nature, Hollyfest (an annual Town festival), National Night Out, Bass Lake Day, Community Arts Festival and Holiday Parade along Main Street.

Whether it is the Town's balance of commercial and residential development, its reasonable land prices coupled with its proximity to urban centers, or its small-town charm, new residents and businesses continue to be attracted to Holly Springs.



Community Profile

ACCOLADES:

#1 Safest City in North Carolina
(SafeWise.com - 2021)

#1 Safest City in North Carolina
(HomeSnacks.net - 2020)

#1 Best Cities for Jobs in North Carolina
(Zippia.com - 2019)

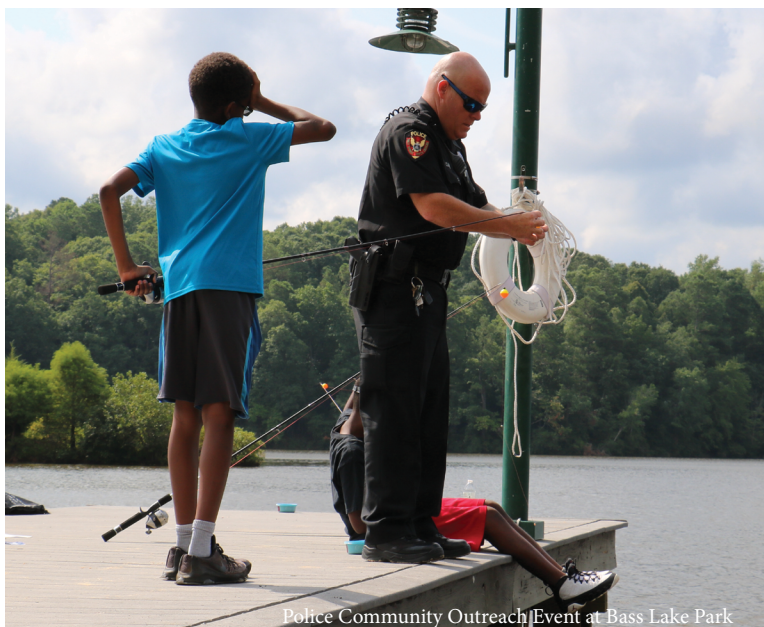
#5 Best Place in NC to Raise a Family
(Wallethub.com - 2019)

#1 Favorite Farmers Market in NC
(American Farmland Trust Farmers Market Celebration Contest - 2019)

#4 Best Place to Live in North Carolina
(HomeSnacks.net - 2019)

#7 Best Small Cities in America
(WalletHub—November 2016)

#1 Safest Town in NC and 51st Safest in US
(Neighborhood Scout—February 2016)





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Boards and Committees



Advisory committees and boards offer citizens a chance to be involved in the Town's decision-making processes, by directly advising the Town Council.

Board of Adjustment

Conducts public hearings and renders rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by the Department of Planning and Zoning staff, and appeals of determinations made by the Environmental Appeal Committee.

Planning Board

Reviews and makes recommendations to the Town Council on all proposals for rezoning, various development-related requests, and amendments and additions to the Town's zoning regulations and comprehensive plan. The Planning Board has no judicial or final decision authority but provides guidance to the Town Council on those requests.

Land Use Advisory Committee

Comprised of the Town Manager; Assistant Town Manager; Directors of Utilities and Infrastructure, Parks and Recreation, Economic Development, Development Services; and representatives from the Town Council and Planning Board. The Land Use Advisory Committee assists Development Services in the interpretation, enforcement, or application of the Unified Development Ordinance (UDO) and advises the director on suggested or proposed amendments to the UDO.

Parks & Recreation Advisory Committee

Advises the Town Council and the Parks and Recreation Department.

Tree Advisory Committee

Aids with planning an annual Arbor Day event, guidance about how Holly Springs can maintain good standing with Tree City USA standards and provides recommendations on methodology for expenditure of funds for tree replacement, maintenance, and preservation.

Police-Community Advisory Group

Provides for community dialogue and understanding with the Police Department. Topics of discussion include resident, business, and neighborhood concerns; regional and local crime trends; and awareness of police training, standards, and policies.



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Town Administration

Town Administration

Randy J. Harrington
Town Manager

Daniel Weeks
Assistant Town Manager

J. Scott Chase
Assistant Town Manager

John Schifano
Town Attorney

Linda McKinney
Town Clerk

Senior Leadership Team

Cassie Hack
Communications & Marketing

Corey Petersohn
Budget, Innovation, & Strategy

Chris Hills
Development Services

Irena Krstanovic
Economic Development

Tina Stroupe
Finance

LeRoy Smith
Fire

Jaime Joyner
Human Resources

Jeff Wilson
Information Technology

LeeAnn Plumer
Parks & Recreation

Paul Liquorie
Police

Paige Scott
Public Works

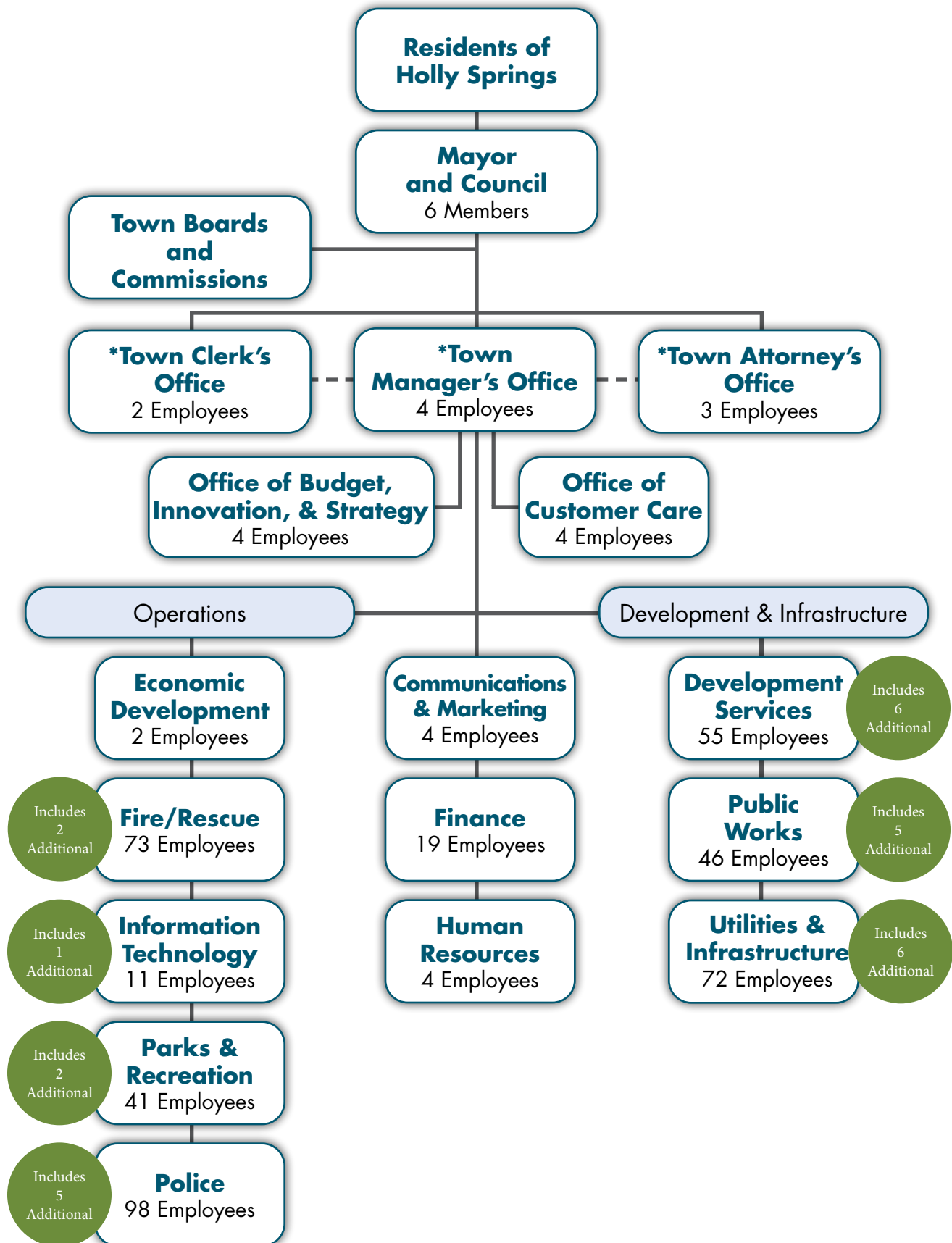
Kendra Parrish
Utilities & Infrastructure



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Organization Chart

Full-Time Positions (Recommended)



*The Town Manager, Town Clerk, and Town Attorney are appointed by Town Council.



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Budget Process

Overview

The Town's budgets are adopted as required by the North Carolina General Statutes. The Town adopts a balanced budget, which is defined as when planned expenditures equal anticipated revenues. An annual budget is adopted for the General Fund and the Enterprise Funds. Project ordinances are adopted for Capital Project funds and proprietary capital improvements. All budgets are prepared using the modified accrual basis of accounting.

Budgetary control is executed at the department level or by project. The Town Manager is authorized by the budget ordinance to transfer appropriations between functional areas within a fund without limitation and may transfer appropriations up to \$50,000 between financial areas within a fund with an official reporting to Council. During the year, several amendments to the original budget are necessary, the effects of which are not material.

Budget Development Procedures

All departments receive their operating budget materials and instructions in January. Department Directors are responsible for estimating departmental expenditures. The Finance Director will make the determination of the revenue projections. The budget reflects the service priorities of the Council and the Citizens of the Town of Holly Springs. The service needs of the community are determined by public hearings and feedback through the Mayor and the Town Council. After final service priorities have been established and agreed upon, a balanced funding plan is formulated. Through careful assessment of funding requirements and financing methods, a recommended budget document is organized into final format and submitted to Council for their consideration and adoption.

The Council reviews the recommended budget with the Town Manager and staff during the Town's work sessions. A copy of the recommended budget is also filed with the Town Clerk for public review as well as on the Town's website. A public hearing is scheduled prior to the formal adoption of the budget. Adoption of the budget by the Town Council establishes the legal authority to incur expenditures in the ensuing fiscal year. All annual appropriations lapse at fiscal year-end.

Public Participation in the Budget

The primary method for public participation in the budget process is through the Mayor and Town Council. The elected governing body annually adopts a strategic plan that lays the foundation for the upcoming recommended budget. Additionally, prior to budget adoption, the governing body holds a budget public hearing to hear comments on the Manager's Recommended Budget.

Budget Calendar

A budget calendar is included in the North Carolina General Statutes which prescribes the last day on which certain steps of that budget procedure are to be performed. The following schedule lists the tasks to be performed and the date by which each is required to be completed.

Milestone	Date
CIP Requests due to Budget Office	November 28, 2022
Department CIP Meetings with Town Manager	December 5-9, 2022
Operating Budget Kickoff	January 9, 2023
Base Budget Review with Departments	January 9-13, 2023
Fee Schedule Changes Submitted to Budget Office	January 27, 2023
Departments Submit New Requests and Revenue Projections	February 17, 2023
Department Budget Meetings with Town Manager	March 1-10, 2023
Town Manager's Recommended Budget Presentation	May 9, 2023
Budget Public Hearing	May 16, 2023
Budget Workshop	May 23, 2023
Scheduled Adoption of Budget	June 6, 2023

Budget Process



Basis of Budgeting

The accounts of the Town of Holly Springs are organized on the basis of funds and account groups. A fund is an independent fiscal and accounting entity, with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. The account groups are not funds but are a reporting device used to account for certain assets and liabilities of the governmental funds that are not recorded directly in those funds.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting. The governmental fund types are presented in the financial statements using the same basis of accounting.

Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 90 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Budget Transfers & Amendments

Full implementation of the budget begins immediately on July 1. Pursuant to General Statute 159-15, the budget may be amended by submission of proposed changes to the Town Council. Budgetary control is executed at the department level or by project. The Town Manager is authorized to transfer funds from one department to another within the same fund in an amount not to exceed \$50,000. Any revisions to transfer budgeted amounts over \$50,000 or that alter the total expenditures of any fund must be approved by the Town Council before being recorded. Budget amendments and transfers must adhere to balanced budget requirements.

The Town adheres to the following procedures for amending the budget during the year:

1. A transfer of funds between operational account lines of the same department can be approved by the Department Director. The department completes a budget amendment form and submits to Finance for processing.
2. The Town Manager has the authority to approve budget amendments up to \$50,000 between departments of the same fund that does not modify the overall fund's budget. The responsible department will complete the budget amendment form, acquire the Town Manager's signature, and submit the document to Finance for processing.
3. Any Town Manager approved budget amendments will be reported to Town Council the following month. All budget amendments between departments over \$50,000, between funds, or that increase or decrease the total budget of any fund must be approved by Town Council in advance.

Encumbrances

As required by North Carolina General Statutes, the Town maintains encumbrance accounts, which are considered "budgetary accounts" under which purchase orders, contracts and other commitments for expenditures of funds are recorded in order to reserve that portion of applicable appropriation. Encumbrances outstanding at year-end represent the estimated amounts for the expenditures ultimately to result in unperformed contracts in process at year-end to be completed. Encumbrances outstanding at year end do not constitute expenditures or liabilities.

Basis of Budgetary Accounting

Budgetary accounting is used for management control of all funds of the Town.

Governmental Funds

These funds are used to account for governmental functions. Governmental funds include the following fund types:

General Fund

The General Fund is the general operating fund of the Town. It is used to account for expenditures and all financial resources for services to the public, except for those required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, state grants and various other taxes and licenses. The primary expenditures are for public safety, streets maintenance and construction, sanitation services and general governmental functions.

Special Revenue Funds

The Special Revenue Funds are used to account for resources that are legally restricted to expenditures for specified purposes. Restrictions on resources may be federal, state, or local. A special revenue fund is established when required by legal mandate or sound financial management practices. These are nonmajor funds of the Town.

Capital Project Funds

The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds). These funds are used for the tracking of large non-recurring capital projects, which are outside of the General Fund. Included in this classification are the Town's Capital Reserve Funds. The Capital Reserve Funds are used to set aside money to pay for large expenditure items and functions. These are non-major funds of the Town.

Proprietary Funds

These are used to account for business-type activities.

Enterprise Funds

The Enterprise Funds account for those operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Town has two Enterprise Funds: Utility and Stormwater.



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Town of
**HOLLY
SPRINGS**
North Carolina

Budget Message



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Fiscal Year 2023-24 Manager's Budget Message

May 9, 2023

To the Honorable Mayor and Town Council Members:

On behalf of the entire organization, it is my pleasure to recommend to you the Fiscal Year (FY) 2023-24 Operating Budget and Community Investment Plan (CIP).

The recommended budget totals \$93,793,738, a 6% increase from the adopted FY 2022-23 budget. Of this, the General Fund represents \$54,359,413, a 7% increase from the prior year. Economic growth has been robust over the past year. The Town's total assessed property valuation (real and personal property) is projected to increase from \$7.5 billion in FY23 to \$7.9 billion, a 5.7% increase over the prior year. The budget maintains the current property tax rate at 42.16 cents per \$100 valuation. Water and sewer rates are projected to increase by 15% for the average residential water user, or \$9.82/month. Twenty-seven new positions are recommended and reflect continued service demand growth.

This budget recommendation achieves three key elements: 1) secures the Town's future water supply and wastewater treatment capacity, 2) invests in a healthy and active community, and 3) strengthens the Town's emergency preparedness and capabilities to quickly respond to emergency 9-1-1 calls.

A BUDGET GUIDED BY TOWN COUNCIL STRATEGY

The budget was developed using Council's five strategic priorities (see graphic) as the foundation for creating positive community impact and value for residents and businesses. Key updates to the Strategic Plan included the removal of 11 initiatives that are now completed or fully incorporated into Town operations and the addition of eight new initiatives related to reducing the Town's energy consumption, use of hybrid/electric light-duty vehicles, yard waste, future fire station locations, and housing affordability.



SECURING THE TOWN'S FUTURE WATER SUPPLY AND WASTEWATER TREATMENT CAPACITY

Water is a scarce resource, and it is the lifeblood of any growing community. I believe that communities that make forward looking utility investments today will be the ones that succeed the most in quality of life and job growth in the future. This budget recommendation puts the Town on a strong and necessary investment footing to ensure that we can meet the water needs of today and the community and business growth opportunities in the future. In 2019 Town Council adopted a new Land Use and Character Plan that projected water and sewer needs decades into the future as the Town achieves full build-out. A third-party expert estimated in the Plan a need for Holly Springs to expand water treatment capacity to 15.47 MGD and wastewater treatment capacity to 12.71 MGD. This budget includes the investment funding required to achieve sustainable, resilient, and safe levels of water and wastewater capacity.

The Town's primary water source derives from Harnett County and the Cape Fear River (up to ten MGD). The Town also possesses additional water rights to access up to two MGD from Lake Jordan, if needed in the future. Additional water connections are available with Fuquay-Varina, Apex, and Cary for emergency situations and resiliency purposes.

The City of Sanford and Towns of Fuquay-Varina, Holly Springs, and Pittsboro are engaged in a projected \$237.3 million partnership to expand the City of Sanford's water treatment facility (Holly Springs' allocated cost portion is \$49.3 million). Additionally, plans have the Towns of Fuquay-Varina and Holly Springs partnering to construct a currently estimated \$118 million 14-mile water conveyance line from the City of Sanford to our two communities (Holly Springs' allocated cost portion is \$45 million).

Budget Message

Fiscal Year 2023-2024



Additional wastewater treatment capacity is also required given current projections that the Town could reach its limits by 2027. Two investment phases are envisioned. Phase I will increase current treatment capacity from 6 MGD to 8 MGD by 2027. This investment is currently estimated at \$116.2 million. Phase II will occur in the early 2030s and take the 8 MGD capacity to 14 MGD.

Water and Sewer Fee Impact – These and other utility investments over the next five years total close to \$300 million. A combination of pay-as-you-go cash and Revenue Bonds are proposed to fund these critical investments. The impact to rate payers is significant and represents a strong investment for our community. Across the board, the volumetric user rate increase is recommended at 15% (along with two additional years of 15%-16% increases before falling into several years of 6%-7% increases, as projected by the Town's utility rate feasibility consultant). For the typical homeowner, total monthly water and sewer rates and charges are projected to increase 15%, or \$9.82/month for a total projected monthly bill of \$75.20. Despite these rate increases, the town's rates remain very competitive and the typical residential homeowner's monthly total bill is projected to remain near the State average according to UNC School of Government data.

INVESTING IN A HEALTHY AND ACTIVE COMMUNITY

As part of the 2021 Community Satisfaction survey, residents ranked the quality of town parks and greenways as one of the top three areas that they felt should receive the most emphasis by the Town over the next two years. Reflecting this community sentiment, the governing body recently approved placing a **\$100 million Parks Bond on the November 2023 ballot** to develop a 55.9-acre park on Cass Holt Road. The 55.9-acre park is envisioned to include a four-court recreation center with various workout amenities, an outdoor kids splashpad, pickleball courts, turf fields, outdoor basketball, picnic areas, walking trails, fishing, and other active and passive amenities. Several other smaller improvements are also envisioned to be funded by the Parks Bond and could include outdoor basketball courts at Womble Park, improvements to the baseball dugouts at Womble Park, new seating in the Cultural Center Theater, Sugg Farm program pavilion with restrooms, and greenway additions. If approved by voters in November 2023, the Town's independent financial advisor has indicated a preliminary, estimated need for a 5-cent property tax rate increase to pay the associated 20-year General Obligation debt service on the various park investments. A final tax rate analysis and determination will be made in May 2024 as part of the Fiscal Year 2024-25 recommended budget.

ELEVATING EMERGENCY 911 RESPONSE CAPABILITY AND EMERGENCY PREPAREDNESS

Public Safety is a top priority for the Town, and carries a high expectation from our residents and businesses. This budget recommends several key public safety investments designed to invest in the latest 9-1-1 call center technology to ensure staff have the right tools and equipment to swiftly respond to emergency needs, elevate the Town's preparedness for emergencies and disasters, and elevate policies and best practices within the Fire Department. Highlights include:

- **9-1-1 Call Center Technology and Personnel** – A public request for emergency services typically begins with a call to 9-1-1. This budget recommends investments to update the Town's 9-1-1 call center to the latest technology and adds two new telecommunicators in light of calls for service increasing 31% over the past five years due to population growth. Funding for the technology upgrades is comprised of \$400,967 from restricted, state shared 9-1-1 fees plus \$436,628 from the General Fund.
- **Emergency Preparedness** – A new emergency management specialist is recommended to increase the Town's preparation and planning for natural and man-made disasters. Efforts will focus on ensuring that plans are in place for the Town to adequately respond to a variety of emergency situations.
- **Fire Department Accreditation** – A new fire captain is recommended to lead the Fire Department's professional accreditation application process; develop new, best practice policies; and execute accreditation requirements throughout the Fire Department.

OTHER OPERATING BUDGET HIGHLIGHTS

Staff Investments – This budget recommends a pay plan designed to remain a top employer of choice in the region and reflects a set of employee benefits that are competitive with other area municipalities.

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0%-6%, based on performance. The total Town budget impact is \$945,591.
- **Mayor & Council Compensation** – I recommend a 1.9% pay adjustment for Council based on the Consumer Price Index along with the addition of a new monthly vehicle use stipend of \$150 for Council members based on a comparison with peer

Budget Message

Fiscal Year 2023-2024

communities and consideration for the various public meetings and community engagements of a Council member that requires use of a personal vehicle.

- **Health Insurance** – Last year Council approved moving the Town’s health insurance plan to the NC Health Insurance Pool (NCHIP) as a strategy to increase economies of scale and medical buying power along with approval of a new “high deductible” health plan option. Initial results from this change are promising. Health insurance premium costs increase only 4% in FY24 and are proposed to be covered by the Town.
- **Employee Paid Leave** – A recent analysis of the number of paid holidays in other municipalities in the region identified the Town of Holly Springs as being one of the lowest at 12 days per year. Following discussion with the Mayor & Council, the personnel policy associated with this budget recommendation includes two additional paid floating holidays plus one health and wellness day for a total of 15 paid leave days per year.
- **Staff Investments** – Twenty-seven new positions are recommended (24 in the General Fund and three in Utilities) and are focused on public safety, public works, and growth-related demand.

Right-Sizing of Solid Waste Operations – As I noted in last year’s budget message, ongoing additional investments are needed in Public Works to “right size” the department from a staffing and resourcing perspective to meet public service delivery challenges. This budget cycle focuses on the Solid Waste division within Public Works and recommends five additional employees, equipment, and supplies. Full implementation of a new yard waste collection model (using new roll-out yard waste containers plus regular leaf season collection) is now slated for March 2024 due to delays in procuring the necessary equipment for the new service and coordinated timing with the annual “leaf season” collection.

TRANSPORTATION INVESTMENTS TO REDUCE CONGESTION AND INCREASE MOBILITY

Currently, the Holly Springs Rd. “east” segment is making good progress. Bridge work over Middle Creek is advancing, utility lines are being replaced, new sidewalks are being constructed, and road widening efforts are underway. Other 2018 Transportation Bond projects such as the right turn lane from Main St. onto Holly Springs Road and the third lane on the NC-55 bypass between Avent Ferry Rd. and S. Main St. will be bid this summer. Other new and continued transportation investments in the recommended budget include:

- **Intelligent Transportation System (ITS) (\$200,000)** – The budget includes funding for Phase III build-out of the Town’s ITS to help manage and monitor traffic congestion. This phase will upgrade signal cabinet software and hardware to operate the cameras.
- **Holly Springs Road “Central” Segment** – The next phase of Holly Springs Rd. investments includes the “central” segment (Flint Point Ln. to Main St.). This project is funded partially from Transportation Bonds and a planned, annual \$1 million appropriation from the General Fund to support this “central” segment.

TOWN FACILITY INVESTMENTS TO ENSURE DELIVERY OF OUTSTANDING SERVICES

As the Town has grown, so has the need for adequate public facilities that can house personnel and provide the necessary “home base” operational space and capabilities to serve a community that will soon surpass 50,000 residents. Staff continues to be focused on delivering the following facilities:

- **Fire Station #3** – Council has previously approved \$11.2 million for this replacement fire station. Design will be completed in the early summer of 2023 and construction will start soon thereafter. The replacement station near Carolina Springs will be approximately 14,200 sq. ft and include three bays and a Police Department remote work/relief area. No budget changes are recommended for the station.
- **Operations Campus Phase I** – The currently adopted Community Investment Plan includes \$30 million to prepare the 30-acre campus site, install public utility and roadway infrastructure, and construct an administration building and an operations hub building. Ongoing construction cost inflation and refinements to the facilities and site plan no longer makes a \$30 million budget feasible to successfully deliver Phase I. For Phase I to be successful it is critical for the two initial campus facilities to be built in a manner that will meet our operational needs and properly be of a scale and scope that can flex and easily accommodate the space that will be needed in the coming years to service the community. **To achieve success, I recommend increasing the Phase I Operations Campus budget to \$41 million.** The new Operations Campus is envisioned to house staff from Public Works, Utilities & Infrastructure, Development Services, Parks & Recreation, and Finance. Design for Phase I is expected to be completed by late summer 2023 and site work will begin in early Fall.

Budget Message

Fiscal Year 2023-2024



BUDGET WHAT IF...

The Operations Campus is funded 50/50 between property taxes (General Debt Service Fund) and water rates and charges (Utility Debt Service Fund). In order to fund the revised Operations Campus project budget, I recommend reallocating ½ cent of the property tax rate from the General Fund operating budget to the General Debt Service Fund (outlined in below table) along with allocating debt capacity within the Utility Debt Service Fund. Combined, this generates the necessary debt service funding to cover the increase from \$30 million to \$41 million for the Operations Campus Phase I.

The ½ cent property tax rate reallocation is derived from the identification of \$400,000 in reductions to base operating expenses in the General Fund.

Given the importance of the new Operations Campus and the limited options for additional revenue generation, I believe the General Fund can support this reallocation without a negative impact to public services. However, this recommendation includes important trade-offs that impact the upcoming General Fund budget and future budgets. Had I not recommended this shift in property tax allocation, I would have recommended inclusion of the following four items in the budget:

- \$94,908 for a small business/downtown coordinator in Economic Development
- \$71,989 for a crime analyst position in the Police Department
- \$63,635 for a program assistant in the Parks & Recreation Department, and
- \$100,000 to update at least one of the following chapters in the Land Use & Character Plan (Chapter 4 Community Facilities, Chapter 5 Infrastructure and Utilities, or Chapter 6 Natural Resources)

However, in the event the Town is successful in our pursuit of legislative or other grants for the Town's emergency 9-1-1 center technology upgrades (mentioned earlier), I recommend that these four items be added back to the FY24 budget in the order listed above.

OTHER REVENUES DESIGNED TO DELIVER EXCELLENT PUBLIC SERVICES

Property Tax and Sales Tax – Property and sales taxes account for 69.2% of General Fund revenues and form the core funding sources needed to sustain basic municipal services. The recommended budget holds the total property tax rate flat. Sales tax is expected to continue strong growth at 4.5% from current FY23 projections.

Recommended Property Tax Rate and Allocation (cents per \$100 valuation)			
Fund	FY2023	FY2024 (rec)	Difference
General Fund Operating	29.93¢	29.43¢	(0.50¢)
General Debt Service	12.23¢	12.73¢	0.50¢
TOTAL	42.16	42.16	0¢

Solid Waste Fees – In FY24 the Town will operate under a one-year extended contract for garbage and recycling with GFL Environmental until a new service bid is completed. Changes to solid waste fees reflect contractual cost increases from GFL Environmental, and transition to a new roll-out cart yard waste collection service with combined garbage and recycling fees totaling \$15.88 per month, up \$0.56 from the prior year. The residential yard waste collection fee is proposed to increase from \$4.50 per month to \$7.50 and reflects a 50% cost recovery of actual collection costs.

Stormwater Fees – Following Council's guidance at the 2023 Annual Retreat, this budget keeps current rates flat at \$5.20 per Equivalent Residential Unit (ERU) in FY 2023-24.

LOOKING TO THE FUTURE

Below outlines potential, key issues that could impact future budget and policy decisions or be factors that impact the organization over the next several years:

1. **Inflation and Supply Chain Disruptions** – As outlined at the February Annual Retreat, construction market data indicates that we are likely to experience continued risk from construction market inflation over the next several years. Some supply chain disruptions continue, but staff and contractors collaborate closely to minimize these disruptions.
2. **Economy** – In an effort to curb inflation back to a 2% range, the Federal Reserve increased the federal funds rate from 0.25%-0.5% in March 2022 to 5.00%-5.25% in May 2023. However, as of February 2023 the unemployment remains low in Wake County at 3.30%. Consumer spending appears to remain relatively strong due to the unemployment level, but high borrowing costs are impacting some sectors, such as auto sales. The key point here is that revenues are projected to remain strong, but Budget and Finance have a close eye on any potential economic impacts should changes occur.
3. **Locations for Future Fire Stations 4 and 5** – In order to maintain the Town's ISO 1 fire insurance rating and provide adequate response times, investment in one to two new fire stations will likely be needed over the next several budget cycles to secure land and begin planning and design. Fortunately, the Town owns a suitable parcel for a fire station in the southwest area of town on Rex Road. An additional parcel will need to be located in the northeast area of Town, and a future funding source will need to be identified soon for the purpose of land banking a future station location.
4. **Organizational "Right Sizing"** – The Town's population is projected to crest 50,000 in 2023. I am grateful to previous Councils and the current Council for recognizing the importance of approving the necessary staff resources and organizational updates to match the breadth and scope of today's service challenges. Looking forward, I believe there would be value in retaining an independent staffing consultant within the next 1-2 years to assist in analyzing the Town's current staffing levels and help project how the organization might need to evolve in order to best position our Town team for future success as population and business growth continues.

CONCLUSION

Thank you for the opportunity to recommend to you the FY 2023-24 budget. I believe the budget reflects the Council's top priorities and properly plans for the future needs associated with water and wastewater, parks and recreation, and emergency services. The budget also reflects a stable property tax rate and difficult, but necessary, water/sewer rate adjustments required to deliver basic municipal services and ensure future water security for our community. I very much appreciate your engagement, guidance, and direction throughout the entire budget development process.

We have a talented and dedicated employee team that has developed, analyzed, and prepared this budget recommendation. In particular, I would like to recognize our department directors and staff from Budget, Innovation & Strategy; Finance; Human Resource; and Communications & Marketing along with the Assistant Town Managers who have worked tirelessly on this budget recommendation.

I look forward to discussing the recommended budget further to ensure it meets your expectations and properly reflects the priorities of the governing body and the community.

Respectfully submitted,



Randy J. Harrington
Town Manager

Budget Message

Fiscal Year 2023-2024



Budget Approval

This section is reserved for updates to the Manager's Recommended Budget upon Town Council adoption.



Town of
**HOLLY
SPRINGS**
North Carolina

Strategic Plan



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Creating the Town's Strategic Plan

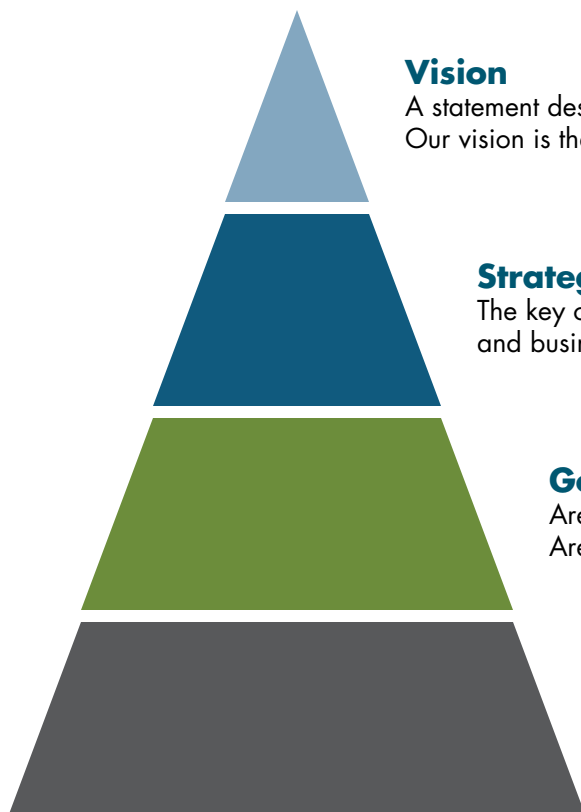
The Mayor and Town Council annually adopt a Strategic Plan for the Town of Holly Springs. The governing body establishes a vision and strategic priority areas that reflect the chief components of the Town's vision for success. The governing body determines goals for each strategic priority area and staff submit initiatives for how to accomplish those goals. The proposed strategic plan is then adopted by Town Council laying the framework for the Manager's Recommended Budget.

What is a Strategic Plan?

A Strategic Plan is a document that guides the Town as it grows and responds to the evolving needs of residents. This plan provides a blueprint for maintaining and improving the qualities that make Holly Springs a great place to live, work, and play.

What are the components of a Strategic Plan?

There are many different ways to organize a Strategic Plan, and Holly Springs takes best practices from the UNC School of Government and our peer towns and cities to build a plan that reflects the values and needs of our residents, businesses, and staff. Our Strategic Plan is comprised of both long and short-term factors meant to influence, prioritize, and drive how decisions are made.



Vision

A statement describing what the Town aspires to represent and become. Our vision is the guiding principle for the entire Strategic Plan.

Strategic Priority Areas

The key components that impact the residents and businesses in Holly Springs.

Goals

Are long-term aspirational statements. Each Strategic Priority Area has three to five goals that are necessary for success.

Initiatives

Are medium to short-term actions and strategies to accomplish a goal. Each goal has one to five initiatives in progress.

Strategic Plan

Strategic 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.

Strategic Priority Areas



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



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



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



Responsible & 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.



Safe & Friendly - Holly Springs is one of the safest communities in North Carolina with a welcoming spirit and inviting atmosphere.

Strategic Plan

Economic Prosperity & Diversity

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, Clean Tech & Smart Grid and Corporate or Divisional headquarters.
- **Initiative 1.2:** Pursue site-readiness programs and infrastructure investments to boost the attractiveness of the Town's strategic sites.
- **Initiative 1.3:** Be a development resource to support, sustain, and grow small businesses, start-ups, and entrepreneurs.

2. Create a vibrant downtown center.

- **Initiative 2.1:** Facilitate multi-modal accessibility to the downtown center, with an emphasis on walkability, pedestrian and bicycle safety.
- **Initiative 2.2:** Enhance place-making in the downtown area through beautification, branding, and artistic elements.
- **Initiative 2.3:** Explore interest and models for a Downtown Village District Business Consortium that provides an opportunity for the downtown business community to connect, collaborate, and liaise with the Town.

3. Seek partnerships to drive economic development.

- **Initiative 3.1:** Attract business partners that support amateur sports, hospitality and leisure tourism activities.

Strategic Plan

Engaged, Healthy, and Active Community



Engaged, Healthy, and Active Community

Holly Springs promotes fulfilling and rewarding lifestyles with abundant, healthy living options.

1. Develop comprehensive parks and recreation amenity offerings to include a variety of parks, greenways, and recreation facilities.

- **Initiative 1.1:** Prioritize recommended park improvements from the Sugg Farm and Mims Park concept plans and pursue amenity construction at each location.
- **Initiative 1.2:** Advance design and construction of the Cass Holt Rd Park to build the first park in Holly Springs west of Hwy 55.
- **Initiative 1.3:** Complete Arbor Creek / Middle Creek and Utley Creek – Phase 1 greenways to establish significant connections between neighborhoods and downtown. Finalize Utley Creek Phase 2 greenway alignment.
- **Initiative 1.4:** Begin design and construction planning to complete the Jones Park Connector, Ting Park Connector, and Middle Creek to Camp Branch Greenway segments to enhance connectivity of the greenway network.
- **Initiative 1.5:** Invest in playground safety surfacing, sunshade structures, and other amenity features in our parks and along our greenways.

2. Build partnerships to complement a board offering of events and programming.

- **Initiative 2.1:** Leverage mutually-beneficial partnerships to provide additional events and offerings to complement existing offerings by the Town.

3. Provide a parks and recreation model with sustainable financial cost recovery policies.

- **Initiative 3.1:** Establish a funding strategy to advance priority park and greenway investments, including opportunities to leverage public-private partnerships.
- **Initiative 3.2:** Align with regional planning and connectivity goals to enhance competitiveness in applying for grants from regional, county, state, and federal sources for greenway and park development funding support.

4. Protect natural resources and provide healthy opportunities for generations to enjoy.

- **Initiative 4.1:** Enhance sustainable operation and maintenance practices at parks and recreation facilities.
- **Initiative 4.2:** Install informational signage to bring community awareness to the unique natural resource areas throughout town.
- **Initiative 4.3:** Provide educational resources and materials to residents of the physical, social, and mental health benefits of outdoor activities and active lifestyles.

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.
- **Initiative 1.4:** Enhance recruitment tools, incentives, and/or benefits to attract a skilled workforce in difficult to fill positions.

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 reach and integration of public safety and other town messages across various communication platforms such as print, social media, website, and other public engagement formats.
- **Initiative 3.2:** Use 2021 Community Survey data to refine content, communication formats, and accessibility of Town's website.

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.

Strategic Plan

Responsible & Balanced Growth



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 sustainable and resilient infrastructure.

- **Initiative 1.1:** Design and construct the Main St. right turn lane, NC55 Bypass right turn lane, Avent Ferry Rd realignment, and Holly Springs Rd. Phase II bond projects.
- **Initiative 1.2:** Develop a coordinated long-range master plan for water, wastewater, reclaimed, and stormwater systems.
- **Initiative 1.3:** Manage Town assets to ensure the long-term sustainability and optimal efficiency of water, wastewater, and stormwater services.
- **Initiative 1.4:** Reduce Town facility energy consumption by 10% over the next 5 years.
- **Initiative 1.5:** Implementation of a new yard waste cart model and resident convenience centers.

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

- **Initiative 2.1:** Pursue a residential/non-residential tax base ratio of 70%/30%.
- **Initiative 2.2:** Leverage the Water Resource Management Policy in future development.

3. Establish sustainability and resiliency practices that balance the protection and preservation of historical and environmental assets with fiscal and operational efficiency.

- **Initiative 3.1:** Invest in reclaimed water utilization efforts to enhance conservation of natural resources.
- **Initiative 3.2:** Develop a water, sewer and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.
- **Initiative 3.3:** Engage staff and community partners to increase awareness and understanding of sustainability opportunities and practices.
- **Initiative 3.4:** Identify opportunities to transition Town light duty non-public safety vehicles to hybrid or electric, as appropriate.

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 for transportation, water, wastewater, and stormwater infrastructure that leverages regional opportunities for investments.
- **Initiative 4.3:** Engage with Wake County, and other organizations as necessary, to promote best practices of waste management at the South Wake Landfill.

5. Promote a diverse supply of housing options.

- **Initiative 5.1:** Evaluate and identify potential modifications to Vision Holly Springs Comprehensive Plan Section 1: Land Use & Character to support greater housing diversity, specifically along transportation corridors and targeted economic development areas.
- **Initiative 5.2:** Establish criteria for Area Median Income (AMI) and percentage of workforce housing units within a development in order for a development project to be considered for fee or improvement credits.
- **Initiative 5.3:** Update the Housing hub website as a resource for developers and residents seeking information on housing programs and data on housing in Holly Springs.

Safe & Friendly

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.

- **Initiative 1.1:** Promote a community-policing philosophy with an emphasis on building “organic” partnerships and unique approaches to meet community needs; and ensure law enforcement personnel are visible and able to interact with residents, visitors and business owners on a regular basis.
- **Initiative 1.2:** Invest in planning and development of Fire Station #3 to enhance the level of fire and medical response and emergency readiness.
- **Initiative 1.3:** Invest in data-driven, geo-based and analytical policing strategies to develop a more technologically advanced approach to crime prevention and investigations.
- **Initiative 1.4:** Apply for Police Department CALEA accreditation, recognizing commitment to professional policing and national best practices and standards.
- **Initiative 1.5:** Develop multi-disciplinary approaches and partnerships to address social, physical and mental health issues with the goal of interrupting recurring cycles and making appropriate referrals to organizations with subject matter expertise.
- **Initiative 1.6:** Complete a Fire Department organizational self-assessment and draft a department strategic plan in preparation for seeking accreditation from the Center for Public Safety Excellence.

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

- **Initiative 2.1:** Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
- **Initiative 2.2:** Design a network for an innovative and intelligent transportation system with NCDOT.
- **Initiative 2.3:** Assess fire station coverage needs and potential locations for future Fire Stations 4 and 5.

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

- **Initiative 3.1:** Enhance citizen engagement and outreach events for police and fire.
- **Initiative 3.2:** Identify innovative and receptive approaches to engage communities that are traditionally underserved.
- **Initiative 3.3:** Develop policies, procedures, and/or mitigation strategies for management of property nuisance abatement.



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Town of
**HOLLY
SPRINGS**
North Carolina

Budget Summary



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Budget Summary

General Fund Changes by Strategic Priority Area

General Fund Changes by Strategic Priority Area



Recommended Operating Budget Changes by Strategic Area	
Economic Prosperity and Diversity	\$401,646
Engaged Healthy and Active Community	\$319,132
Organizational Excellence	\$664,190
Responsible and Balanced Growth	\$1,467,623
Safe and Friendly	\$1,203,462
TOTAL EXPENSE CHANGES	\$4,056,053

Budget Summary

General Fund Changes by Strategic Priority Area



Economic Prosperity and Diversity	
Building Code Inspector Positions (2), Vehicles and Equipment	\$291,175
Building Plans Reviewer Position	\$110,471
TOTAL EXPENSE CHANGES	\$401,646

Engaged, Healthy & Active Community	
Park Maintenance Crew Leader Position (1) and Technician Position (1)	\$144,332
Part-time Salaries Adjustments for Community Center & Cultural Art Center	\$47,300
Community Attractions and Events	\$45,500
Park Bond Referendum Education and Outreach	\$27,000
Weekend and Events Janitorial Services for Parks Restrooms	\$35,000
Expanded Athletics Instruction	\$20,000
TOTAL EXPENSE CHANGES	\$319,132

Organizational Excellence	
Software Requirements, Computer Replacements, and Systems Maintenance	\$151,358
Wake County Election Costs	\$86,800
Information Technology Technician Position (1)	\$68,219
Human Resources Recruitment, Selection, and On-Boarding Management Information System	\$60,892
Public Works Employee Training	\$50,000
Town Utilities	\$35,000
Field Training Officer Supplemental Pay	\$32,000
Unallocated Operational Contingency	\$30,000
Fire Department Training and Professional Development	\$28,000
Biennial Community Survey	\$22,000
Finance Audit Fees and Cost Allocation Study	\$18,000
Communications and Marketing Outreach and Engagement	\$15,000
Town Council Agenda Management Software	\$13,124
Information Technology Organization Realignment Position Reclassifications	\$11,175
Town Council Personal Vehicle Use Stipend	\$9,000
Attorney's Office Supplies and Training	\$9,000
Holly Springs Citizens Academy	\$7,000
Social Media Management Software	\$4,000
Office of Customer Care Supplies and Professional Dues	\$3,500
Office of Customer Care Position Reclassification	\$3,462
Flag Replacements at Town Facilities	\$2,600
Administration Professional Dues and Subscriptions	\$2,360
Finance Postage Supplies	\$1,700
TOTAL EXPENSE CHANGES	\$664,190

Budget Summary

General Fund Changes by Strategic Priority Area

Responsible & Balanced Growth	
Solid Waste Technician Positions (5)	\$435,921
GFL Environmental Solid Waste Contract Increases and Service Growth	\$212,615
Compliance Supervisor Position (1) & Zoning Compliance Officer Position (1)	\$199,441
Project Managers Positions (2)	\$187,055
Capital Projects Inspector Position (1), Vehicle, and Equipment	\$123,272
Land Acquisition Agent Position (1), Vehicle, and Equipment	\$108,847
New Town Welcome/Gateway Signage	\$50,000
Solid Waste Fleet Maintenance	\$30,000
Intergovernmental Relations / State Lobbyist	\$30,000
Street Medians Maintenance from Service Growth	\$28,000
Wake County Property Tax Collection Fee Increase	\$25,000
Development Services Professional Dues, Subscriptions, and Training	\$17,250
Public Works Branding and Uniform	\$16,000
Zoning Compliance Officer Reclassification	\$4,222
TOTAL EXPENSE CHANGES	\$1,467,623

Safe & Friendly	
9-1-1 Emergency Communications Center (ECC) Upgrades (General Fund Portion)	\$436,628
School Resource Officer Position (1), Vehicle, and Equipment	\$151,589
Police Protective Response Equipment	\$123,050
9-1-1 Center Telecommunicator Positions (2)	\$99,664
Fire Department Professional Services Fire Captain Position (1)	\$83,322
Police Department Quartermaster Position (1)	\$77,148
Fire Department Fire Engineer Position (1)	\$70,697
Emergency Management Specialist Position (1)	\$62,230
Fire Station 1 Maintenance and HVAC Replacement	\$40,000
Fire Department Accreditation Training	\$30,000
Fire Department Uniforms, Safety Supplies, and Dues	\$17,400
Police Department Special Operations Lieutenant Reclassification	\$11,734
TOTAL EXPENSE CHANGES	\$1,203,462

Budget Summary

Major Revenue Sources



Major Revenue Sources

The following information defines the major sources of revenue for the Town of Holly Springs for the fiscal year (FY) 2023-24. The Town's anticipated revenues have been determined using historical financial trends, property tax values from Wake County, and projections provided by the North Carolina League of Municipalities (NCLM).

Post-Pandemic Economic Stability and Inflation

The global economy following the COVID-19 pandemic has remained somewhat unstable due to the prolonged supply chain issues, record inflation, and international conflicts.

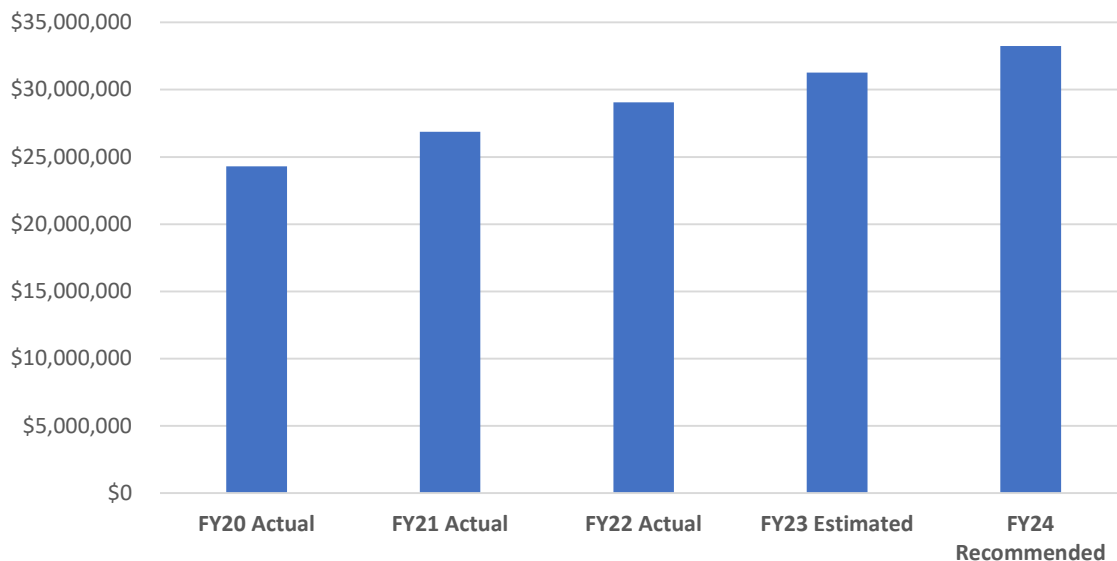
General Fund Summary

The General Fund Operating Budget for FY2023-24 totals \$54,359,413 compared to the FY2022-23 Amended Budget of \$50,670,162. There is a revenue increase of \$3,689,251 (7.3%) when compared to the FY2022-23 Amended Budget. Despite a conservative approach as a result of lingering uncertainty following COVID-19, supply chain concerns, and international factors, the increase in anticipated revenues is largely attributable to the Town's growing population and economic development successes. On average the Town has maintained a steady 4-7% population growth rate in recent years, and a high level of development-related activity in FY2022-23 indicates this trend only continuing.

Ad Valorem Taxes: The budget is balanced with a property tax rate of 42.16 cents per \$100 valuation which is the same rate as last fiscal year. In FY2023-24 the estimated total tax base for Holly Springs is just over \$7.9 billion. With a conservative 99.0% budgeted collection rate, the Town anticipates \$33.2 million in property tax revenue.

Ad Valorem represents 42.3% of the General Fund operating budget revenue. Holly Springs allocates approximately 69.8% (29.43 cents per \$100 valuation) of Ad Valorem to the General Fund and approximately 30% (12.23 cents per \$100 valuation) is dedicated to debt service. This distribution results in \$23 million in current year Ad Valorem for the General Fund and \$9.4 million for General Fund Debt Service. One cent on the Town's tax rate produces approximately \$792,000 in revenue.

Ad Valorem Taxes

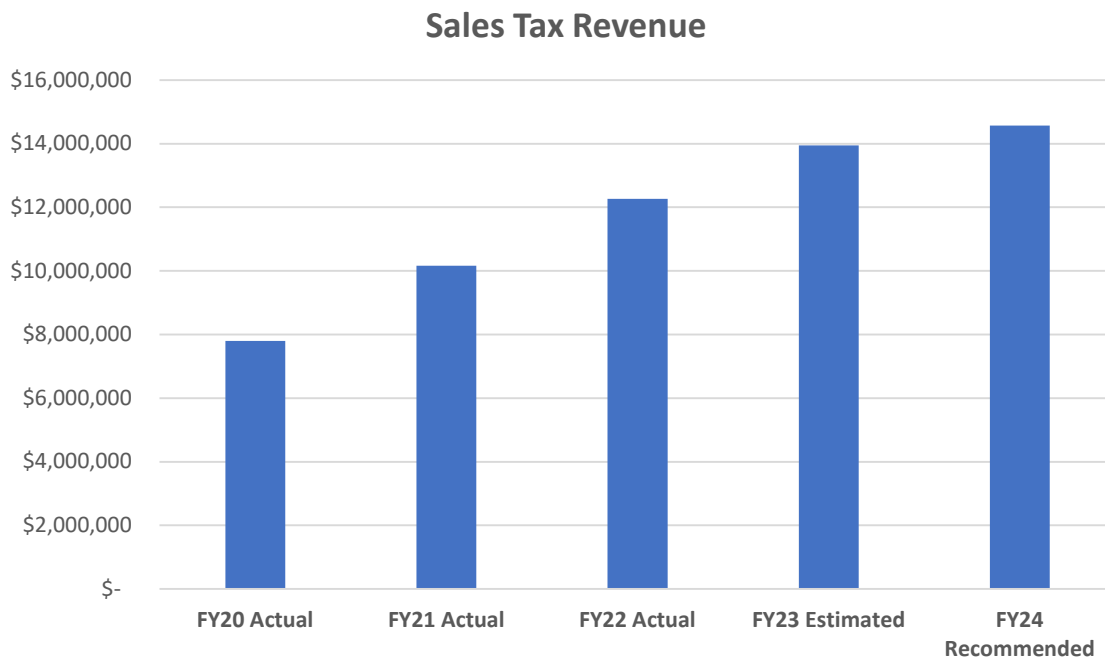


Budget Summary

Major Revenue Sources

Sales Taxes: Sales taxes levied by Wake County comprise 2.50% of the total 7.25% sales tax paid on retail sales in North Carolina. The State of North Carolina collects and distributes a \$.01 tax on retail sales on a point of sale basis. Local governments also are eligible to receive three ½ cent taxes based on either a per capita (population) or an Ad Valorem (property value) basis. The Town's distributions are calculated using the per capita distribution formula.

Local option sales taxes is the second largest General Fund revenue source and represents \$14.57 million or approximately 26.8% of General Fund revenues for FY2023-24. This is an increase from the FY2022-23 Amended Budget of \$3.07 million. While a 26.7% increase in budgeted sales tax revenue would typically seem extreme, last fiscal year's budget included an overly conservative estimate based on post-COVID-19 impact models. The unpredictable nature of the global pandemic and ensuing inflation actually resulted in record sales tax collections for the Town and staff anticipate potentially collecting nearly \$14 million in revenue in FY2022-23. Due to continued uncertainty of the financial impact of inflation, supply chain issues, and changing consumer habits in the long-run, the Town is projecting a conservative growth amount in sales tax revenue for FY2023-24.



State Utilities Sales Distributions: The State levies a tax on utility companies (electricity and natural gas) based on either gross receipts or usage. The state shares a portion of these taxes with local governments based on usage within their jurisdiction. The State also levies a tax on telecommunications gross receipts and then distributes a portion of these taxes per capita to each municipality. The FY2023-24 budget anticipates \$2,350,000 in revenue, which is a small increase to the FY2022-23 projection of \$2.02 million in anticipated revenue. This represents a little more than 4% of General Fund revenue.

Permits & Fees: The Town charges fees for providing construction permits, plan reviews, and inspection services to applicants in accordance with North Carolina General Statute 160 A-414. In addition, the Town charges fees for commercial site, street sign inspections, re-inspections, and other permits and fees associated with development. In FY2023-24, \$2,645,500 is anticipated in permits and fees revenues or approximately 4.9% of all General Fund revenue.

Parks & Recreation Fees: These revenues are fees collected from participants in Town Parks and Recreation activities such as classes, camps athletics, workshops, and event programs. The FY2023-24 budget anticipates \$2,283,200 in Parks & Recreation revenues, which is 4.2% of General Fund revenue. Historically, pre-COVID-19, Parks and Recreation programs brought in about \$2 million in revenue. The Town anticipates a return to pre-pandemic levels of activity.

Budget Summary

Major Revenue Sources



Environmental Fees: The Town collects a monthly fee associated with refuse collection, recycling, and yard waste per user. In the FY2023-24 budget the cumulative per user fee is \$23.38 per month, a \$3.56 increase from last year. The FY2023-24 budget includes \$4,498,820 in anticipated environmental fees, which is approximately 8.3% of General Fund revenue.

Fund Balance: On June 4, 2019, the Town adopted a new fiscal policy with a targeted unassigned fund balance between 20-25% of General Fund expenditures with a minimum of 20%. The Town continues to meet or exceed its current target goal of a 20% minimum General Fund unassigned fund balance. The FY2022-23 recommended budget proposes adjusting the policy to allow transferring any general fund fund balance over 30% to the general fund PAYGO "Pay-As-You-GO" fund.

The Town's ability to maintain a healthy fund balance in previous fiscal years is attributable to the rapid growth present in the Town of Holly Springs and increases in available cash for investments, collection percentage of property taxes, and conservative estimates on revenues. The proposed budget for FY2023-24 includes a \$1 million appropriation from fund balance in accordance with the Town Council's direction to dedicate \$1 million in annual fund balance savings for the completion of the Holly Springs Road projects.

Powell Bill Street Allocation: Since 2015, the amount of this distribution no longer represents a portion of the motor fuel taxes collected. The current law states that Powell Bill revenues will be determined by an appropriation of funds by the General Assembly. There is no set formula that determines the total amount of Powell Bill funds received each year. Of the funds available each year, 25% is distributed to cities based on local street miles, and 75% based on population. The use of these funds is restricted to maintaining, repairing, constructing, reconstructing or widening any public street or thoroughfare within the Town limits. Bridges, drainage, curb and gutter and other necessary appurtenances are also approved uses of these funds, but legislation passed in 2015 specifies that the funds should be primarily for resurfacing streets. In FY2020-21 a separate Powell Bill Fund was established outside of the General Fund. In FY2023-24 the Town anticipates receiving \$1,160,000 in Powell Bill funding.

Enterprise Funds Summary

The Town operates two enterprise funds: a water and sewer utility fund and a stormwater program management fund.

Water/Sewer Utility Fund: The Utility Fund is comprised of \$22,870,080 in operating revenue related to water & sewer bills, fees, and other revenue sources. The FY2023-24 Recommended Budget implements a new water and sewer rates and charges plan to better match industry best practices and plan for necessary infrastructure improvements to supply a growing town. The typical residential customer (estimated at 4000 gal/month) will a water and sewer bill increase of 15%.

Stormwater Management Program Fund: The Stormwater Fund is comprised of \$1,774,000 in operating revenue related to user, and development fees. The FY2023-24 budget maintains the \$5.20 per equivalent residential unit (ERU) that was implemented as of January 2021.

Economic Development

Over the past few decades, Holly Springs has experienced significant growth and a reputation as one of the best places to raise a family in the country. Despite a growing commercial industry, the Town historically maintained an 80% residential / 20% commercial split due to the even stronger residential growth. The Town's reputation as a safe community and access to high quality public schools, meant Holly Springs was a popular family destination for commuters to downtown Raleigh and the Research Triangle Park. With growth however comes an increase demand for services. To ease the burden of growth on residents, the Mayor and Town Council established a strategic initiative in the Town's Strategic Plan to achieve a 70% residential / 30% commercial property tax base.

Over the last three years, the Mayor and Council have made strategic decisions to guide the Town's growth to obtaining a 30% commercial tax base. One of the most impactful strategies has been the negotiation of economic incentive packages to land major commercial investments, particularly centered on the life sciences industry. Some examples of the strategies utilized by the Town includes:

Business Investment Grant (BIG): An agreement to reimburse a business a percentage of their property tax bill over a set period of time based upon the amount of valuation exceeding an agreed upon base value.

Synthetic Tax Increment Grant (STIG): An agreement for a developer to provide infrastructure improvements as part of a development project, with the Town providing an agreed upon reimbursement paid over a pre-determined number of years based on the increased property tax valuation to a defined area/parcel.

Intergovernmental Partners: the Town of Holly Springs has worked hard to build relationships at the county and state level to provide benefit packages that incent national and international businesses to select Holly Springs as their development site.



Budget Summary

Economic Development - BIG / STIG Agreements



Fujifilm Diosynth Biotechnologies - BIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 70% of the property valuation over a base value of \$1.5B beginning by no later than FY26 for a period of 8 years. Additionally the business must create 653 jobs by FY28.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$67,456	\$4,216,000	\$6,745,600	\$7,736,360	\$7,736,360
Estimated BIG Reimbursement	—	—	\$295,120	\$988,652	\$988,652
Net Town Revenue*	\$67,456	\$4,216,000	\$6,450,480	\$6,747,708	\$6,747,708

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Amgen - BIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of the property valuation over a base value of the property's FY21-22 valuation beginning by no later than FY26 for a period of 8 years with a maximum reimbursement cap of \$9.5M. Additionally the business must create 355 jobs.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$20,460	\$2,318,800	\$2,318,800	\$2,318,800	\$2,318,800
Estimated BIG Reimbursement	—	\$1,148,978	\$1,148,978	\$1,148,978	\$1,148,978
Net Town Revenue	\$20,460	\$1,169,822	\$1,169,822	\$1,169,822	\$1,169,822

Village Gate - STIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of infrastructure improvements over a 7 year period beginning in the tax year following the completed construction of the Solaris Building. Reimbursements will be capped at \$585,349.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$12,155	\$154,641	\$154,641	\$154,641	\$154,641
Estimated BIG Reimbursement	—	\$142,486	\$142,486	\$142,486	\$142,486
Net Town Revenue	\$12,155	\$12,155	\$12,155	\$12,155	\$12,155

Budget Summary

Budget Overview - All Funds Revenues

Revenues & Sources	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
General Fund				
Ad valorem Taxes	\$19,088,514	\$20,644,471	\$22,329,149	\$23,026,957
Sales Tax	\$10,162,152	\$12,261,390	\$11,500,000	\$14,570,000
Environmental Fees	\$3,311,437	\$3,306,669	\$3,648,705	\$4,498,820
Other Taxes and Licenses	\$3,094,605	\$3,423,404	\$3,328,704	\$3,700,204
Permits and Fees	\$3,910,672	\$2,601,694	\$2,780,500	\$2,645,500
Parks and Recreation Revenues	\$1,718,936	\$1,969,446	\$1,972,200	\$2,283,200
Other Financing Sources	\$(1,594,162)	\$2,736,750	\$5,549,184	\$1,445,122
Public Safety Revenues	\$822,785	\$915,413	\$879,160	\$1,317,210
Miscellaneous Revenues	\$(2,047,770)	\$511,431	\$616,200	\$749,000
Restricted Intergovernmental	\$945,583	\$101,267	\$123,399	\$123,400
GENERAL FUND SUB-TOTAL	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413
Utility Fund				
Water Sales	\$8,930,888	\$9,866,031	\$10,611,000	\$12,355,000
Sewer Charges	\$7,029,970	\$8,100,228	\$8,750,700	\$9,818,580
Other Operating Revenues	\$372,555	\$396,970	\$325,500	\$325,500
Miscellaneous Revenues	\$123,853	\$100,062	\$111,454	\$251,000
Development Fees	\$113,924	\$130,582	\$120,000	\$120,000
System Development Fees	\$2,798,640	\$(10,641)		
Non Operating Revenues		\$(12,000)		
Other Financing Sources	\$500,000	\$6,215,618	\$1,427,482	
UTILITY FUND SUB-TOTAL	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080
Stormwater Fund				
Environmental Fees	\$1,006,512	\$1,327,964	\$1,320,000	\$1,404,000
Permits and Fees	\$225,919	\$227,396	\$250,000	\$350,000
Miscellaneous Revenues	\$31,606	\$7,224	\$3,000	\$20,000
Other Financing Sources	\$100,000	\$587,100	\$200,000	
STORMWATER FUND SUB-TOTAL	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000
Other Funds				
Other Revenue	\$2,577,968	\$1,458,237	\$2,424,379	\$1,807,183
OTHER MINOR FUNDS SUB-TOTAL	\$2,577,968	\$1,458,237	\$2,424,379	\$1,807,183
Debt Service Funds				
Debt Service Revenues	\$14,286,383	\$12,780,598	\$12,358,479	\$12,983,062
DEBT SERVICE FUNDS SUB-TOTAL	\$14,286,383	\$12,780,598	\$12,358,479	\$12,983,062
TOTAL REVENUES & SOURCES	\$77,510,973	\$89,647,305	\$90,629,195	\$93,793,738

Budget Summary

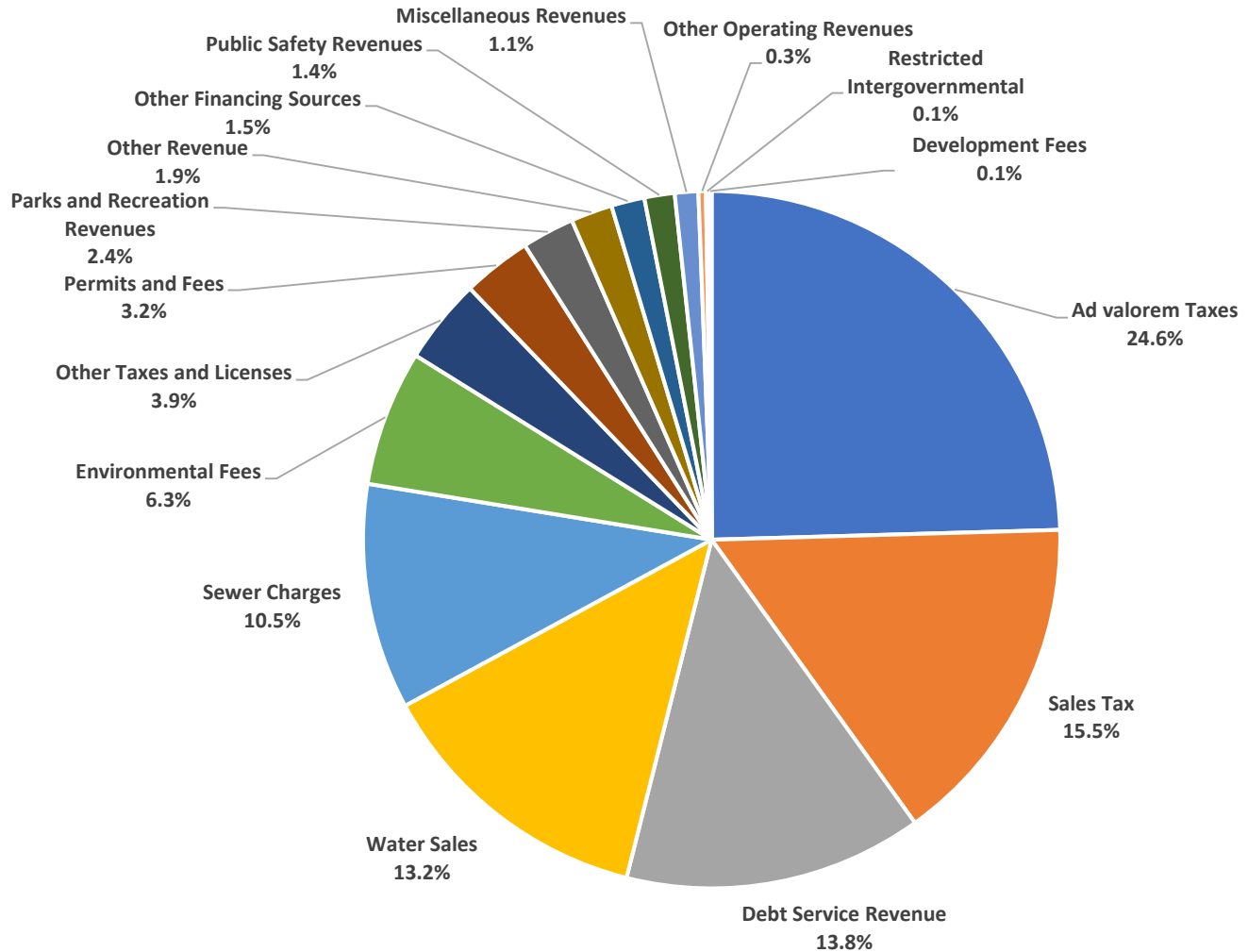
Budget Overview - All Funds Expenditures & Uses



Expenditures & Uses	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
General Fund				
Salaries and Benefits	\$21,714,941	\$24,078,262	\$31,463,481	\$35,234,836
Operating	\$9,831,110	\$11,967,293	\$14,713,167	\$14,876,885
Capital Outlay	\$(1,533,913)	\$2,806,741	\$3,144,849	\$909,012
Other Financing Uses	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680
EXPENSES TOTAL	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413
Utility Fund				
Salaries and Benefits	\$5,047,124	\$5,489,692	\$7,565,357	\$8,196,158
Operating	\$6,743,983	\$7,926,189	\$9,423,085	\$10,960,343
Capital Outlay	\$222,578	\$1,164,360	\$845,610	\$698,500
Other Financing Uses	\$6,843,360	\$9,590,618	\$3,512,084	\$3,015,079
UTILITY FUND SUB-TOTAL	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080
Stormwater Fund				
Salaries and Benefits	\$525,664	\$563,621	\$1,193,586	\$1,388,815
Operating	\$149,797	\$226,570	\$317,809	\$376,839
Capital Outlay	\$63,771	\$35,642	\$246,000	
Other Financing Uses	\$172,458	\$1,126,622	\$15,605	\$8,346
STORMWATER FUND SUB-TOTAL	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000
Other Minor Funds				
Powell Bill Fund	\$1,039,051	\$1,120,527	\$2,178,163	\$1,160,000
Emergency Telephone System (911) Fund	\$145,919	\$3,868	\$246,216	\$647,183
OTHER MINOR FUNDS SUB-TOTAL	\$1,184,970	\$1,124,394	\$2,424,379	\$1,807,183
Debt Service Funds				
General Fund Debt Service	\$4,431,841	\$15,821,683	\$8,061,212	\$9,051,985
Utility Fund Debt Service	\$4,342,615	\$12,332,109	\$4,297,267	\$3,931,077
DEBT SERVICE FUNDS SUB-TOTAL	\$8,774,455	\$28,153,792	\$12,358,479	\$12,983,062
TOTAL EXPENSES & USES	\$67,568,610	\$101,695,585	\$90,629,195	\$93,793,738

Budget Summary

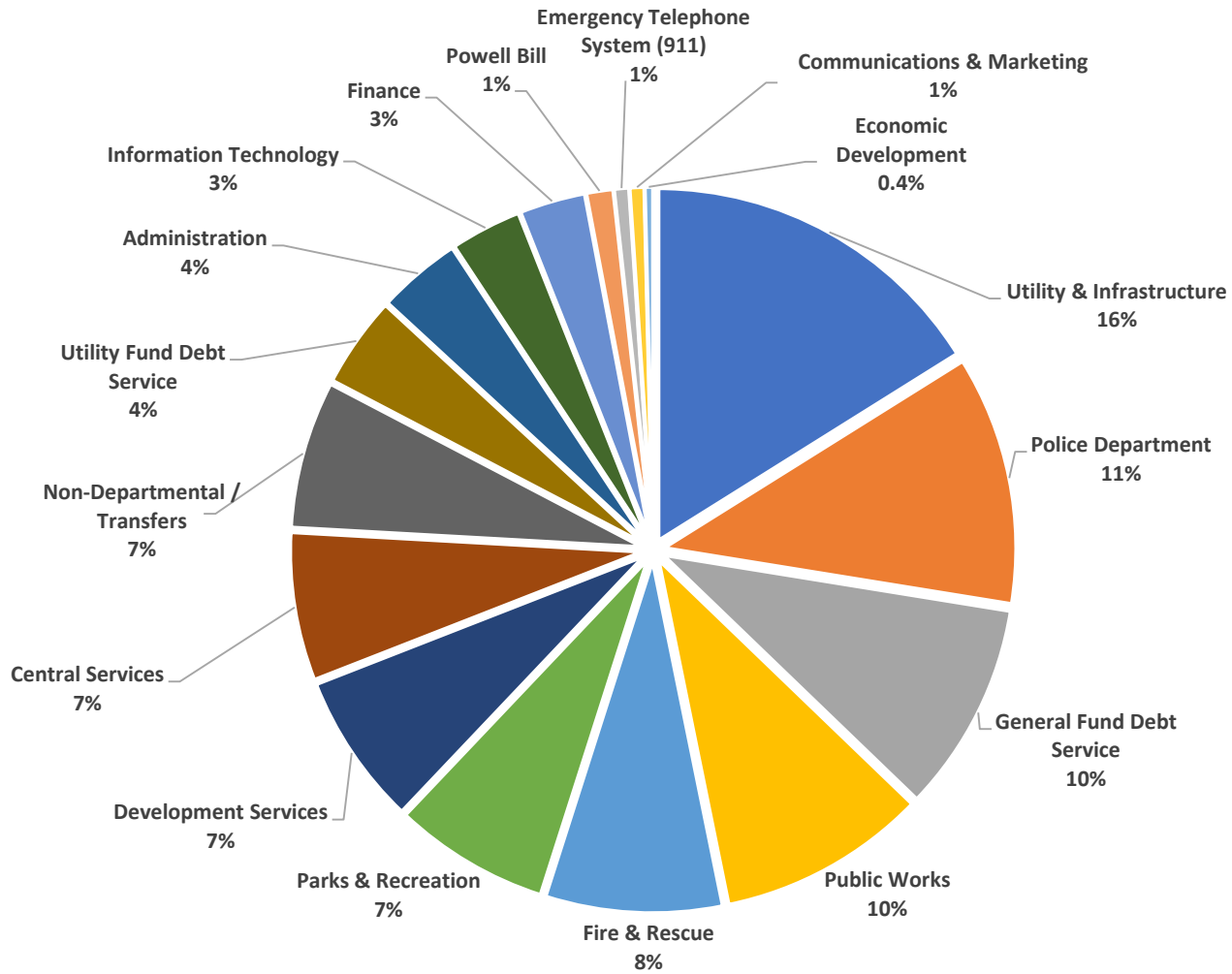
Revenues & Sources - All Operating Funds



Revenues & Sources	FY24 Recommended
Ad valorem Taxes	\$23,026,957
Sales Tax	\$14,570,000
Debt Service Revenue	\$12,983,062
Water Sales	\$12,355,000
Sewer Charges	\$9,818,580
Environmental Fees	\$5,902,820
Other Taxes and Licenses	\$3,700,204
Permits and Fees	\$2,995,500
Parks and Recreation Revenues	\$2,283,200
Other Revenue	\$1,807,183
Other Financing Sources	\$1,445,122
Public Safety Revenues	\$1,317,210
Miscellaneous Revenues	\$1,020,000
Other Operating Revenues	\$325,500
Restricted Intergovernmental	\$123,400
Development Fees	\$120,000
TOTAL REVENUES & SOURCES	\$93,793,738

Budget Summary

Expenditures & Uses - All Operating Funds



Expenditures & Uses	FY24 Recommended
Utility & Infrastructure	\$15,103,889
Police Department	\$10,735,160
General Fund Debt Service	\$9,051,985
Public Works	\$9,011,068
Fire & Rescue	\$7,609,254
Parks & Recreation	\$6,715,065
Development Services	\$6,559,594
Central Services	\$6,390,827
Non-Departmental / Transfers	\$6,362,105
Utility Fund Debt Service	\$3,931,077
Administration	\$3,617,073
Information Technology	\$3,071,485
Finance	\$2,841,640
Powell Bill	\$1,160,000
Emergency Telephone System (911)	\$647,183
Communications & Marketing	\$629,837
Economic Development	\$356,496
TOTAL EXPENDITURES & USES	\$93,793,738

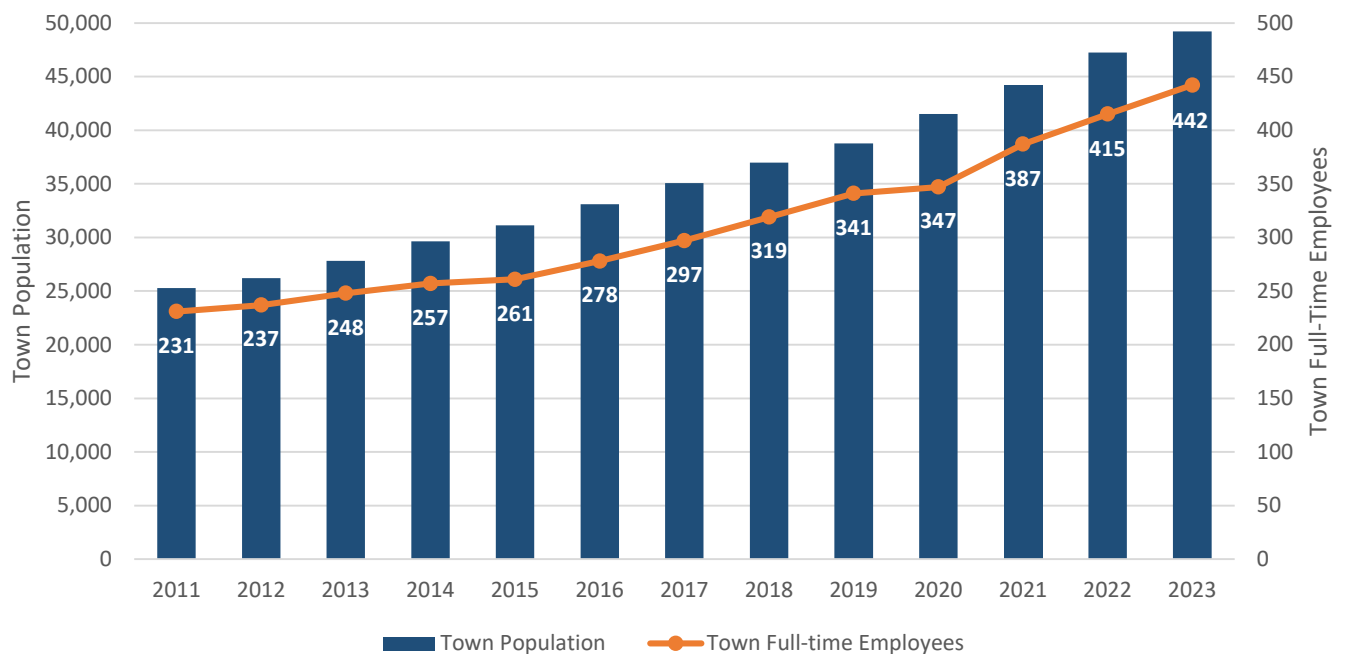
Budget Summary

Position Summary

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
Authorized Full-Time Positions By Department					
Police	86	87	91	93	98
Fire & Rescue	58	58	71	71	73
Utilities & Infrastructure	n/a	51	58	66	72
Development Services	n/a	38	46	49	55*
Public Works	56	37	39	41	46
Parks & Recreation	38	36	37	39	41
Finance	18	18	19	19	19
Administration (Including the following offices):	4	3	5	12	12
Town Manager's Office	4	3	5	4	4
Office of Budget, Strategy, and Innovation	n/a	n/a	n/a	4	4
Office of Customer Care	n/a	n/a	n/a	4	4
Information Technology	6	7	9	10	11
Human Resources	3	3	3	4	4
Communications & Marketing	3	3	3	4	4
Town Attorney	2	2	2	3	3
Town Clerk	2	2	2	2	2
Economic Development	2	2	2	2	2
Other Departments Since Reorganized	63	n/a	n/a	n/a	n/a
TOTAL AUTHORIZED POSITIONS	341	347	387	415	442

*Includes 3 positions with 3-year terms with options to renew.

Comparison of Town Population Growth to Full-Time Employees



2023 Population is Projected

Budget Summary

Fund & Budget Unit Structure



Fund & Budget Unit Structure

Below outlines the organizational structure the Town uses to account for (including accounting numbers) revenues and expenditures of Town operations. Revenues are accounted at the fund level. Expenditures are accounted at the budget unit level (e.g. Finance).

Governmental Fund

Fund 10 – General Fund

- Central Services – 410
- Communications and Marketing – 411
- Administration – 412
 - Office of Customer Care - 10
 - Town Manager – 11
 - Human Resources – 12
 - Town Attorney – 13
 - Town Clerk – 14
 - Office of Budget, Strategy, and Innovation - 15
- Finance – 413
- Information Technology – 414
 - Fiber Optic – 50
- Economic Development– 416
- Police – 418
 - Law Enforcement – 18
 - Telecommunications – 19
- Fire and Rescue – 420
- Public Works – 422
 - Fleet Maintenance – 21
 - Streets – 22
 - Solid Waste– 24
 - Public Facilities Maintenance – 30
- Parks and Recreation – 425
 - Cultural Center – 25
 - Park and Field Maintenance– 26
 - Community Center/Programs – 27
 - Bass Lake – 28
 - Athletics – 29
 - North Main Athletic Center – 31
 - Administration– 39
- Utilities & Infrastructure – 450
 - Business Asset Management – 050
 - Infrastructure – 010
- Development Services – 460
 - Customer Service & Compliance – 015
 - Land Development – 020
 - Building Safety & Inspections – 025

Special Revenue Funds

Fund 15 – Powell Bill

Fund 26 – Emergency Telephone System

- Police Department 911 System – 418-16

Enterprise Funds

Fund 30 – Utility Fund

- Central Services – 410
- Administration – 412
 - Office of Customer Care - 10
 - Town Manager – 11
- Finance – 413
 - Utility Billing – 32
 - Water Meters – 42
- Information Technology – 414
- Public Works – 422
 - Fleet Maintenance – 422-21
- Utilities & Infrastructure – 450
 - Water Resource Administration – 030
 - Waste Water Treatment Plant – 035
 - Compliance/Lab – 040
 - Distributions & Water Storage – 045
 - Collections – 050
 - Pump Stations – 055
- Development Services – 460
 - Customer Service & Compliance – 015
 - Land Development – 020

Fund 31 – Stormwater Fund

- Central Services – 410
- Administration – 412
 - Office of Customer Care - 10
- Utilities & Infrastructure – 450
- Development Services - 460

Capital Reserve Funds*

Fund 21 – Parks and Recreation Reserves

Fund 22 – Street Reserves

Fund 27 – Stormwater Reserves

Fund 70 - Utility Capital Reserves

Fund 71 – System Development Fee-CRF*

Capital Project Funds*

Fund 11 – PayGo

Fund 35 – Grants & Special Revenue

Fund 42 - Business Park Development

Fund 43 – Water Projects

Fund 44 – Stormwater Projects

Fund 45 – Sewer Projects

Fund 46 - Town Building Projects

Fund 48 – Street and Sidewalk Projects

Fund 49 – Parks and Recreation Projects

Fund 75 - Utility Fund PAYGO

Debt Service Funds

Fund 60 – General Fund Debt Service

Fund 61 – Utility Fund Debt Service

**Indicates not annually appropriated*



Town of
**HOLLY
SPRINGS**
North Carolina

General Fund



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General Fund

Introduction and Financial History

General Fund Introduction

The General Fund accounts for all revenues and expenditures that are not legally, or by financial best practices, required to be accounted for in another type of special purpose or business-type fund. The General Fund includes services that are generally not run as a business enterprise and typically rely on tax dollars as their primary or sole source of revenue. The General Fund is comprised of the core administrative and operational functions of the Town to include public safety (e.g. Police and Fire), Parks and Recreation, Public Works, Development functions, and General Government departments.

General Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Ad Valorem Taxes	\$20,664,824	\$17,351,686	\$19,088,514	\$20,644,471	\$22,329,149	\$23,026,957
Sales Tax	\$7,327,702	\$7,795,549	\$10,162,152	\$12,261,390	\$11,500,000	\$14,570,000
Environmental Revenues	\$2,521,378	\$2,809,165	\$3,311,437	\$3,306,669	\$3,648,705	\$4,498,820
Other Taxes and Licenses	\$3,369,307	\$3,436,523	\$3,094,605	\$3,423,404	\$3,328,704	\$3,700,204
Permits and Fees	\$7,339,627	\$5,256,001	\$3,910,672	\$2,601,694	\$2,780,500	\$2,645,500
Parks and Recreation Revenues	\$2,081,427	\$1,458,669	\$1,718,936	\$1,969,446	\$1,972,200	\$2,283,200
Transfers / Other Financing Sources	\$453,305	\$5,487,891	\$(1,543,757)	\$2,736,750	\$5,549,184	\$1,445,122
Public Safety Revenues	\$790,687	\$930,030	\$850,542	\$915,413	\$879,160	\$1,317,210
Miscellaneous Revenues	\$848,026	\$1,259,676	\$(2,098,175)	\$511,431	\$616,200	\$749,000
Intergovernmental / Grants	\$176,078	\$62,871	\$917,826	\$101,267	\$123,399	\$123,400
TOTAL REVENUES	\$45,572,361	\$45,848,062	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Public Safety	\$11,054,964	\$12,640,486	\$13,503,386	\$15,444,872	\$17,193,134	\$18,344,414
General Government	\$17,275,710	\$14,521,590	\$9,836,884	\$14,627,861	\$13,902,876	\$14,450,452
Public Works	\$5,238,734	\$5,524,931	\$5,697,146	\$7,362,056	\$10,185,018	\$8,863,468
Parks & Recreation	\$5,792,736	\$5,190,317	\$5,122,978	\$5,101,948	\$6,523,940	\$6,715,065
Development	\$3,612,602	\$3,715,476	\$3,680,055	\$3,757,346	\$4,922,233	\$5,986,014
TOTAL EXPENDITURES	\$42,974,746	\$41,592,800	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413

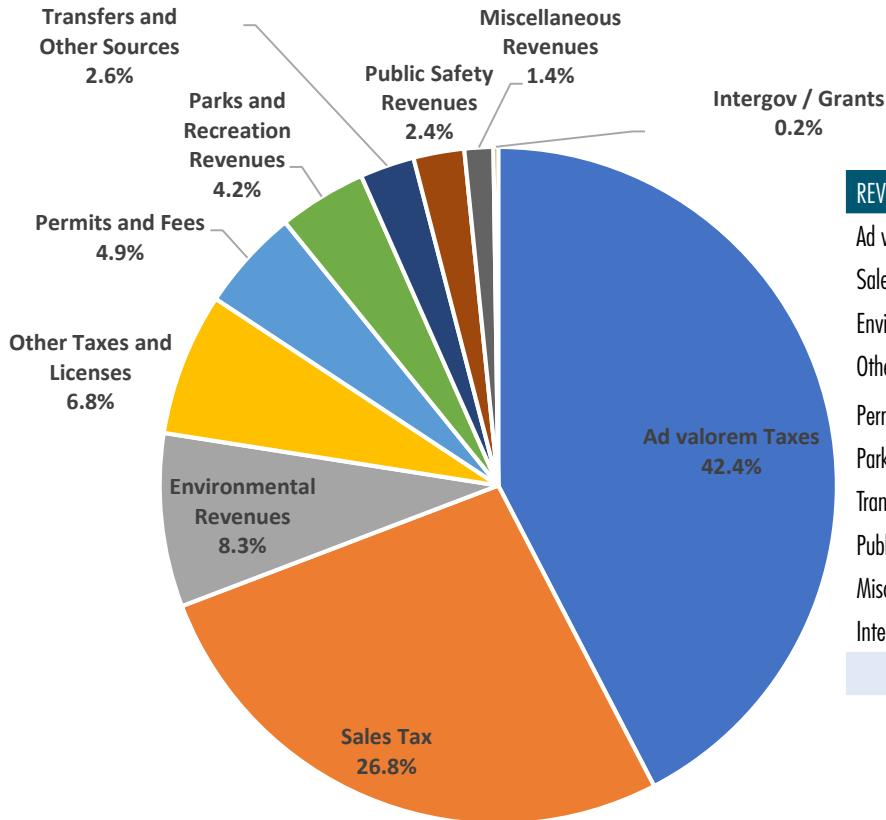
TOTAL REVENUES	\$45,572,361	\$45,848,062	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413
TOTAL EXPENDITURES	\$42,974,746	\$41,592,800	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413
NET FUND SAVINGS/(DEFICIT)	\$2,597,615	\$4,255,262	\$1,572,303	\$2,177,850	-	-

*Beginning in FY20 a portion of Ad Valorem is directly appropriated to the Debt Service Fund and not transferred from the General Fund

General Fund

FY2023-24 Summary by Function

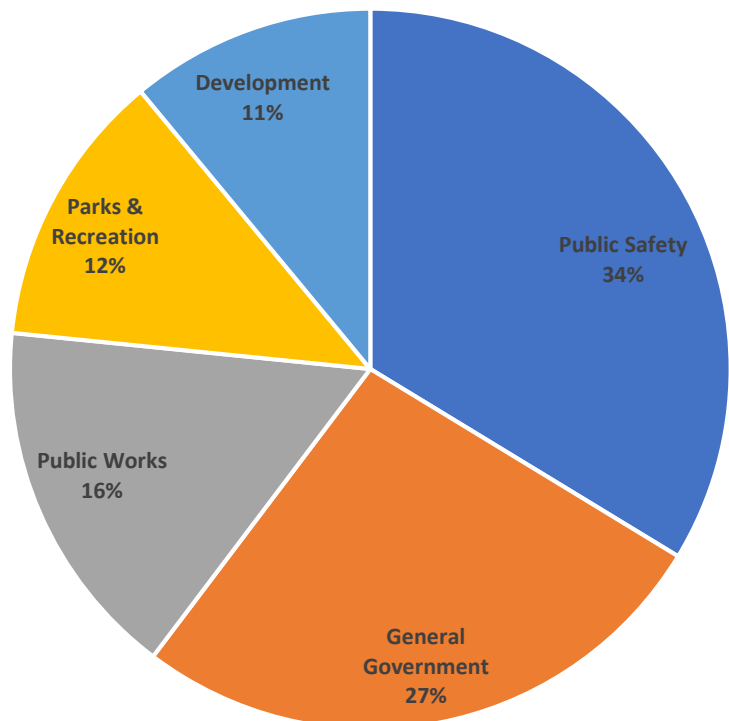
Revenues



REVENUES:	%	FY24
Ad valorem Taxes	42.4%	\$23,026,957
Sales Tax	26.8%	\$14,570,000
Environmental Revenues	8.3%	\$4,498,820
Other Taxes and Licenses	6.8%	\$3,700,204
Permits and Fees	4.9%	\$2,645,500
Parks and Recreation Revenues	4.2%	\$2,283,200
Transfers and Other Sources	2.6%	\$1,445,122
Public Safety Revenues	2.4%	\$1,317,210
Miscellaneous Revenues	1.4%	\$749,000
Intergovernmental / Grants	0.2%	\$123,400
TOTAL REVENUES	100.0	\$54,359,413

Expenditures

EXPENDITURES:	%	FY24
Public Safety	33.7%	18,344,414
General Government	26.6%	14,450,452
Public Works	16.3%	8,863,468
Parks & Recreation	12.4%	6,715,065
Development	11.0%	5,986,014
TOTAL EXPENDITURES	100.0	\$54,359,413



General Fund

Communications & Marketing Department

Mission Statement

The Communications & Marketing Department encourages two-way information sharing with all members of our community through transparency and public engagement. We strive to provide accurate, timely and useful information to maximize the community's understanding of, and benefit from, Town services, programs and initiatives.

Major Services Provided

- Website, social media, email and text message communications
- News releases and publications, including *The Source* newsletter
- Emergency/Crisis communication
- Government access television channel, HSTV-11
- Media relations
- Community engagement
- Marketing and branding

Communications and Marketing Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$255,679	\$275,558	\$449,831	\$471,428	
Operating Expenditures	\$21,981	\$105,969	\$151,598	\$158,409	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$277,660	\$381,527	\$601,429	\$629,837	

Budget Increases

- Biennial Community Survey (\$22,000)
- Communications and Marketing Outreach and Engagement (\$15,000)
- Holly Springs Citizens Academy (\$7,000)
- Social Media Management Software (\$4,000)

General Fund

Town Manager



Mission Statement

Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided

- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the performance of all Town departments
- Providing for economic and downtown development

Town Manager's Office Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$408,769	\$609,991	\$537,722	\$738,809	
Operating Expenditures	\$82,128	\$157,834	\$213,073	\$243,306	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$490,897	\$767,825	\$750,795	\$982,115	

Budget Increases

- Intergovernmental Relations / State Lobbyist (\$30,000)
- Unallocated Operational Contingency (\$30,000)

Mission Statement

To provide a one-stop customer service operation for the Town.

Major Services Provided

- Customer service interactions for residents and businesses
- Provide telecommunication and in-person customer service for Town Hall.

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$81,908	\$170,720	
Operating Expenditures	–	–	\$10,900	\$7,400	
Capital Outlay	–	–	–		
EXPENSE TOTALS	–	–	\$92,808	\$178,120	

Budget Increases

- Office of Customer Care Supervisor Position Reclassification (\$3,462)
- Office of Customer Care Supplies and Professional Dues (\$3,500)

General Fund

Office of Budget, Innovation, & Strategy



Mission Statement

To assist the Town Manager in development and execution of the Town's budget and strategic planning processes.

Major Services Provided

- Operating Budget Development and Execution
- Community Investment Plan Development
- Manage the Town's Sustainability Program
- Manage the Town's Strategic Planning process
- Provide Innovative and Strategic decision-making practices for Town Departments

Office of Budget, Innovation, and Strategy Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$413,133	\$499,311	
Operating Expenditures	–	–	\$55,450	\$46,450	
Capital Outlay	–	–	–		
EXPENSE TOTALS	–	–	\$468,583	\$545,761	

Budget Increases

- none

Mission Statement

The Human Resources Department is responsible for recruitment and selection, position classification and compensation, benefits management, policy administration, personnel records management, workers' compensation administration, Family and Medical Leave Act administration, employee relations, and wellness initiative management.

Major Services Provided

The Human Resources Department strives to provide personnel programs and policies that are fair and legal, maintain comprehensive benefits and competitive pay, and promote workplace wellness to retain a skilled and diverse workforce that meets the varied needs of the Town and its citizens.

Human Resources Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$239,130	\$285,953	\$413,861	\$452,244	
Operating Expenditures	\$97,276	\$105,610	\$181,670	\$192,086	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$336,406	\$391,563	\$595,531	\$644,330	

Budget Increases

- Human Resources Recruitment, Selection, and On-Boarding Management Information System (\$60,892)

General Fund

Town Attorney



Mission Statement

The Town attorney serves as general counsel to the Town Council, Town Manager, department heads and other Town boards, giving legal advice, drafting ordinances, representing the Town in court in civil matters such as land condemnation, contract disputes, bill collection, civil fines and ordinance violations.

Major Services Provided

- Legal Counsel
- Contracts
- Legal Representation

Town Attorney Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$201,946	\$223,420	\$407,769	\$438,100	
Operating Expenditures	\$777	\$121,706	\$276,333	\$22,893	
Capital Outlay	–	\$12,280	–	–	
EXPENSE TOTALS	\$202,723	\$357,406	\$684,102	\$460,993	

Budget Increases

- Attorney's Office Supplies and Training (\$9,000)

Mission Statement

To record, maintain, and preserve records of all Town business; to maintain custody of the Town seal; to administer all elections held in the town; and to provide accurate information in a timely manner to the governing body, staff, and the public in order that all may be guaranteed open access to information and the legislative process.

Major Services Provided

The Clerk's office provides a variety of information, services, and support to Town staff, elected officials, and the public at large. In addition to keeping the records for the Town, the Clerk's office is also responsible for the following:

- Preparing and distributing Town Council Agendas
- Recording and archiving minutes of Council meetings
- Overseeing records retention
- Recording, researching, preserving, and providing access to Holly Springs' historical records
- Processing applications for service on Town boards
- Updating Municipal code
- Conducting and overseeing municipal elections
- Ensuring publication of legal ads
- Issuing solicitor's permits
- Responding to public record requests
- Supporting the Mayor, Town Council, and Town Manager's Office
- Administering Oaths of Office

Town Clerk Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$159,905	\$185,857	\$218,210	\$239,721	
Operating Expenditures	\$102,792	\$140,184	\$146,986	\$238,370	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$262,697	\$326,041	\$365,196	\$478,091	

Budget Increases

- Wake County Municipal Election Costs (\$86,800)
- Town Council Agenda Management Software (\$13,124)
- Town Council Personal Vehicle Use Stipend (\$9,000)
- Flag Replacements at Town Facilities (\$2,600)
- Administration Professional Dues and Subscription (\$2,360)

General Fund

Finance Department



Mission Statement

The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided

- Accounts Payable
- Payroll Processing
- GL Accounting & Reporting
- Capital Asset and Inventory tracking
- Budgeting & Performance Measurement
- Investments and Debt

Finance Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$538,126	\$619,895	\$972,675	\$1,024,884	
Operating Expenditures	\$24,532	\$79,574	\$168,284	\$171,984	
Capital Outlay	–	\$6,050	\$7,500	–	
EXPENSE TOTALS	\$562,658	\$705,520	\$1,148,459	\$1,196,868	

Budget Increases

- Finance Audit Fees and Cost Allocation Study (\$18,000)
- Finance Postage Supplies (\$1,700)

General Fund

Information Technology Department

Mission Statement

The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided

- User support for all IT needs
- Guidance in the use of technology
- User training
- System and cyber security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$453,105	\$621,509	\$806,068	\$909,812	
Operating Expenditures	\$928,698	\$1,161,117	\$1,420,508	\$1,440,027	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$1,381,804	\$1,782,626	\$2,226,576	\$2,349,839	

Budget Increases

- Software Requirements, Replacement Computers, and Systems Maintenance (\$151,358)
- Information Technology Technician Position (\$68,219)
- Information Technology Organization and Structure (\$11,175)

General Fund

Economic Development Department



Mission Statement

The continual retention, expansion, and recruitment efforts of the Economic Development department provide the opportunity for more jobs in Holly Springs and increase the diversification between the residential and commercial tax base.

Major Services Provided

Staying connected with county partners at Wake County Economic Development (WCED), state partners in the Economic Development Partnership of North Carolina (EDPNC), and being a member of the North Carolina Economic Development Association (NCEDA) allows the Department to keep their finger on the pulse of Economic Development locally, in the region, in the state, and beyond. The Economic Development Department fills the requests of large projects coming from the state and follows up to land large projects. The Department also works with small businesses and entrepreneurs in the town and helps them to grow and thrive. Additionally, the department focuses on staying involved in key local partnerships in order to be a community connector. Staff make sure to stay up to date on their marketing efforts to display the qualities of Holly Springs that make it attractive to prospective industries.

Economic Development Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$202,274	\$228,658	\$281,677	\$296,946	
Operating Expenditures	\$46,782	\$59,508	\$75,550	\$59,550	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$249,055	\$288,166	\$357,227	\$356,496	

Budget Increases

- None

Mission Statement

The Holly Springs Police Department, working in partnership with the citizens we serve, shall endeavor and remain committed through professional, ethical, and impartial policing practices to preserve life, protect property, and maintain order for all who live, learn, and visit in our community. Citizen trust, confidence, and support are paramount in achieving the highest quality of life. The Holly Springs Police Department is committed to the highest standards of ethics and professionalism as it works in partnership with citizens to maintain a safe community.

Major Services Provided

- Provides primary law enforcement coverage for the Town of Holly Springs
- Responds to criminal and non-criminal requests for service
- Serves as the Primary PSAP for 911 callers within the town limits
- Provides community support through numerous outreach efforts
- Provides animal control services for town residents

Police Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$6,800,196	\$7,501,189	\$8,770,539	\$9,604,118	
Operating Expenditures	\$377,560	\$598,723	\$840,883	\$809,130	
Capital Outlay	\$384,373	\$1,060,365	\$507,501	\$321,912	
EXPENSE TOTALS	\$7,562,129	\$9,160,278	\$10,118,923	\$10,735,160	

Budget Increases

- School Resource Officer Position, Vehicle, and Equipment (\$151,589)
- Police Department Equipment and Tactical Response Gear (\$123,050)
- 9-1-1 Telecommunicator Positions (2) (\$99,664)
- Police Quartermaster Position (\$77,148)
- Emergency Management Specialist Position (\$62,230)
- Field Training Officer Supplemental Pay (\$32,000)
- Police Department Special Operations Lieutenant Position Reclassification (\$11,734)

General Fund

Fire and Rescue Department



Mission Statement

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of the community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on customer service, professional development, and an “All In” attitude from all members.

Major Services Provided

- Fire suppression within the municipal limits and areas surrounding the Town
- Free blood pressure checks at all fire stations
- Emergency medical services as EMT-Basics (Fire Department staff provides basic medical care prior to an ambulance arriving)
- Fire education programs on various aspects of public fire safety that are presented to any group free of charge
- Fire hydrant maintenance for all hydrants located in the fire district
- Free tours of the fire stations will be provided with prior arrangements or appointment
- Free home smoke alarm checks

Fire Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$4,501,071	\$5,247,976	\$6,510,511	\$6,969,604	
Operating Expenditures	\$443,326	\$521,548	\$563,700	\$639,650	
Capital Outlay	\$996,861	\$515,071	–	–	
EXPENSE TOTALS	\$5,941,258	\$6,284,595	\$7,074,211	\$7,609,254	

Budget Increases

- Fire Department Professional Services Captain Position (\$83,322)
- Fire Department Engineer Position (\$70,697)
- Fire Department Accreditation Training (\$30,000)
- Fire Department Training and Professional Development (\$28,000)
- Fire Department Uniforms, Safety Supplies, and Dues (\$17,400)

General Fund

Public Works Department

Mission Statement

The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided

- Fleet Maintenance
- Solid Waste
- Powell Bill / Street Maintenance
- Yard Waste
- Public Facilities Maintenance

Public Works Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$1,823,844	\$2,275,490	\$3,292,959	\$3,749,187	
Operating Expenditures	\$3,204,889	\$4,279,031	\$4,557,239	\$4,834,281	
Capital Outlay	\$668,414	\$807,535	\$2,334,820	\$280,000	
EXPENSE TOTALS	\$5,697,146	\$7,362,056	\$10,185,018	\$8,863,468	

Budget Increases

- Solid Waste Technician Crew (5 Positions) (\$435,921)
- GFL Solid Waste Contract Increases and Service Growth (\$212,615)
- Public Works Employee Training (\$50,000)
- Fire Station 1 HVAC Maintenance and Replacement (\$40,000)
- Solid Waste Fleet Maintenance (\$30,000)
- Street Median Maintenance from Service Growth (\$28,000)
- Weekend Janitorial Services for Parks Restrooms (\$25,000)
- Public Works Branding and Uniforms (\$16,000)

General Fund

Parks and Recreation Department



Mission Statement

To foster engaged, healthy and active lifestyles for the enrichment of Holly Springs residents and visitors by offering exceptional experiences, affordable recreation & cultural activities, well-maintained parks & facilities, and stewardship of our natural resources.

Major Services Provided

The department offers a variety of parks, open spaces, greenways, a recreation center, a cultural arts center, dog park, a lake and retreat center, and athletic facilities to meet the needs of our growing and diverse community. Programs are offered in art, dance, athletics, nature and outdoor education, afterschool and track-out times, fitness and wellness, special interest as well as summer camps and activities geared for senior citizens. Parks and Recreation also provides a number of special events that bring the community together. The sport complexes host numerous baseball, soccer, football and lacrosse tournaments each year which bring economic benefit to the town. The department supports the weekly, year-round farmers market.

Major Service Centers:

- Cultural Center & Farmers Market
- Bass Lake Park and Sugg Farm
- Park and Field Maintenance
- Community Center and Programs
- Athletics
- Administration and Special Events
- North Main Athletic Complex (Ting Park)

Parks and Recreation Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$3,114,464	\$3,237,989	\$4,161,106	\$4,518,809	
Operating Expenditures	\$1,869,040	\$1,826,109	\$2,117,806	\$2,121,256	
Capital Outlay	\$139,474	\$37,851	\$245,028	\$75,000	
EXPENSE TOTALS	\$5,122,978	\$5,101,948	\$6,523,940	\$6,715,065	

Budget Increases

- Park Maintenance Crew Leader Position and Technician Position (\$144,332)
- Part-Time Salaries Adjustments for Community Center and Cultural Art Center (\$47,300)
- Community Attractions and Events (\$45,500)
- Park Bond Referendum Education and Outreach (\$27,000)
- Expanded Athletics Instruction (\$20,000)
- Weekend and Events Janitorial Services for Park Restrooms (\$10,000)

General Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

Infrastructure

- Project Management for Town and grant funded facility, site, and infrastructure projects
- Grant application and management

Business Asset Management

- Asset management facilitation and coordination
- Asset management software and database management
- ADA Compliance Program
- Utility permitting

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$699,714	\$1,116,245	\$1,513,491	
Operating Expenditures	–	\$116,180	\$190,175	\$205,825	
Capital Outlay	–	\$15,000	–	\$82,000	
EXPENSE TOTALS	–	\$830,893	\$1,306,420	\$1,801,316	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Project Managers Positions (2) (\$187,055)
- Capital Projects Inspector Position, Vehicle, and Equipment (\$123,272)
- Land Acquisition Agent Position, Vehicle, and Equipment (\$108,847)

General Fund

Development Services Department



Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	—	\$2,033,660	\$2,959,267	\$3,567,652	
Operating Expenditures	—	\$540,204	\$606,546	\$466,946	
Capital Outlay	—	\$352,589	\$50,000	\$150,100	
EXPENSE TOTALS	—	\$2,926,453	\$3,615,813	\$4,184,698	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Building Code Inspector (2) Positions, Vehicles, and Equipment (\$291,175)*
- Compliance Supervisor and Zoning Compliance Officer Positions (\$199,441)
- Building Plans Reviewer Position (\$110,471)*
- Development Services Professional Dues, Subscriptions, and Training (\$17,250)
- Zoning Compliance Officer Position Reclassification (\$4,222)

*Positions are 3-year term limited with opportunity to renew.

General Fund

Central Services and Non-Departmental

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$2,058,598	\$2,185,399	\$3,206,466	\$3,289,322	
Capital Outlay	\$(3,813,924)	–	–	–	
EXPENSE TOTALS	\$(1,755,327)	\$2,185,399	\$3,206,466	\$3,289,322	

Budget Increases

- Town Utilities (\$35,000)
- Property Tax Collection Fee Increase (\$25,000)

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the general fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Transfers / Other Financing Uses	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680	
EXPENSE TOTALS	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680	



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Town of
**HOLLY
SPRINGS**
North Carolina

Utility Fund



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Utility Fund

Introduction and Financial History

Utility Fund Introduction

The Utility Fund is the Town's largest enterprise fund, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. The Town's Utility Fund provides water and wastewater services to residents and businesses in Holly Springs.

Utility Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Water Sales	\$6,611,520	\$7,102,096	\$8,021,950	\$9,866,031	\$10,611,000	\$12,355,000
Sewer Charges	\$5,539,076	\$6,055,963	\$6,851,004	\$8,100,228	\$8,750,700	\$9,818,580
Other Operating Revenues	\$1,299,980	\$1,717,689	\$1,574,384	\$527,552	\$445,500	\$445,500
Other Financing Sources	\$1,371,151	\$6,285,249	\$500,000	\$6,203,618	\$1,427,482	—
Miscellaneous Revenues	\$249,397	\$283,334	\$123,853	\$100,062	\$111,454	\$251,000
Development Fees	\$6,613,349	\$8,651,241	\$2,798,640	\$(10,641)	—	—
TOTAL REVENUES	\$21,684,472	\$30,095,572	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080

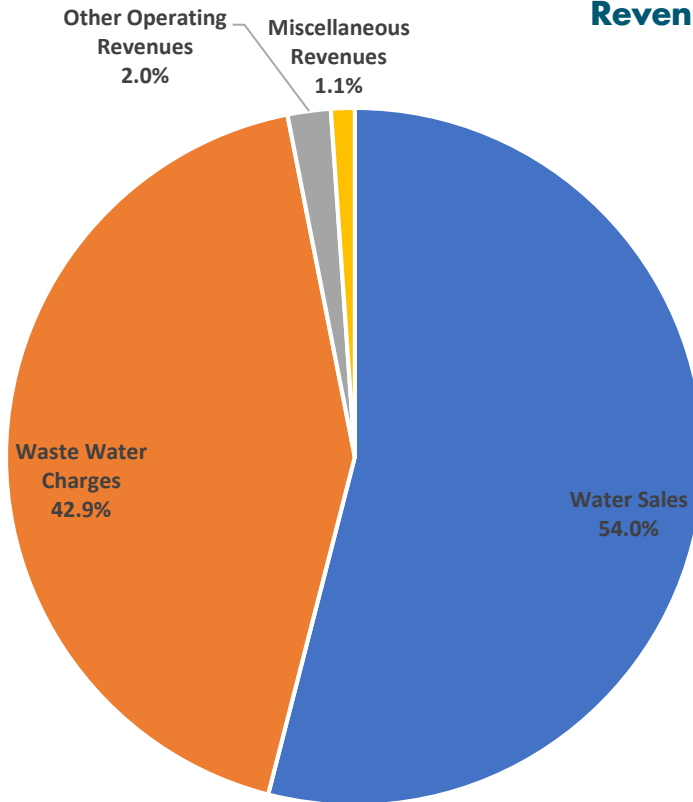
EXPENSES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Development	\$6,722,299	\$7,264,889	\$8,695,186	\$10,785,734	\$12,196,704	\$14,098,150
Central Services	\$7,819,023	\$12,159,664	\$6,843,360	\$7,670,101	\$2,970,326	\$2,952,755
Non-Departmental	\$1,844,697	\$6,057,522	\$1,667,506	\$4,091,000	\$3,512,084	\$3,015,079
Finance	\$2,175,241	\$1,935,125	\$1,193,011	\$985,682	\$1,743,372	\$1,644,772
Information Technology	\$152,643	\$163,604	\$196,553	\$370,386	\$577,972	\$721,646
Public Works	—	—	\$95,338	\$167,621	\$147,600	\$147,600
Administration	\$65,786	\$163,712	\$166,092	\$100,334	\$198,078	\$290,078
TOTAL EXPENSES	\$18,779,689	\$27,744,515	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080

TOTAL REVENUES	\$21,684,472	\$30,095,572	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080
TOTAL EXPENSES	\$18,779,689	\$27,744,515	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080
NET FUND SAVINGS/(DEFICIT)	\$2,904,783	\$2,351,056	\$1,012,785	\$615,992	-	-

Utility Fund

FY2023-24 Summary by Function

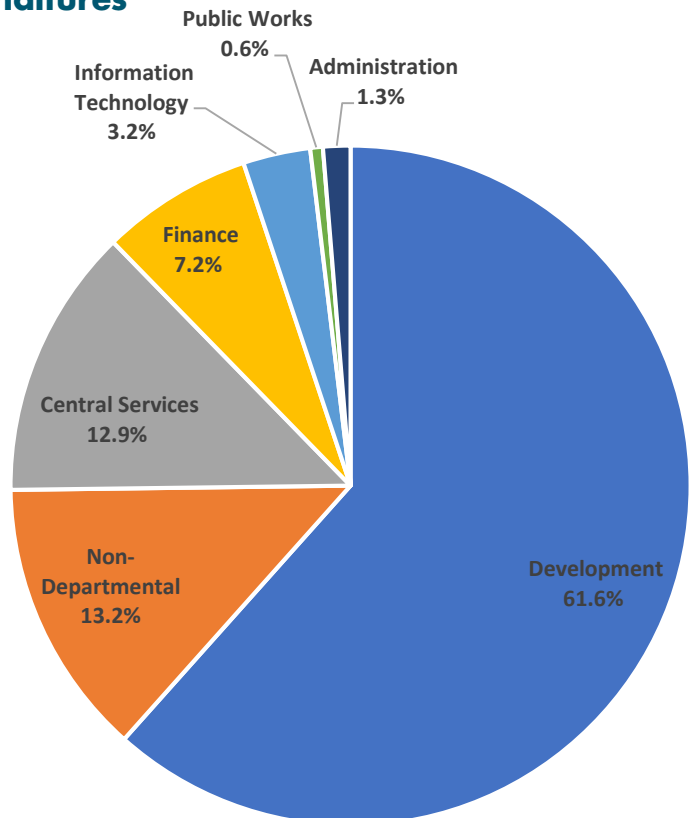
Revenues



REVENUES:	%	FY24
Water Sales	54.0	12,355,000
Waste Water Charges	42.9	9,818,580
Other Operating Revenues	2.0	455,500
Miscellaneous Revenues	1.1	251,000
TOTAL REVENUES	100.0	22,870,080

Expenditures

EXPENDITURES:	%	FY24
Development	61.6	\$14,098,150
Non-Departmental	13.2	\$3,015,079
Central Services	12.9	\$2,952,755
Finance	7.2	\$1,644,772
Information Technology	3.2	\$721,646
Public Works	0.6	\$147,600
Administration	1.3	\$290,078
TOTAL REVENUES	100.0	22,870,080



Utility Fund

Administration Department

Mission Statement

Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided

- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the performance of all Town departments
- Providing for economic and downtown development

Town Manager Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$165,886	\$90,259	\$114,670	\$117,858	
Operating Expenditures	\$206	\$10,075	\$1,500	\$1,500	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	\$166,092	\$100,334	\$116,170	\$119,358	

Budget Increases

- None

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$81,908	\$170,720	
Operating Expenditures	–	–	–	–	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	–	\$81,908	\$170,720	

Budget Increases

- None

Utility Fund

Finance Department



Mission Statement

The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided

- Customer Service
- Utility Billing
- Utility Meter Management

Finance Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$685,113	\$551,410	\$762,517	\$738,803	
Operating Expenditures	\$414,860	\$422,161	\$930,855	\$905,969	
Capital Outlay	\$93,039	\$12,111	\$50,000	–	
EXPENSE TOTALS	\$1,193,011	\$985,682	\$1,743,372	\$1,644,772	

Budget Increases

- Water Meters (\$70,000)
- Utility Billing Software (\$31,290)
- Utility System Base Station Support (\$10,000)
- Utility Billing Postage and Supplies (\$6,000)
- Customer Service Training (\$3,000)

Utility Fund

Information Technology Department

Mission Statement

The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided

- User support for all IT needs
- Guidance in the use of technology
- User training
- System security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$122,341	\$230,387	\$339,217	\$342,697	
Operating Expenditures	\$74,212	\$139,999	\$238,755	\$378,949	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$196,553	\$370,386	\$577,972	\$721,646	

Budget Increases

- Cityworks Utility Implementation and Upgrades (\$200,000)
- Utilities and Infrastructure Security Solutions (\$20,000)

Utility Fund

Utilities & Infrastructure Department



Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- Water reclamation facility operation and maintenance
- Reclaimed water operation, maintenance, and program administration
- Environmental Compliance Lab
- Water and sewer collections, distribution, pump station operations, and infrastructure maintenance
- Water and sewer utility engineering and planning

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$2,946,072	\$4,120,370	\$4,534,505	
Operating Expenditures	–	\$5,368,867	\$5,485,180	\$6,916,530	
Capital Outlay	–	\$1,074,526	\$601,000	\$572,500	
EXPENSE TOTALS	–	\$9,389,465	\$10,206,550	\$12,023,535	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Bulk Water Purchase and Distribution (\$689,300)
- Pump Station Chemicals and Maintenance (\$365,950)
- Waste Water Treatment Plant Chemicals and Maintenance (\$205,300)
- Utility Technician Positions (2) and Equipment (\$163,667)
- Utility Engineering Professional Fees, Training, and Supplies (\$78,800)
- Environmental Compliance Testing and Supplies (\$55,700)
- Collections Systems Maintenance and Operations (\$50,000)

Utility Fund

Development Services Department

Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	—	\$1,210,475	\$1,652,644	\$1,815,115	
Operating Expenditures	—	\$108,072	\$142,900	\$133,500	
Capital Outlay	—	\$77,722	\$194,610	\$126,000	
EXPENSE TOTALS	—	\$1,396,269	\$1,990,154	\$2,074,615	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Development Review Engineer Position (\$87,808)

Utility Fund

Public Works



Mission Statement

The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided

- Fleet Maintenance

Public Works Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	–	–	
Operating Expenditures	\$95,338	\$167,621	\$147,600	\$147,600	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	\$95,338	\$167,621	\$147,600	\$147,600	

Budget Increases

- None

Utility Fund

Central Services and Non-Departmental

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$1,667,506	\$2,170,483	\$2,970,326	\$2,952,755	
Capital Outlay	–	–	–	–	
Transfers	–	\$5,499,618	–	–	
EXPENSE TOTALS	\$1,667,506	\$7,670,101	\$2,970,326	\$2,952,755	

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Utility Fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Transfers / Other Financing Uses	\$6,843,360	\$4,091,000	\$3,512,084	\$3,015,079	
EXPENSE TOTALS	\$6,843,360	\$4,091,000	\$3,512,084	\$3,015,079	



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Town of
**HOLLY
SPRINGS**
North Carolina

Stormwater Fund



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Stormwater Fund

Introduction and Financial History

Stormwater Fund Introduction

The Stormwater Fund is one of the Town's enterprise funds, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. Customers pay the Town a fee based on their structure's impervious surface area according to a unit of measure defined as an "Equivalent Residential Unit" or ERU. The Town's Stormwater Fund provides services to residents and businesses by planning for and managing the Town's stormwater system.

Stormwater Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Environmental Fees	\$489,568	\$521,665	\$1,006,512	\$1,327,964	\$1,320,000	\$1,404,000
Permits and Fees	\$334,248	\$187,860	\$252,895	\$227,396	\$250,000	\$350,000
Miscellaneous Revenues	\$6,969	\$12,462	\$4,630	\$7,224	\$3,000	\$20,000
Other Financing Sources	\$(29,060)	\$519,328	\$100,000	\$587,100	\$200,000	—
TOTAL REVENUES	\$801,724	\$1,241,316	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Development	\$556,254	\$1,074,558	\$819,989	\$721,673	\$1,582,606	\$1,579,319
Administration	—	—	—		\$18,312	\$37,585
Non-Departmental	—	—	—	\$539,522	\$15,605	\$8,346
Central Services	\$11,380	\$15,416	\$91,701	\$691,270	\$156,477	\$148,750
TOTAL EXPENSES	\$567,634	\$1,089,975	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000

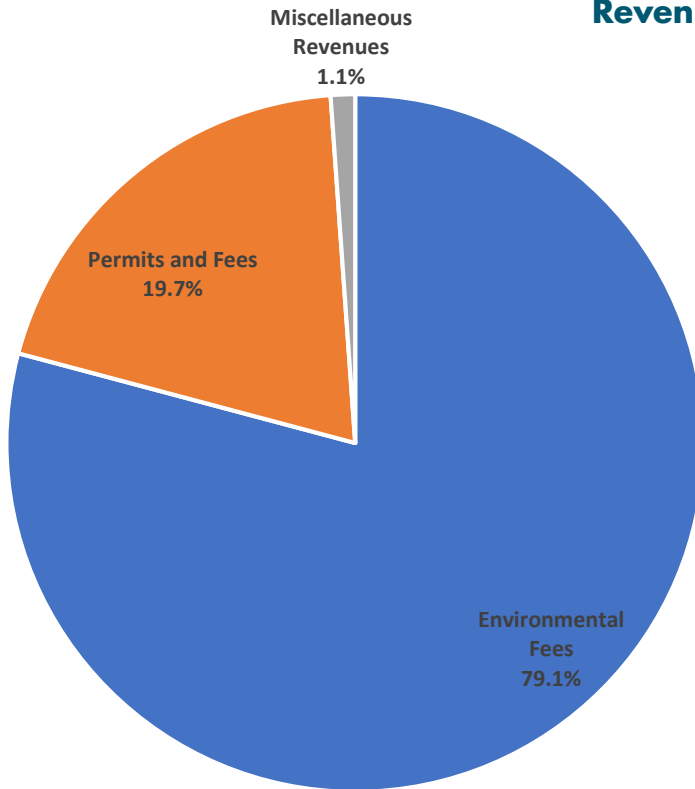
TOTAL REVENUES	\$801,724	\$1,241,316	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000
TOTAL EXPENSES	\$567,634	\$1,089,975	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000
SAVINGS/(DEFICITS)	\$234,090	\$447,962	\$452,348	\$197,228	-	-

Stormwater Fund

FY2023-24 Summary by Function

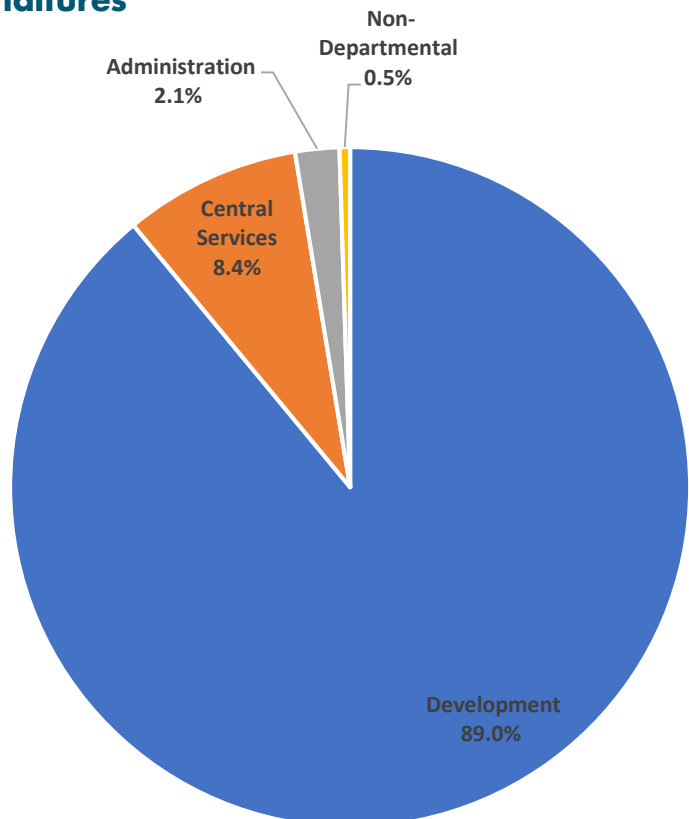


Revenues



REVENUES:	%	FY24
Environmental Fees	79.2	\$1,404,000
Permits and Fees	19.7	\$350,000
Miscellaneous Revenues	1.1	\$20,000
TOTAL REVENUES	100.0	\$1,774,000

Expenditures



EXPENDITURES	%	FY24
Development	89.0	\$1,579,319
Central Services	8.4	\$148,750
Administration	2.1	\$37,585
Non-Departmental	0.5	\$8,346
TOTAL EXPENDITURES	100.0	\$1,774,000

Stormwater Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- National Pollutant Discharge Elimination System (NPDES) Phase II Permit Program
- Stormwater and Erosion Control inspections and compliance
- Flood Plain administration

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$522,570	\$896,226	\$1,017,406	
Operating Expenditures	–	\$159,999	\$202,602	\$261,632	
Capital Outlay	–	\$35,642	\$246,000	–	
EXPENSE TOTALS		\$718,211	\$1,344,828	\$1,279,038	

*In the FY22 Budget the Engineering Department Stormwater Management Program reorganized under the Utilities & Infrastructure Department

Budget Increases

- Stormwater Operations and Maintenance (\$47,400)
- Stormwater Vehicle Cargo Equipment (\$1,500)
- Secondary and Cumulative Impacts Master Management Plan (SCIMMP) (\$20,000)

Stormwater Fund

Development Services Department



Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$2,771	\$218,478	\$280,981	
Operating Expenditures	–	\$690	\$19,300	\$19,300	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	\$3,461	\$237,778	\$300,281	

Budget Increases

- None

Stormwater Fund

Administration Department

Mission Statement

To provide a one-stop customer service operation for the Town.

Major Services Provided

- Customer service interactions for residents and businesses
- Provide telecommunication and in-person customer service for Town Hall.

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$18,312	\$37,585	
Operating Expenditures	–	–	–	–	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	–	\$18,312	\$37,585	

Budget Increases

- None

Stormwater Fund

Central Services and Non-Departmental



Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$91,701	\$691,270	\$156,477	\$148,750	
EXPENSE TOTALS	\$91,701	\$691,270	\$156,477	\$148,750	

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Stormwater Fund and not assigned to a specific department

Non-Departmental Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Other Financing Uses	–	\$539,522	\$15,605	\$8,346	
EXPENSE TOTALS	–	\$539,522	\$15,605	\$8,346	



Town of
**HOLLY
SPRINGS**
North Carolina

Special Revenue & Debt Service Funds



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Special Revenue and Debt Service Funds

Special Revenue Funds

Powell Bill Fund Introduction

The Powell Bill Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Powell Bill funds are used primarily to resurface municipal streets but also may be used to maintain, repair, construct, or widen streets, bridges, and drainage areas. Municipalities can also use Powell Bill funds to plan, construct, and maintain bike paths, greenways, or sidewalks. The amount each municipality receives is based on a formula set by the N. C. General Statutes, with 75 percent of the funds based on population and 25 percent based on the number of municipality-maintained street miles. The annual population figures are provided by the NC Office of State Budget Management.

Powell Bill Fund Financial History

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Powell Bill Street Maintenance Fund Budget Summary					
Revenue	\$2,339,820	\$1,208,298	\$2,178,163	\$1,160,000	
Expense	\$1,039,051	\$1,120,527	\$2,178,163	\$1,160,000	
SAVINGS / (DEFICITS)	\$1,300,769	87,771	–	–	–

Emergency Telephone System (911) Fund Introduction

The Emergency Telephone System (911) Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Town receives state funding for managing a primary public safety answering point, or PSAP. The North Carolina 911 Board approved a funding method in December 2010 for distributing funds to primary PSAPs. The 911 Board is required to present the final approved distribution amount (base amount as defined in G.S. §143B-1406) for each primary PSAP by June 1 of each year for the upcoming fiscal year.

Emergency Telephone System (911)

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Emergency Telephone System (911) Fund Budget Summary					
Revenue	\$238,149	\$249,940	\$246,216	\$647,183	
Expense	\$145,919	\$3,868	\$246,216	\$647,183	
SAVINGS / (DEFICITS)	\$92,230	246,072	–	–	–

Special Revenue and Debt Service Funds

Debt Service Funds



Debt Service Funds Introduction

Debt Service Funds are annual appropriations for paying the annual principal and interest payments for debts taken by the Town. The Town maintains a General Fund Debt Service fund, which is tax-base supported, and a Utility Debt Service Fund, which is supported by water and wastewater revenue sources.

Debt Service Funds Financial History

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
General Fund Debt Service Budget Summary					
Revenue	\$10,003,129	\$8,688,889	\$8,061,212	\$9,051,985	
Expense	\$4,431,841	\$15,821,683	\$8,061,212	\$9,051,985	
SAVINGS / (DEFICITS)	\$5,571,288	(\$7,132,794)	–	–	–
Utility Fund Debt Service Budget Summary					
Revenue	\$4,283,254	\$4,091,709	\$4,297,267	\$3,931,077	
Expense	\$4,342,615	\$12,332,109	\$4,297,267	\$3,931,077	
SAVINGS / (DEFICITS)	(\$59,361)	(\$8,240,400)	–	–	–

Special Revenue and Debt Service Funds

Debt Summary

General Fund Debt Service Principal and Interest							
DEBT TYPE	FY24	FY25	FY26	FY27	FY28	Future Years	Totals
Principal	\$6,438,419	\$5,566,149	\$5,478,201	\$4,960,550	\$4,649,510	\$42,910,629	\$70,003,458
Interest	\$2,398,564	\$2,221,694	\$2,004,436	\$1,787,848	\$1,572,222	\$6,986,790	\$16,971,555
GEN. FUND TOTAL	\$8,836,984	\$7,787,843	\$7,482,637	\$6,748,398	\$6,221,732	\$49,897,419	\$86,975,012
Utility Fund Debt Service Principal and Interest							
DEBT TYPE	FY24	FY25	FY26	FY27	FY28	Future Years	Totals
Principal	\$3,342,837	\$3,414,119	\$3,394,295	\$3,415,348	\$3,492,473	\$9,131,651	\$26,190,724
Interest	\$588,237	\$521,393	\$453,211	\$384,706	\$313,642	\$742,030	\$3,003,220
UTILITY FUND TOTAL	\$3,931,075	\$3,935,513	\$3,847,506	\$3,800,054	\$3,806,116	\$9,873,681	\$29,193,944
TOTALS (ALL FUNDS)	\$12,768,058	\$11,723,356	\$11,330,142	\$10,548,452	\$10,027,847	\$59,771,100	\$116,168,956

Special Revenue and Debt Service Funds

Debt Schedule Summary



General Fund Debt by Purpose					
SERIES	Purpose	Type	Term	Original Par	Outstanding Par
2008 A	Green Oaks Parkway	Installment Purchase Agreement	18	\$6,366,000	\$1,061,000
2013	Athletic Fields	Other Debt Financing Arrangements	10	\$1,805,271	\$1,805,271
2013 A	Fiber Optic Network	Installment Purchase Agreement	10	\$1,500,000	\$150,000
2014	Law Enforcement Center, Athletic Complex, Transportation Improvements	Limited Obligation Bonds	18	\$17,105,000	\$10,095,000
2020 A	Vehicle Equipment	Installment Purchase Agreement	5	\$550,000	\$335,385
2020 C	Fire Truck	Installment Financing Contract	10	\$1,200,000	\$972,502
2020 D	Hunt Center Refunding 2009	Installment Purchase Agreement	7	\$3,070,118	\$1,781,090
2021	Police, Streets	Installment Purchase	4	\$695,182	\$436,746
2021	FujiFilm, Town Hall	Limited Obligation Bonds	20	\$18,270,000	\$18,270,000
2021	Parks and Recreation Projects, Transportation Improvements	General Obligation Public Improvement Bonds	20	\$30,000,000	\$27,000,000
2022	Solid Waste, Police	Installment Purchase Agreement	5	\$1,581,000	\$1,264,800
2022	Refunding 2012	General Obligation Refunding Bonds	15	\$7,381,542	\$6,831,664
General Fund Total				\$89,524,112	\$70,003,458
Utility Fund Debt by Purpose					
SERIES	Purpose	Type	Term	Original Par	Outstanding Par
2010	Utle Creek Wastewater Treatment Plant	Other Debt Financing Arrangements	20	\$17,500,000	\$6,125,000
2011	Water System	Other Debt Financing Arrangements	20	\$33,534	\$11,673
2020	Water and Sewer Refunding 2010	Revenue Bond	8	\$5,242,436	\$3,988,837
2020 A	Refunding 2008	Revenue Bond	8	\$9,040,907	\$6,425,011
2020 B	Avery Ferry Force Main	Installment Financing Contract	15	\$3,045,650	\$2,541,999
2021	Vehicle Equipment	Installment Purchase	4	\$716,068	\$449,867
2022	Refunding 2006, Refunding 2012A, Refunding 2012B	General Obligation Refunding Bonds	15	\$7,183,458	\$6,648,336
Utility Fund Total				\$42,762,052	\$26,190,724
ALL-FUNDS TOTAL				\$132,286,165	\$96,194,181



Town of
**HOLLY
SPRINGS**
North Carolina

Community Investment Plan (CIP)



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Community Investment Plan (CIP)

Introduction

Introduction

The Community Investment Plan (CIP) is a five year plan that links the Town's infrastructure needs and financial resources with a timetable. The CIP is a multi-year long range plan that also acts as a policy document charting a course for capital improvements and Town development. Generally, the Town's CIP only includes capital improvements that either exceed \$100,000, involve the acquisition of land, or items deemed essential for future planning by the Town Manager or the Governing Body. The purchase of vehicles or equipment is excluded from the CIP unless deemed otherwise.

CIP Planning Process



The CIP is an ongoing process, and each year the plan is updated. The need or idea for investments can originate from the Mayor, Town Council, Residents, or Town staff. These items are compiled, assessed, and a plan is presented to the Governing Body with the Manager's Recommended Budget. The CIP's first year of expenditures are budgeted with years two through four as plans for future assessment and refinement.

Functions of the CIP

A CIP must be updated each year. Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, infrastructure, equipment, etc., are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Focuses attention on community goals, needs, and capabilities
- Guides future community growth and development
- Advance planning ensures that projects are well thought out in advance of construction
- Provides for the orderly replacement of capital items
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program

continued next page

Community Investment Plan (CIP)

Introduction



Fiscal Policy Excerpt – Capital Improvement Budget Policy

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects

Prioritization System

The Town uses a tiered prioritization system to assist in planning. The system is not meant to decide which projects are approved, but to help assess options and compare priorities across many different functional areas.

Priority Level			
Category Rating	High	Medium	Low
1	Level A		
2		Level B	
3			
4			Level C

The table is divided into three tiers:

- Level A – highest consideration for funding
- Level B – moderate consideration for funding
- Level C – lower consideration for funding

Community Investment Plan (CIP)

Introduction

A CIP project's tier is determined by its assessment of priority level and category rating. The horizontal axis is for scoring a project's priority level from high to medium to low.

High	• Project mandated by local, state, or federal regulations • Project is a top strategic priority of the Town Council • Project substantially reduces expenditures or increases revenues
Medium	• Project maintains existing service levels • Project results in better efficiency of service delivery or workplace productivity
Low	• Product expands service levels • Product expands quality of life

On the vertical axis of the prioritization system is the project's category rating. This is divided in four categories:

1. **Health/Safety/Welfare** - Projects that protect the health, safety, and welfare of the community and the employees serving it.
2. **Maintenance/Replacement** - Projects that provide for the maintenance of existing systems, infrastructure, and equipment.
3. **Expansion of Existing Programs** - Projects which enhance the existing systems and programs allowing for expansion of existing services.
4. **Expansion of New Programs** - Projects that allow for expansion into new programs and services.

The prioritization system is only designed to aid in decision-making. Staff works to assess both community investment needs but also funding availability. The Town Manager submits the CIP with the Recommended Budget and the final plan is approved by the Mayor and Town Council with the next fiscal year's operating budget.

PAYGO

PAYGO, which stands for "pay as you go" is a method for funding a project without taking out new debt or raising new revenues. PAYGO is used for one-time expenses and capital investments.

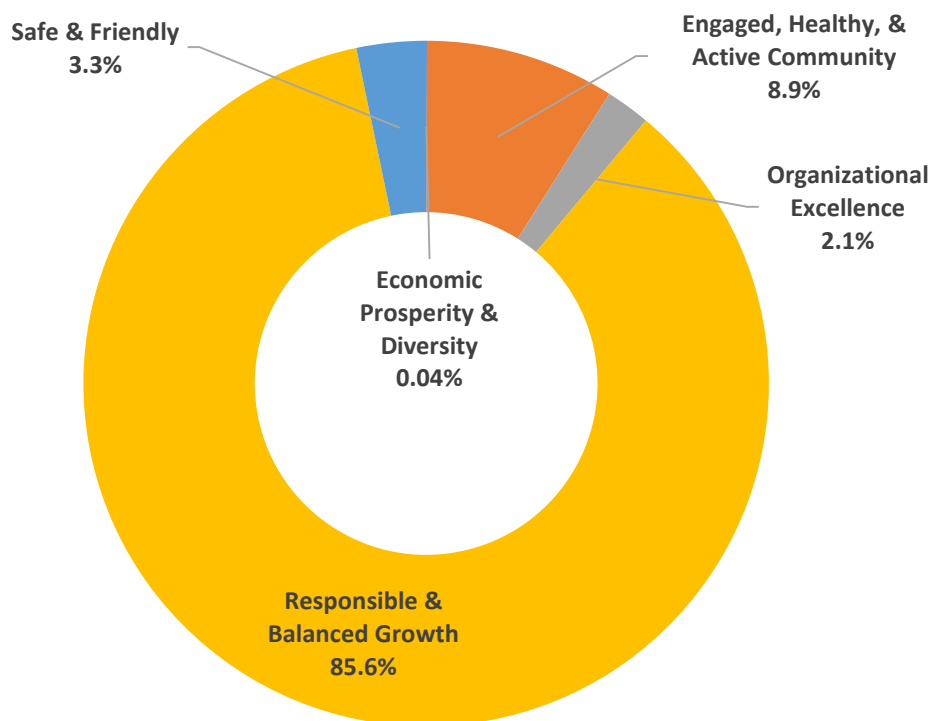
Community Investment Plan (CIP)

Projects by Strategic Priority Area



FY2023-2024 CIP Projects by Strategic Priority Area

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2023-24 fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.



Projects by Strategic Priority Area	FY24
Economic Prosperity & Diversity	\$25,000
Engaged, Healthy, & Active Community	\$6,125,000
Organizational Excellence	\$1,445,000
Responsible & Balanced Growth	\$58,690,000
Safe & Friendly	\$2,242,595
TOTAL	\$68,527,595

Community Investment Plan (CIP)

Projects by Strategic Priority Area

Economic Prosperity and Diversity	FY24
Downtown Investment Grant (DIG)	\$25,000
TOTAL	\$75,000

Engaged, Healthy & Active Community	FY24
New Park Off Cass Holt Rd	\$5,000,000
Sugg Farm Park Amenities - Community Garden & Nature Play Area	\$700,000
Priority Greenways	\$350,000
Playground Rehabilitation, Sunshades, and Amenities	\$75,000
TOTAL	\$6,125,000

Organizational Excellence	FY24
Utility Fund Vehicle Replacements	\$750,000
General Fund Vehicle Replacements	\$570,000
General Government Facility Maintenance & Repair	\$75,000
Town Signage	\$50,000
TOTAL	\$1,445,000

Responsible & Balanced Growth	FY24
Sanford Water Capacity Project	\$45,800,000
Operations Campus	\$11,000,000
WWTP and Pump Station SCADA	\$600,000
Stormwater Repair Projects	\$300,000
Stormwater Asset Inventory, Assessment, and Asset Management Plan	\$300,000
Utility System Repair and Operations	\$300,000
Risk & Resiliency Implementation Plan	\$200,000
Yard Waste Program Roll-Out Carts, Branding, and Implementation	\$190,000
TOTAL	\$62,175,504

Safe & Friendly	FY24
Fire Engine Replacement*	\$850,000
9-1-1 Emergency Communications Center (ECC) Upgrades/Replacements	\$837,595
Sidewalk, Pedestrian & Bike Safety Improvements	\$225,000
Intelligent Transportation System (ITS) Phase III	\$200,000
ADA Improvements	\$100,000
Neighborhood Traffic Safety/Calming	\$30,000
TOTAL	\$2,242,595

*Fire Engine is budgeted for future financing with anticipated delivery in FY25.

Community Investment Plan (CIP)

5-Year CIP Funding Summary



GENERAL PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
General Government	\$32,202,021	\$11,000,000	–	–	–	–	\$43,202,021	–
Public Safety		\$837,595	–	–	–	–	\$837,595	–
Parks and Recreation	\$11,030,000	\$6,050,000	\$72,870,000	–	\$100,000	–	\$90,050,000	–
Public Works	\$38,000	–	\$633,000	\$1,050,000	–	–	\$1,721,000	–
PAYGO	\$2,799,305	\$970,000	\$780,000	\$780,000	\$755,000	\$755,000	\$6,839,305	–
Streets / Transportation	\$8,441,246	–	\$10,485,504	\$4,800,000	\$2,000,000	–	\$25,726,750	\$7,546,000
Fleet Replacement	–	\$1,420,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,420,000	–
TOTAL USES:	\$54,510,572	\$20,277,595	\$86,768,504	\$8,630,000	\$4,855,000	\$2,755,000	\$177,796,671	\$7,546,000
SOURCES								
Operating Revenues	\$7,002,440	\$1,776,628	\$7,186,417	\$8,480,000	\$2,630,000	\$2,630,000	\$29,705,485	–
Future Financing Sources	\$30,000,000	\$16,850,000	\$70,570,000	–	–	–	\$117,420,000	–
General Obligation Bonds	\$7,280,000	–	\$4,562,087	–	–	–	\$11,842,087	–
Parks & Recreation Reserves	\$4,450,000	\$550,000	\$2,300,000	–	\$100,000	–	\$7,400,000	–
Streets Reserves	\$1,150,000	\$200,000	\$150,000	\$150,000	\$125,000	\$125,000	\$1,900,000	–
Intergovernmental/Grants	\$4,314,496	\$900,967	–	–	–	–	\$5,215,463	\$7,546,000
Powell Bill	–	–	\$2,000,000	–	\$2,000,000	–	\$4,000,000	–
Developer Contribution	\$313,636	–	–	–	–	–	\$313,636	–
TOTAL SOURCES:	\$54,510,572	\$20,277,595	\$86,768,504	\$8,630,000	\$4,855,000	\$2,755,000	\$177,796,671	\$7,546,000

Community Investment Plan (CIP)

5-Year CIP Funding Summary

UTILITY PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
PAYGO	–	\$1,100,000	\$900,000	\$400,000	\$400,000	\$200,000	\$3,000,000	–
Water and Sewer	\$20,430,000	\$45,800,000	\$51,800,000	\$116,300,000	–	–	\$234,330,000	–
Utility Fleet Replacement	–	\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,750,000	–
TOTAL USES:	\$20,430,000	\$47,650,000	\$53,700,000	\$117,700,000	\$1,400,000	\$1,200,000	\$242,080,000	–
SOURCES								
Operating Revenues/Reserves	\$8,930,000	\$1,850,000	\$2,900,000	\$1,400,000	\$1,400,000	\$1,200,000	\$17,680,000	–
Future Financing Sources	–	\$45,800,000	\$50,800,000	\$116,300,000	–	–	\$212,900,000	–
Intergovernmental / Grants	\$11,500,000	–	–	–	–	–	\$11,500,000	–
TOTAL SOURCES:	\$20,430,000	\$47,650,000	\$53,700,000	\$117,700,000	\$1,400,000	\$1,200,000	\$242,080,000	–

STORMWATER PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
Stormwater Projects	–	\$600,000	\$300,000	\$200,000	–	–	–	–
TOTAL USES:	–	\$600,000	\$300,000	\$200,000	–	–	–	–
SOURCES								
Transfers In / Reserves	–	\$600,000	\$300,000	\$200,000	–	–	–	–
TOTAL SOURCES:	–	\$600,000	\$300,000	\$200,000	–	–	–	–

TOTAL CIP (ALL FUNDS)								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
TOTAL USES:	\$74,940,572	\$68,527,595	\$139,383,000	\$125,230,000	\$6,255,000	\$3,955,000	\$418,291,167	\$7,546,000
TOTAL SOURCES:	\$74,940,572	\$68,527,595	\$139,383,000	\$125,230,000	\$6,255,000	\$3,955,000	\$418,291,167	\$7,546,000

Community Investment Plan (CIP)

Project Descriptions



FY2023-24 Community Investment Plan Projects

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2022-23 fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.

LEVEL-A (Highest Consideration for Funding)

Public Services Operations Campus (\$11,000,000 in additional financing for a total of \$41M) - the new operations campus will provide a central location for public service departments to centrally operate and grow with the community. This facility will provide potential workspace for Public Works, Utilities & Infrastructure, Development Services, Parks & Recreation, and Finance.

Sanford Water Capacity Partnership (\$45,800,000 in additional financing, current construction estimate is \$49.3M) - Holly Springs portion of the construction cost for the water treatment plant in Sanford in order to secure the future water supply for the Town.

9-1-1 Emergency Communications Center (ECC) Upgrades (\$837,595) - Replacement and upgrading ECC technical components and expanding capabilities with the addition of two telecommunicator consoles.

Stormwater Repair Projects (\$300,000) - repairs to existing stormwater utilities and drains throughout the town to ensure proper drainage and the reduction of erosion.

Stormwater Asset Inventory, Assessment, and Asset Management Plan (\$300,000) - an asset inventory and condition assessment of stormwater infrastructure to be incorporated in a Strategic Asset Management Plan.

Sugg Farm Park Amenities - Community Garden & Nature Play Area (\$700,000) - Town and state grant funding for improving amenities at Sugg Farm including a community garden and nature play area.

LEVEL-B (Moderate Consideration for Funding)

New Park off Cass Holt Rd (\$5,000,000) - Initial design funding and site preparation for the construction of a new park and recreational amenities off Cass Holt Rd.

Priority Greenways (\$350,000) - funding for design and construction of two priority greenway segments: Jones Park to Holly Springs Road connector and also connecting Ting Park to the Oak Hall Neighborhood.

LEVEL-C (Lower Consideration for Funding)

No proposed FY2023-24 Level - C projects.

Community Investment Plan (CIP)

Project Descriptions

General Fund PAYGO (Pay-as-you-go funding)

- **Downtown Investment Grant Program** (\$25,000)
- **Sidewalk, Pedestrian, and Bike Safety Improvements** (\$225,000)
- **Neighborhood Traffic Safety/Calming** (\$30,000)
- **ADA Improvements** (\$100,000)
- **General Government Facility Maintenance and Repair** (\$75,000)
- **Playground Rehabilitation, Sunshades, and Amenities** (\$75,000)
- **Intelligent Transportation System (ITS) Phase III** (\$200,000)
- **Yard Waste Program Roll-Out Carts, Branding, and Implementation** (\$190,000)
- **Town Welcome/Gateway Signage** (\$50,000)

Utility Fund PAYGO

- **Utility System Risk and Resiliency Implementation Plan** (\$200,000)
- **Utility System Maintenance and Repair** (300,000)
- **UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades** (\$600,000)

Fleet Replacement

- **Fire Replacement Truck** (\$850,000 in future financing with anticipated delivery in FY25)
- **Other General Fund Vehicles and Equipment** (\$570,000)
- **Utility Fund Vehicles and Equipment** (\$750,000)

Community Investment Plan (CIP)

Project Descriptions



Active Priority Community Investments

Note - All community investments listed below are active projects that have been council approved, budgeted, and at this time do not have a request for funding in future fiscal years. From a budgetary perspective these projects are considered “fully-funded” but may still have future grants, debt issuances, or other revenues to be collected at a future date. This is not an all inclusive list of every active community investment project.

Fire Station 3 (\$11,200,000) - Design is underway for construction of a permanent home for Fire Station 3. Construction is anticipated to begin in 2023 with completion in 2024.

Main Street Right Turn Lane (\$1,693,000) - Design is complete and right-of-way acquisition is underway for adding a northbound right turn lane on Main Street at Holly Springs Road. This project will use part of the 2018 Transportation Bond.

NC 55 Bypass Right Turn Lane (\$2,728,000) - Design is completed with final permitting underway for adding a southbound right turn lane on the NC55 Bypass from Avent Ferry Road to Main Street. This project will use part of the 2018 Transportation Bond.

Avent Ferry road Re-Alignment (\$4,960,500) - Design is underway for re-alignment of Avent Ferry Road from Cotton Ln to Stinson Ave via Pine Ave. This project will use part of the 2018 Transportation Bond.

Holly Springs Road Widening - East (\$32,740,000) - Construction is underway to widen Holly Springs Road to a 4-lane median section with sidewalk from Flint Point Lane to Sunset Lake Road. This project will use part of the 2018 Transportation Bond.

Holly Springs Road Widening - East, Force Main Upsizing (\$2,460,000) - Construction to lower and increase the size of the Holly Springs Rd force main to accommodate future development and coincide with the construction to widen Holly Springs Rd.

Community Investment Plan (CIP)

Funding Level Summary FY2023-2024

Priority Level	Category Type
H - High	1 - Health/Safety/Welfare
M - Medium	2 - Maintenance/Replacement
L - Low	3 - Expansion of Existing Programs
PAYGO - (PAY-AS-YOU-GO)	4 - Expansion of New Programs

Functional Area	Project Name	Priority Type	FY2023-2024 Capital Cost
LEVEL A			
General Government	Public Services Operations Campus	H-1	\$11,000,000
Water and Sewer	Sanford Water Capacity Partnership	H-1	\$45,800,000
Public Safety	9-1-1 Emergency Communications Center (ECC)	H-1	\$837,595
Stormwater	Stormwater Repair Projects	H-2	\$300,000
Stormwater	Stormwater Asset Inventory, Assessment, and Asset Management Plan	H-2	\$300,000
Parks and Recreation	Sugg Farm Park Amenities - Community Garden & Nature Play Area	H-2	\$700,000
LEVEL B			
Parks and Recreation	New Park off Cass Holt Road	H-4	\$5,000,000
Parks and Recreation	Priority Greenway Connections	H-4	\$350,000
LEVEL C			
n/a	n/a	n/a	n/a

Community Investment Plan (CIP)

Funding Level Summary FY2023-2024



Functional Area	Project Name	Priority Type	FY2023-2024 Capital Cost
Fleet Replacement			
Fleet Replacement	Fire Replacement Ladder Truck	H-1	\$850,000
Fleet Replacement	Other General Fund Vehicles	H-1	\$570,000
Fleet Replacement	Utility Fund Vehicles	H-1	\$750,000
PAYGO			
PAYGO	Yard Waste Program Roll-Out Carts, Branding, and Implementation	N/A	\$190,000
PAYGO	Playground surfaces, equipment, sunshades, and amenities	N/A	\$75,000
PAYGO	Sidewalk, Pedestrian & Bike Safety	N/A	\$225,000
PAYGO	Smart Cities Intelligent Traffic System (ITS)	N/A	\$200,000
PAYGO	ADA Improvements	N/A	\$100,000
PAYGO	General Government Facility Maintenance & Repair	N/A	\$75,000
PAYGO	Neighborhood Traffic Safety/Calming	N/A	\$30,000
PAYGO	Downtown Investment Grant (DIG)	N/A	\$25,000
PAYGO	Town Welcome/Gateway Signage	N/A	\$50,000
Utility PAYGO			
PAYGO	Utley Creek Wastewater Reclamation Facility (UCWRF) and Pump Station SCADA	N/A	\$600,000
PAYGO	Utility System Maintenance and Repair	N/A	\$300,000
PAYGO	Utility System Risk & Resiliency Implementation Plan	N/A	\$200,000
TOTAL			\$68,527,595

Priority Level	Category Type
H - High	1 - Health/Safety/Welfare
M - Medium	2 - Maintenance/Replacement
L - Low	3 - Expansion of Existing Programs
PAYGO - (PAY-AS-YOU-GO)	4 - Expansion of New Programs

Community Investment Plan (CIP)

General Government Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Operations Campus	\$32,202,021	\$11,000,000						\$43,202,021
TOTALS	\$32,202,021	\$11,000,000						\$43,202,021

Note - Public Services Operations Campus is cost shared by the General Fund and Utility Fund.

Community Investment Plan (CIP)

Parks and Recreation Summary - By Project



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Priority Greenways	\$300,000	\$350,000	\$2,300,000					\$2,950,000
Sugg Farm Park Amenities - Community Garden & Nature Play Area	\$125,000	\$700,000						\$825,000
Carolina Springs Park Master Plan & Park Development					\$100,000			\$100,000
New Park Off Cass Holt Rd	\$10,730,000	\$5,000,000	\$70,570,000					\$86,300,000
TOTALS	\$11,155,000	\$6,050,000	\$72,870,000		\$100,000			\$90,175,000

Community Investment Plan (CIP)

Public Safety Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
9-1-1 Emergency Com- munications Center (ECC) Upgrades/Replacements		\$837,595						\$837,595
TOTALS		\$837,595						\$837,595

Community Investment Plan (CIP)

Public Works Summary - By Project



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Yard Waste Site Expansion and Compliance	\$38,000		\$633,000	\$1,050,000				\$1,721,000
TOTALS	\$38,000		\$633,000	\$1,050,000				\$1,721,000

Community Investment Plan (CIP)

Streets / Transportation Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Avent Ferry Road Widening Phase 2 - U-5889							\$7,546,000	\$7,546,000
Holly Springs Road Widening - Central	\$6,241,246		\$4,985,504					\$11,226,750
Holly Springs Widening - West	\$2,200,000		\$3,500,000	\$4,800,000				\$10,500,000
Pavement Resurfacing			\$2,000,000		\$2,000,000			\$4,000,000
TOTALS	\$8,441,246		\$10,485,504	\$4,800,000	\$2,000,000		\$7,546,000	\$33,272,750

Community Investment Plan (CIP)

Water and Sewer Summary - By Projects



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Holly Springs-Fuquay Varina water line and storage facilities	\$3,300,000		\$42,000,000					\$45,300,000
Sanford Water Capacity Partnership	\$8,500,000	\$45,800,000						\$54,300,000
Utley Creek Water Reclamation Facility (UCWRF) 8 MGD Expansion			\$1,000,000	\$115,200,000				\$116,200,000
Harnett County Booster Station Upgrade	\$8,200,000		\$8,800,000					\$17,000,000
Dewatering Press	\$430,000			\$1,100,000				\$1,530,000
TOTALS	\$20,430,000	\$45,800,000	\$51,800,000	\$116,300,000				\$234,330,000

Community Investment Plan (CIP)

Stormwater Summary - By Projects

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Stormwater Repair Projects		\$300,000						\$300,000
Stormwater Asset Inventory, Assessment, and Asset Management Plan		\$300,000	\$300,000	\$200,000				\$800,000
TOTALS		\$600,000	\$300,000	\$200,000				\$1,100,000

Community Investment Plan (CIP)

Pay-As-You-Go (PAYGO)



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Downtown Investment Grant (DIG) Program	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$225,000
Sidewalk, Pedestrian & Bike Safety Improvements	\$540,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,890,000
Neighborhood Traffic Safety/Calming	\$80,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$260,000
ADA Improvements	\$155,000	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,055,000
General Government Facility Maintenance & Repair	\$199,305	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$649,305
Playground Rehabilitation, Sunshades, and Amenities	\$350,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$800,000
Intelligent Transportation System (ITS) Phase III	\$450,000	\$200,000	\$150,000	\$150,000	\$125,000	\$125,000		\$1,200,000
Yard Waste Program Roll-Out Carts, Branding, and Implementation	\$950,000	\$190,000						\$1,140,000
Town Welcome/Gateway Signage		\$50,000						\$50,000
TOTALS	\$2,799,305	\$970,000	\$780,000	\$780,000	\$755,000	\$755,000	\$430,000	\$7,269,305

Community Investment Plan (CIP)

Utility Pay-As-You-Go (PAYGO)

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
UCWRF and Pump Station SCADA	\$500,000	\$600,000						\$1,100,000
Asset Management Plan	\$300,000		\$500,000					\$800,000
Risk & Resiliency Implementation Plan	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$150,000		\$1,000,000
Utility System Repair and Operations	\$353,000	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,653,000
TOTALS	\$1,203,000	\$1,100,000	\$900,000	\$400,000	\$400,000	\$350,000	\$200,000	\$4,553,000

Community Investment Plan (CIP)

Fleet Replacement



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
General Fund		\$570,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,570,000
Utility Fund		\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,750,000
Fire Engine Replacement		\$850,000						\$850,000
TOTALS		\$2,170,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$17,170,000



Town of
**HOLLY
SPRINGS**
North Carolina

Salary & Position List



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Salary & Position List

Salary Schedule

Salary Schedule*		
2023-2024 Fiscal Year		
Salary Grade	Minimum	Maximum
C	\$40,546.42	\$60,830.22
D	\$42,983.87	\$64,475.80
E	\$45,569.68	\$68,354.52
F	\$48,282.67	\$72,424.00
G	\$51,186.41	\$76,790.21
H	\$54,259.71	\$81,389.57
I	\$57,523.77	\$86,285.66
J	\$60,978.59	\$91,478.48
K	\$64,624.16	\$96,946.84
L	\$68,481.69	\$102,733.13
M	\$72,593.56	\$108,900.94
N	\$76,938.58	\$115,407.86
O	\$81,580.32	\$122,381.08
P	\$86,476.42	\$129,714.62
Q	\$91,669.24	\$137,514.46
R	\$97,158.80	\$145,738.20
S	\$102,987.48	\$154,491.81
T	\$115,365.47	\$173,058.81
U	\$124,585.39	\$186,878.08
V	\$134,568.32	\$201,863.08
W	\$145,335.49	\$218,013.83
X	\$154,046.71	\$231,070.07
Y	\$172,528.93	\$258,793.39

*1.9% increase from the FY2022-23 Salary Schedule

**Police and Fire Trainee positions are funded at 75% of their position's full-time salary grade minimum.

Salary & Position List

New Positions



New Positions		
2023-2024 Fiscal Year		
Department	Job Title	Salary Grade
General Fund		
Development Services	Compliance Supervisor	L
Development Services	Building Plans Reviewer I/II/III*	K/L/M
Development Services	Building Code Inspector I/II/III*	K
Development Services	Building Code Inspector I/II/III*	K
Development Services	Zoning Compliance Officer	J
Fire Department	Fire Captain (Professional Services)	L
Fire Department	Fire Engineer	I
Information Technology	IT Technician I/II	J/K
Parks and Recreation	Park Maintenance Crew Leader	G
Parks and Recreation	Maintenance Technician - Parks I/II/III	C/D/F
Police	Police Officer / Senior / Master	H
Police	Emergency Management Specialist	H
Police	Quartermaster	F
Police	Telecommunicator I/II	E/F
Police	Telecommunicator I/II	E/F
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Utilities and Infrastructure	Project Manager	N
Utilities and Infrastructure	Project Manager	N
Utilities and Infrastructure	Capital Projects Inspector	L
Utilities and Infrastructure	Land Acquisition Agent	I
Utility Fund		
Development Services	Development Review Engineer	N
Utilities and Infrastructure	Utility Technician I/II/III	C/D/E
Utilities and Infrastructure	Utility Technician I/II/III	C/D/E

*Indicates 3-year term positions with option to renew.

Salary & Position List

Reclassification Plan

Position Reclassifications				
2023-2024 Fiscal Year				
Current Title	Current Salary Grade	Proposed Title	Proposed Salary Grade	Position Number
Police Sergeant	M	Police Lieutenant	O	418-024
GIS Analyst	L	GIS Manager	O	417-007
IT Systems Analyst	M	Systems Administrator	M	414-006
IT Operations Manager	O	IT Assistant Director	R	414-003
IT Technician	K	IT Technician I/II	J/K	414-004
IT Technician	K	IT Technician I/II	J/K	414-001
Code Compliance Officer	H	Zoning Compliance Officer	J	415-010
Customer Service Specialist	E	Customer Service Supervisor	H	413-012

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
C	Grade Min:	\$40,546.42	Grade Max: \$60,830.22
	Meter Services Technician		
	Maintenance Technician I - Parks		
	Public Works Technician I - Solid Waste		
	Public Works Technician I - Streets		
	Utility Technician I		
D	Grade Min:	\$42,983.87	Grade Max: \$64,475.80
	Customer Service Representative		
	Maintenance Technician II - Parks		
	Customer Service Representative		
	Animal Control Officer		
	Public Works Technician II - Streets		
	Public Works Technician II - Solid Waste		
	Maintenance Technician II - Facilities		
	Utility Technician II		
E	Grade Min:	\$45,569.68	Grade Max: \$68,354.52
	Customer Service Specialist		
	Permit Technician		
	Development Technician		
	Administrative Assistant		
	Meter Services Technician - Lead		
	Customer Accounts Specialist		
	Customer Service Representative - Lead		
	Police Records Technician		
	Telecommunicator I		
	Equipment Operator		
	Public Works Technician III - Concrete		
	Equipment Operator		
	Utility Technician III		
	Utility Locator		
	Utility Permitting Specialist		
	Program Specialist		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
F	Grade Min:	\$48,282.67	Grade Max: \$72,424.00
	Certified Permit Technician		
	Utility Billing Specialist		
	Accounting Specialist		
	Payroll Specialist		
	Accounts Payable Specialist		
	Firefighter		
	Maintenance Technician III - Parks		
	Park and Recreation Program Assistant		
	Reservation Specialist		
	Telecommunicator II / Senior		
	Public Works Technician IV - Concrete Finisher		
	Maintenance Technician III - Facilities		
	Fleet Mechanic I		
	Public Works Crew Leader - Streets		
	Public Works Crew Leader - Solid Waste		
	Quartermaster		
G	Grade Min:	\$51,186.41	Grade Max: \$76,790.21
	Paralegal		
	Planning Technician		
	Park Maintenance Crew Leader		
	Telecommunications Shift Supervisor		
	Public Works Crew Leader - Concrete		
	Fleet Mechanic II		
	Backflow Technician		
	Water Facility Mechanic/Operator I		
	Stormwater Crew Leader		
	Utility Crew Leader		
H	Grade Min:	\$54,259.71	Grade Max: \$81,389.57
	Video Production Specialist		
	Graphic Designer		
	Deputy Clerk		
	Code Compliance Officer		
	Development Review Coordinator		
	Meter Services Supervisor		
	Firefighter Relief Driver		

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
H	Grade Min:	\$54,259.71	Grade Max: \$81,389.57
	Fire Inspector		
	Recreation Program Specialist		
	Park Naturalist		
	Theater Production Specialist		
	Police Officer / Senior / Master		
	Animal Control Supervisor		
	Fleet Mechanic III (Master/ASE)		
	Lab Analyst		
	Water Facility Mechanic/Operator II		
	Project Management Specialist		
	Purchasing Agent		
	Customer Service Supervisor		
	Emergency Management Specialist		
I	Grade Min:	\$57,523.77	Grade Max: \$86,285.66
	Building Codes Inspector I		
	Development Inspector I		
	Permit Supervisor		
	Fire Engineer		
	Marketing & Special Events Coordinator		
	Water Facility Mechanic/Operator III		
	Reclaimed Water Coordinator		
	Asset Management/ADA Coordinator		
	Electrical & Instrumentation Technician		
	Development Business Coordinator		
	Land Acquisition Agent		
J	Grade Min:	\$60,978.59	Grade Max: \$91,478.48
	GIS Technician		
	Human Resource Generalist		
	Human Resource Benefits Specialist		
	Planner I - Development		
	Planner I - Parks		
	Zoning Compliance Officer		
	Fire Life Safety Educator		
	Police Investigator		
	Police Corporal		
	Recreation Program Supervisor		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
J	Grade Min:	\$60,978.59	Grade Max: \$91,478.48
	Public Works Supervisor - Facilities Maintenance		
	Public Works Supervisor - Solid Waste		
	Public Works Supervisor - Concrete		
	Public Works Supervisor - Street		
	Public Works Supervisor - Fleet		
	Grant Writer		
	IT Technician I		
K	Grade Min:	\$64,624.16	Grade Max: \$96,946.84
	IT Public Safety Technician		
	IT Technician II		
	Sustainability Coordinator		
	Budget Analyst		
	Communications & Marketing Specialist		
	Human Resources Analyst		
	Planner II - Development		
	Planner II - Parks		
	Building Codes Inspector II		
	Development Inspector II		
	Plans Reviewer I - Building		
	Plans Reviewer I - Development		
	Accountant		
	Engineering Technician		
	Environmental Technician		
	Erosion Control Inspector		
	Fire Lieutenant		
L	Grade Min:	\$68,481.69	Grade Max: \$102,733.13
	Town Clerk		
	GIS Analyst		
	Building Codes Inspector III		
	Plans Reviewer II - Development		
	Plans Reviewer II - Building		
	Small Business Program Coordinator		
	Fire Captain		
	Fire Training Coordinator		

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade				
Grade	Position Title			
L	Grade Min:	\$68,481.69	Grade Max:	\$102,733.13
	Parks and Recreation Manager - Administrative Services			
	Parks and Recreation Manager - Sports Complex			
	Parks and Recreation Manager - Bass Lake			
	Police Administrative Services Manager			
	Engineer I			
	Chief Operator			
	Field Supervisor - Water Distribution			
	Field Supervisor - Cross Connection/Backflow			
	Field Supervisor - Water Collections			
	Field Supervisor - Pump Maintenance			
	Field Supervisor - Stormwater			
	Industrial Maintenance Supervisor			
	Capital Projects Inspector			
	Compliance Supervisor			
M	Grade Min:	\$72,593.56	Grade Max:	\$108,900.94
	Business Systems Analyst			
	Systems Administrator			
	Senior Communications & Marketing Specialist			
	Planner III - Parks			
	Planner III - Development			
	Plans Reviewer III - Development			
	Plans Reviewer III - Building			
	Development Services Supervisor - Building Inspections			
	Development Services Supervisor - Development Inspections			
	Environmental Control Supervisor			
	Business Analyst			
	Parks and Recreation Manager - Park Maintenance			
	Parks and Recreation Manager - Cultural Center			
	Parks and Recreation Manager - Hunt Center			
	Police Sergeant			
	Telecommunications Manager			
	Public Works Manager - Streets			
	Utilities Manager - Finance & Assets			

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	Position Title			
N	Grade Min:	\$76,938.58	Grade Max:	\$115,407.86
	Customer Service Manager			
	GIS Developer			
	Development Services Manager - Building Inspections			
	Development Services Manager - Building Plans Review			
	Development Services Manager - Development Construction			
	Development Review Engineer			
	Senior Planner			
	Project Manager			
	Engineer II			
	Stormwater Administrator			
	Purchasing Manager			
	Accounting & Finance Manager			
	Fire Battalion Chief			
	Public Works Manager - Solid Waste			
	Public Works Manager - Fleet			
	Public Works Manager - Business Manager			
	Public Works Manager - Facilities			
	Risk Manager			
O	Grade Min:	\$81,580.32	Grade Max:	\$122,381.08
	IT Operations Manager			
	Development Services Division Manager - Customer Service & Compliance			
	Development Services Manager - Planning			
	Sr. Project Manager			
	Police Lieutenant			
	Utilities Manager - Environmental Compliance			
	Utilities Manager - Water Facility Operations			
	Utilities Manager - Collections & Distribution			
	Customer Care Manager			
	GIS Manager			

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
P	Grade Min:	\$86,476.42	Grade Max: \$129,714.62
	Development Services Manager - Development Engineering		
	Engineer III		
Q	Grade Min:	\$91,669.24	Grade Max: \$137,514.46
	Development Services Division Manager - CBO		
	Development Services Division Manager - Land Development		
	Engineering Manager		
	Police Captain		
R	Grade Min:	\$97,158.80	Grade Max: \$145,738.20
	Assistant Finance Director		
	Assistant Fire Chief		
	Assistant Town Attorney		
	Assistant Director of Parks & Recreation		
	Assistant Director of Information Technology		
S	Grade Min:	\$102,987.48	Grade Max: \$154,491.81
	Budget, Innovation, and Strategy Director		
	Deputy Director U&I - Infrastructure		
	Deputy Director U&I - Water Resources		
T	Grade Min:	\$115,365.47	Grade Max: \$173,058.81
	Communications and Marketing Director		
	Human Resources Director		
	Economic Development Director		
U	Grade Min:	\$124,585.39	Grade Max: \$186,878.08
	Chief Information Officer		
	Development Services Director		
	Finance Director		
	Parks & Recreation Director		
	Public Works Director		
	Police Chief		
	Fire Chief		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
V	Grade Min:	\$134,568.32	Grade Max: \$201,863.08
	Executive Director of Utilities & Infrastructure		
W	Grade Min:	\$145,335.49	Grade Max: \$218,013.83
	Assistant Town Manager		
X	Grade Min:	\$154,046.71	Grade Max: \$231,070.07
	Town Attorney		
Y	Grade Min:	\$172,528.93	Grade Max: \$258,793.39
	Unassigned		

Salary & Position List



Position List		
Title	Position	Grade
Town Manager's Office		
Town Manager	412-001	N/A
Assistant Town Manager	412-002	W
Assistant Town Manager	412-008	W
Risk Manager	412-014	N
Office of Budget, Innovation, and Strategy		
Budget, Innovation, and Strategy Director	413-013	S
Sustainability Coordinator	412-011	K
Budget Analyst	412-016	K
Grant Writer	412-017	J
Office of Customer Care (OCC)		
Customer Care Manager	412-015	O
Customer Service Supervisor	413-012	H
Customer Service Specialist	412-018	E
Customer Service Specialist	422-003	E
Town Attorney		
Town Attorney	412-003	X
Assistant Town Attorney	412-013	R
Paralegal	412-009	G
Human Resources		
Human Resources Director	412-004	T
Human Resources Analyst	412-007	K
Human Resources Analyst	412-010	K
Human Resources Analyst	412-012	K
Information Technology		
Chief Information Officer	414-002	U
IT Assistant Director	414-003	R
GIS Manager	417-007	O
GIS Developer	414-007	N
Systems Administrator	414-006	M
Business Systems Analyst	414-005	M
Business Systems Analyst	414-008	M
GIS Analyst	432-016	L
IT Technician I/II	414-004	J/K
IT Technician I/II	414-001	J/K
IT Technician I/II	FY24 New Position	J/K

Salary & Position List

Position List		
Title	Position	Grade
Town Clerk		
Town Clerk	411-001	L
Deputy Clerk	411-002	H
Communications and Marketing		
Communications and Marketing Director	411-004	T
Senior Marketing and Communications Specialist	411-005	M
Communications & Marketing Specialist	411-003	K
Communications & Marketing Specialist	411-007	K
Finance		
Finance Director	413-001	U
Assistant Finance Director	413-003	R
Accounting & Finance Manager	413-002	N
Purchasing Manager	413-015	N
Customer Service Manager	413-016	N
Business Analyst	413-011	M
Accountant	413-010	K
Accountant	413-018	K
Meter Services Supervisor	434-005	H
Purchasing Agent	413-017	H
Accounting Specialist	413-014	F
Accounts Payable Specialist	413-004	F
Utility Billing Specialist	413-006	F
Payroll Specialist	413-005	F
Customer Accounts Specialist	413-009	E
Meter Services Technician - Lead	422-039	E
Customer Service Representative	413-008	D
Meter Services Technician	422-026	C
Meter Services Technician	413-007	C
Economic Development		
Economic Development Director	416-001	T
Small Business Program Coordinator	416-002	L

Salary & Position List



Position List		
Title	Position	Grade
Police Department		
Police Chief	418-001	U
Police Captain	418-002	Q
Police Captain	418-005	Q
Police Lieutenant	418-024	O
Police Lieutenant	418-004	O
Police Lieutenant	418-049	O
Police Lieutenant	418-052	O
Police Lieutenant	418-088	O
Police Sergeant	418-009	M
Police Sergeant	418-010	M
Police Sergeant	418-011	M
Police Sergeant	418-012	M
Police Sergeant	418-013	M
Police Sergeant	418-017	M
Police Sergeant	418-038	M
Police Sergeant	418-048	M
Police Administrative Services Manager	418-060	L
Police Investigator	418-006	J
Police Investigator	418-007	J
Police Investigator	418-008	J
Police Investigator	418-015	J
Police Investigator	418-061	J
Police Investigator	418-070	J
Police Investigator	418-071	J
Police Investigator	418-063	J
Police Corporal	418-016	J
Police Corporal	418-032	J
Police Corporal	418-043	J
Police Corporal	418-051	J
Police Corporal	418-053	J
Police Corporal	418-084	J
Police Officer / Senior / Master	418-093	H
Police Officer / Senior / Master	418-092	H

Salary & Position List

Position List		
Title	Position	Grade
Police Department - continued		
Police Officer / Senior / Master	418-021	H
Police Officer / Senior / Master	418-031	H
Police Officer / Senior / Master	418-054	H
Police Officer / Senior / Master	418-074	H
Police Officer / Senior / Master	418-069	H
Police Officer / Senior / Master	418-018	H
Police Officer / Senior / Master	418-019	H
Police Officer / Senior / Master	418-020	H
Police Officer / Senior / Master	418-022	H
Police Officer / Senior / Master	418-025	H
Police Officer / Senior / Master	418-026	H
Police Officer / Senior / Master	418-027	H
Police Officer / Senior / Master	418-028	H
Police Officer / Senior / Master	418-029	H
Police Officer / Senior / Master	418-030	H
Police Officer / Senior / Master	418-033	H
Police Officer / Senior / Master	418-044	H
Police Officer / Senior / Master	418-050	H
Police Officer / Senior / Master	418-057	H
Police Officer / Senior / Master	418-058	H
Police Officer / Senior / Master	418-059	H
Police Officer / Senior / Master	418-062	H
Police Officer / Senior / Master	418-067	H
Police Officer / Senior / Master	418-068	H
Police Officer / Senior / Master	418-075	H
Police Officer / Senior / Master	418-034	H
Police Officer / Senior / Master	418-077	H
Police Officer / Senior / Master	418-078	H
Police Officer / Senior / Master	418-079	H
Police Officer / Senior / Master	418-080	H
Police Officer / Senior / Master	418-082	H
Police Officer / Senior / Master	418-083	H
Police Officer / Senior / Master	418-085	H

Salary & Position List



Position List		
Title	Position	Grade
Police Department - continued		
Police Officer / Senior / Master	418-086	H
Police Officer / Senior / Master	418-089	H
Police Officer / Senior / Master	418-090	H
Police Officer / Senior / Master	418-023	H
Police Officer / Senior / Master	418-064	H
Police Officer / Senior / Master	418-081	H
Police Officer / Senior / Master	418-076	H
Police Officer / Senior / Master	418-014	H
Police Officer / Senior / Master	418-091	H
Police Officer / Senior / Master	418-003	H
Animal Control Supervisor	418-087	H
Police Records Technician	418-037	E
Animal Control Officer	418-035	D
Animal Control Officer	418-036	D
Police Officer / Senior / Master	FY24 New Position	H
Emergency Management Specialist	FY24 New Position	H
Quartermaster	FY24 New Position	F
Telecommunications		
Telecommunications Manager	418-045	M
Telecommunications Shift Supervisor	418-039	G
Telecommunications Shift Supervisor	418-041	G
Telecommunicator I / II / Senior	418-046	E/F
Telecommunicator I / II / Senior	418-040	E/F
Telecommunicator I / II / Senior	418-065	E/F
Telecommunicator I / II / Senior	418-056	E/F
Telecommunicator I / II / Senior	418-047	E/F
Telecommunicator I / II / Senior	418-055	E/F
Telecommunicator I / II / Senior	418-072	E/F
Telecommunicator I / II / Senior	418-042	E/F
Telecommunicator I / II / Senior	418-073	E/F
Telecommunicator I / II / Senior	418-066	E/F
Telecommunicator I / II / Senior	FY24 New Position	E/F
Telecommunicator I / II / Senior	FY24 New Position	E/F

Salary & Position List

Position List		
Title	Position	Grade
Fire and Rescue		
Fire Chief	420-001	U
Assistant Fire Chief	420-002	R
Assistant Fire Chief	420-054	R
Assistant Fire Chief	420-003	R
Fire Battalion Chief	420-006	N
Fire Battalion Chief	420-004	N
Fire Battalion Chief	420-005	N
Fire Captain	420-036	L
Fire Captain	420-027	L
Fire Captain	420-029	L
Fire Captain	420-072	L
Fire Captain	420-019	L
Fire Captain	420-062	L
Fire Captain	420-060	L
Fire Captain	420-031	L
Fire Captain	420-030	L
Fire Training Coordinator	420-044	L
Fire Lieutenant	420-011	K
Fire Lieutenant	420-063	K
Fire Lieutenant	420-013	K
Fire Lieutenant	420-064	K
Fire Lieutenant	420-015	K
Fire Lieutenant	420-007	K
Fire Lieutenant	420-065	K
Fire Lieutenant	420-028	K
Fire Lieutenant	420-010	K
Fire Life Safety Educator	420-009	J
Fire Engineer	420-055	I
Fire Engineer	420-057	I
Fire Engineer	420-067	I
Fire Engineer	420-056	I
Fire Engineer	420-024	I
Fire Engineer	420-068	I
Fire Engineer	420-053	I

Salary & Position List



Position List		
Title	Position	Grade
Fire & Rescue - continued		
Fire Engineer	420-051	I
Fire Engineer	420-069	I
Fire Engineer	420-014	I
Fire Engineer	420-052	I
Fire Engineer	420-018	I
Fire Inspector	420-058	H
Fire Inspector	420-066	H
Firefighter/Relief Driver	420-045	F / H
Firefighter/Relief Driver	420-071	F / H
Firefighter/Relief Driver	420-042	F / H
Firefighter/Relief Driver	420-008	F / H
Firefighter/Relief Driver	420-012	F / H
Firefighter/Relief Driver	420-016	F / H
Firefighter/Relief Driver	420-020	F / H
Firefighter/Relief Driver	420-021	F / H
Firefighter/Relief Driver	420-022	F / H
Firefighter/Relief Driver	420-034	F / H
Firefighter/Relief Driver	420-037	F / H
Firefighter/Relief Driver	420-039	F / H
Firefighter/Relief Driver	420-040	F / H
Firefighter/Relief Driver	420-043	F / H
Firefighter/Relief Driver	420-047	F / H
Firefighter/Relief Driver	420-048	F / H
Firefighter/Relief Driver	420-041	F / H
Firefighter/Relief Driver	420-038	F / H
Firefighter/Relief Driver	420-033	F / H
Firefighter/Relief Driver	420-026	F / H
Firefighter/Relief Driver	420-035	F / H
Firefighter/Relief Driver	420-023	F / H
Firefighter/Relief Driver	420-017	F / H
Firefighter/Relief Driver	420-049	F / H
Firefighter/Relief Driver	420-070	F / H
Firefighter/Relief Driver	420-059	F / H
Firefighter/Relief Driver	420-050	F / H

Salary & Position List

Position List		
Title	Position	Grade
Fire & Rescue - continued		
Firefighter/Relief Driver	420-032	F / H
Firefighter/Relief Driver	420-046	F / H
Administrative Assistant	420-025	E
Fire Captain	FY24 New Position	L
Fire Engineer	FY24 New Position	I
Public Works		
Public Works Director	422-001	U
Public Works Manager - Fleet	422-060	N
Public Works Manager - Solid Waste	422-017	N
Public Works Manager - Business Manager	422-068	N
Public Works Manager - Facilities	422-066	N
Public Works Manager - Streets	422-061	M
Public Works Supervisor - Facilities Maintenance	425-034	J
Public Works Supervisor - Concrete	422-037	J
Public Works Supervisor - Fleet	422-065	J
Public Works Supervisor - Street	422-011	J
Public Works Supervisor - Solid Waste	422-004	J
Fleet Mechanic I/II/III	422-042	F/G/H
Fleet Mechanic I/II/III	422-036	F/G/H
Fleet Mechanic I/II/III	422-038	F/G/H
Public Works Crew Leader - Streets	422-012	F
Public Works Crew Leader - Solid Waste	422-041	F
Administrative Assistant	422-067	E
Equipment Operator	422-014	E
Public Works Technician - Concrete III/IV	422-013	E/F
Public Works Technician - Concrete III/IV	422-063	E/F
Public Works Technician - Concrete III/IV	422-062	E/F
Maintenance Technician - Facilities II/III	422-064	D/F
Maintenance Technician - Facilities II/III	425-036	D/F
Public Works Technician - Solid Waste I/II	422-010	C/D
Public Works Technician - Solid Waste I/II	422-059	C/D
Public Works Technician - Solid Waste I/II	422-031	C/D
Public Works Technician - Solid Waste I/II	422-048	C/D

Salary & Position List



Position List		
Title	Position	Grade
Public Works - continued		
Public Works Technician - Solid Waste I/II	422-054	C/D
Public Works Technician - Solid Waste I/II	422-006	C/D
Public Works Technician - Solid Waste I/II	422-007	C/D
Public Works Technician - Solid Waste I/II	422-005	C/D
Public Works Technician - Solid Waste I/II	422-008	C/D
Public Works Technician - Solid Waste I/II	422-009	C/D
Public Works Technician - Streets I/II	422-057	C/D
Public Works Technician - Streets I/II	422-016	C/D
Public Works Technician - Streets I/II	422-049	C/D
Public Works Technician - Streets I/II	434-009	C/D
Public Works Technician - Streets I/II	422-047	C/D
Public Works Technician - Streets I/II	422-018	C/D
Public Works Technician - Streets I/II	422-053	C/D
Public Works Technician - Streets I/II	422-058	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Parks and Recreation		
Parks & Recreation Director	425-001	U
Assistant Director of Parks & Recreation	425-002	R
Assistant Director of Parks & Recreation	425-032	R
Parks and Recreation Manager - Park Maintenance	425-004	M
Parks and Recreation Manager - Culture Center	425-003	M
Parks and Recreation Manager - Administrative Services	425-035	L
Parks and Recreation Manager - Sports Complex	425-033	L
Parks and Recreation Manager - Bass Lake	425-005	L
Planner - Parks I/II/III	425-038	J/K/M
Recreation Program Supervisor	425-024	J
Recreation Program Supervisor	425-022	J
Marketing & Special Events Coordinator	425-008	I
Park Naturalist	425-006	H

Salary & Position List

Position List		
Title	Position	Grade
Parks and Recreation - continued		
Recreation Program Specialist	425-009	H
Recreation Program Specialist	425-025	H
Recreation Program Specialist	425-023	H
Recreation Program Specialist	425-029	H
Recreation Program Specialist	425-021	H
Recreation Program Specialist	425-026	H
Recreation Program Specialist	425-040	H
Theater Production Technician	425-031	H
Park Maintenance Crew Leader	425-037	G
Park Maintenance Crew Leader	425-013	G
Reservation Specialist	425-039	F
Parks & Recreation Program Assistant	425-041	F
Customer Service Representative - Lead	425-010	E
Customer Service Representative - Lead	425-011	E
Customer Service Representative	425-028	D
Customer Service Representative	425-007	D
Maintenance Technician - Parks I/II/III	425-030	C/D/F
Maintenance Technician - Parks I/II/III	425-018	C/D/F
Maintenance Technician - Parks I/II/III	425-027	C/D/F
Maintenance Technician - Parks I/II/III	425-014	C/D/F
Maintenance Technician - Parks I/II/III	425-015	C/D/F
Maintenance Technician - Parks I/II/III	425-016	C/D/F
Maintenance Technician - Parks I/II/III	425-012	C/D/F
Maintenance Technician - Parks I/II/III	425-019	C/D/F
Maintenance Technician - Parks I/II/III	425-020	C/D/F
Maintenance Technician - Parks I/II/III	425-017	C/D/F
Park Maintenance Crew Leader	FY24 New Position	G
Maintenance Technician - Parks I/II/III	FY24 New Position	C/D/F
Utilities & Infrastructure		
Executive Director of Utilities & Infrastructure Services	432-001	V
Deputy Director U&I - Water Resources	434-001	S
Deputy Director U&I - Infrastructure	432-002	S
Engineering Manager	432-030	Q
Engineering Manager	450-002	Q

Salary & Position List



Position List		
Title	Position	Grade
Utilities & Infrastructure - continued		
Engineer I/II/III	432-005	L/N/P
Engineer I/II/III	432-027	L/N/P
Engineer I/II/III	432-026	L/N/P
Engineer I/II/III	432-028	L/N/P
Sr. Project Manager	412-006	O
Utilities Manager - Collections & Distribution	422-034	O
Utilities Manager - Environmental Compliance	434-010	O
Utilities Manager - Water Facility Operations	434-002	O
Project Manager	432-035	N
Stormwater Administrator	432-006	N
Environmental Control Supervisor	432-015	M
Assistant Project Manager	432-009	M
Utilities Manager - Finance & Assets	432-017	M
Chief Operator	434-018	L
Field Supervisor - Pump Maintenance	434-007	L
Field Supervisor - Stormwater	434-004	L
Field Supervisor - Water Collections	422-019	L
Field Supervisor - Water Distribution	422-025	L
Industrial Maintenance Supervisor	434-019	L
Engineering Technician	432-024	K
Environmental Technician	432-020	K
Environmental Technician	450-001	K
Environmental Technician	450-007	K
Erosion Control Inspector	432-103	K
Asset Management/ADA Coordinator	422-002	I
Electrical & Instrumentation Technician	434-020	I
Land Acquisition Agent	432-036	I
Reclaimed Water Coordinator	434-015	I
Water Facility Mechanic/Operator I/II/III	434-013	G/H/I
Water Facility Mechanic/Operator I/II/III	434-014	G/H/I
Water Facility Mechanic/Operator I/II/III	434-008	G/H/I
Water Facility Mechanic/Operator I/II/III	434-003	G/H/I
Water Facility Mechanic/Operator I/II/III	434-016	G/H/I
Water Facility Mechanic/Operator I/II/III	434-012	G/H/I

Salary & Position List

Position List		
Title	Position	Grade
Utilities & Infrastructure - continued		
Lab Analyst	434-011	H
Lab Analyst	434-017	H
Project Management Specialist	432-018	H
Stormwater Crew Leader	450-004	G
Backflow Technician	422-027	G
Utility Crew Leader	422-029	G
Utility Crew Leader	422-022	G
Utilities Locator	422-021	E
Utilities Locator	422-020	E
Utilities Locator	432-033	E
Utility Permitting Specialist	432-019	E
Program Specialist	450-003	E
Utility Technician I/II/III	422-055	C/D/E
Utility Technician I/II/III	422-024	C/D/E
Utility Technician I/II/III	422-056	C/D/E
Utility Technician I/II/III	422-023	C/D/E
Utility Technician I/II/III	422-032	C/D/E
Utility Technician I/II/III	422-046	C/D/E
Utility Technician I/II/III	422-052	C/D/E
Utility Technician I/II/III	422-030	C/D/E
Utility Technician I/II/III	422-051	C/D/E
Utility Technician I/II/III	422-033	C/D/E
Utility Technician I/II/III	422-015	C/D/E
Utility Technician I/II/III	434-006	C/D/E
Utility Technician I/II/III	422-050	C/D/E
Utility Technician I/II/III	450-005	C/D/E
Utility Technician I/II/III	450-006	C/D/E
Capital Projects Inspector	FY24 New Position	L
Land Acquisition Agent	FY24 New Position	I
Project Manager	FY24 New Position	N
Project Manager	FY24 New Position	N
Utility Technician I/II/III	FY24 New Position	C/D/E
Utility Technician I/II/III	FY24 New Position	C/D/E

Salary & Position List



Position List		
Title	Position	Grade
Development Services		
Development Services Director	417-001	U
Development Services Division Manager - Land Development	432-003	Q
Development Services Division Manager - CBO	415-001	Q
Development Services Manager - Development Engineering	460-003	P
Development Services Division Manager - Customer Service & Compliance	417-005	O
Development Services Manager - Planning	417-002	O
Development Review Engineer	432-004	N
Development Services Manager - Building Inspections	415-004	N
Development Services Manager - Building Plans Review	415-014	N
Development Services Manager - Development Construction	432-007	N
Senior Planner	417-003	N
Senior Planner	417-017	N
Development Services Supervisor - Development Inspections	432-023	M
Development Services Supervisor - Building Inspections	415-007	M
Development Services Supervisor - Building Inspections	415-009	M
Development Services Supervisor - Development Inspections	460-003	M
Plans Reviewer I/II/III - Development	417-016	K/L/M
Plans Reviewer I/II/III - Development	432-022	K/L/M
Plans Reviewer I/II/III - Development	417-015	K/L/M
Plans Reviewer I/II/III - Development	417-013	K/L/M
Plans Reviewer I/II/III - Development	432-008	K/L/M
Plans Reviewer I/II/III - Building	415-002	K/L/M
Planner I/II/III - Development	417-004	J/K/M
Planner I/II/III - Development	432-029	J/K/M
Planner I/II/III - Development	417-010	J/K/M
Planner I/II/III - Development	460-001	J/K/M
Building Code Inspector I/II/III	415-005	I/K/L
Building Code Inspector I/II/III	415-003	I/K/L
Building Code Inspector I/II/III	415-016	I/K/L
Building Code Inspector I/II/III	415-020	I/K/L

Salary & Position List

Position List		
Title	Position	Grade
Development Services - continued		
Building Code Inspector I/II/III	415-018	I/K/L
Building Code Inspector I/II/III	415-019	I/K/L
Zoning Compliance Officer	417-009	J
Zoning Compliance Officer	415-010	J
Development Inspector I/II	432-012	I/K
Development Inspector I/II	432-010	I/K
Development Inspector I/II	432-021	I/K
Development Inspector I/II	432-031	I/K
Development Inspector I/II	432-011	I/K
Development Inspector I/II	432-032	I/K
Development Inspector I/II	460-004	I/K
Permit Supervisor	415-015	I
Development Business Coordinator	417-014	I
Development Review Coordinator	417-006	H
Development Review Coordinator	432-025	H
Planning Technician	417-012	G
Development Technician	417-011	E
Permit Technician	415-012	E
Permit Technician	415-017	E
Development Review Engineer	FY24 New Position	N
Building Plans Reviewer I/II/III*	FY24 New Position	K/L/M
Compliance Supervisor	FY24 New Position	L
Building Code Inspector I/II/III*	FY24 New Position	I/K/L
Building Code Inspector I/II/III*	FY24 New Position	I/K/L
Zoning Compliance Officer	FY24 New Position	J

*Indicates 3-year term positions with option to renew.



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Town of
**HOLLY
SPRINGS**
North Carolina

Fee Schedule



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Fee Schedule

Finance/Utility Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Water/Sewer Rates - Recommended water and sewer rate changes would be effective August 1, 2022		
Water In-Town Rates (see below for access fee per meter size)		
0-2,000 Gallons	\$4.03 per 1,000 Gallons	\$4.63 per 1,000 Gallons
2,001-5,000 Gallons	\$5.24 per 1,000 Gallons	\$6.03 per 1,000 Gallons
5,001-9,000 Gallons	\$6.45 per 1,000 Gallons	\$7.42 per 1,000 Gallons
9,001-14,000 Gallons	\$7.66 per 1,000 Gallons	\$8.81 per 1,000 Gallons
14,001 Gallons and over	\$8.87 per 1,000 Gallons	\$10.20 per 1,000 Gallons
Water Out-of-Town Access Fees and Volume Rates are two times the In-Town Rates		
Sewer In-Town Rates (\$12.66 Monthly access fee per unit)	Sewer In-Town Rates (\$14.56 Monthly access fee per unit)	
0-2,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
2,001-5,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
5,001-9,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
9,001-14,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
14,001 Gallons and over	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
Sewer Out-of-Town Access Fees and Volume Rates are two times the In-Town Rates		
In-Town Monthly Water Access Fees (Out of Town Access Fees are two times the In-Town Rate)		
Meter Size (Inches)		
3/4 (Multi-unit dwellings will be charged this access fee per unit)	\$12.14	\$13.96
1	\$20.24	\$23.27
1 1/2	\$40.48	\$46.55
2	\$64.76	\$74.47
3	\$129.50	\$148.92
4	\$202.34	\$232.69
6	\$404.68	\$465.38
8	\$647.48	\$744.60
10	\$1,699.60	\$1,954.54
12	n/a	\$2,466.27
Industrial Water/Sewer Rate (In-Town Rate for Monthly Access Fee per unit)	In-Town 0-2,000 Gallons Rate	In-Town 0-2,000 Gallons Rate
Government Rate (Internal only) Water/Sewer (In-Town Rate for Monthly Access Fee per unit)	In-Town 0-2,000 Gallons Rate	In-Town 0-2,000 Gallons Rate
Irrigation Meters		
All water users: \$8.06 per 1,000 Gallons based on actual gallons used, plus a \$12.14 monthly access fee	All water users: \$9.26 per 1,000 Gallons based on actual gallons used, plus a \$13.96 monthly access fee	
Residential/Commercial Reuse: \$4.03 per 1,000 Gallons based on actual gallons used, plus a \$6.07 monthly access fee	Residential/Commercial Reuse: \$4.63 per 1,000 Gallons based on actual gallons used, plus a \$6.98 monthly access fee	
Bulk/Industrial Reuse: \$2.69 per 1,000 Gallons based on actual gallons used, plus a \$6.07 monthly access fee	Bulk/Industrial Reuse: \$3.09 per 1,000 Gallons based on actual gallons used, plus a \$6.98 monthly access fee	
Garbage, Recycling		
Garbage fee	\$10.58	\$10.95
Recycling fee	\$4.74	\$4.93

Fee Schedule



Finance/Utility Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Yard Waste Fees		
Yard Waste Fee	\$4.50	\$7.50
Additional Monthly Yard Waste Cart Service (per cart)	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost
Additional Yard Waste Cart Delivery (per trip)	\$20	\$20
Bulk Yard Waste Fee (Based on estimated volume)	Level I: \$40, Level II: \$80, Level III: \$120	Level I: \$80, Level II: \$160, Level III: \$240
Stormwater Management Program Fees (Monthly Fee)		
Residential (single family & townhomes)	\$5.20	\$5.20
Multi-Family Units	\$5.20 per unit	\$5.20 per unit
Non Residential		
(0-10,000 sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
(10,001-75,000 sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
(75,001 and up of sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
Water Meter Fees		
Water Meter Deposit (with letter of intent to purchase or closing statement)	\$0	\$0
Water Meter Deposit (without letter of intent to purchase or closing statement)	Owner: \$45 Rental: \$80 Commercial: \$70	Owner: \$45 Rental: \$80 Commercial: \$70
Next Business Day Service	\$75	\$75
Utility Set-up Administrative Fee	\$5	\$5
Meter Reading Fee	\$35 per trip if no fault of the Town (Leak/Plumbing problem) \$0 if the problem is on the Town's side	\$35 per trip if no fault of the Town (Leak/Plumbing problem) \$0 if the problem is on the Town's side
Meter Data Reading	\$50	\$50
New Meter Installation Revisit	\$75 each additional trip	\$75 first/\$150 second/ \$250 third
Hydrant Meter Fees		
Hydrant Meter Rental	\$25/per day \$350/per month	\$25/per day \$350/per month
Hydrant Meter Rental Deposit	\$1,500	\$1,500
Hydrant Meter Set-up Fee (initial or relocation)	\$75	\$75
Hydrant Meter Reading Fee	\$35	\$35
Hydrant Meter Damage Fee (plus actual repair or replacement cost)	\$55	\$55
Hydrant Meter Bill Late Payment Charge	\$10	\$10
Late Payment and Cut off Status Delinquent Fee		
Utility Bill Late Payment Charge	\$10.00	\$10.00
Water Meter "Cut Off Status" Delinquent Fee	\$35.00	\$35.00

Fee Schedule

Finance/Utility Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Miscellaneous Water Fees		
Bulk Water Fee (no charge for reclaimed)	\$25 + \$8.06/1,000 gals	\$25 + \$9.26/1,000 gals
Late / No Show Fee	\$25	\$25
Reclaimed Bulk Account Setup (inc. up to 4 train/trans cards)	\$100	\$100
Reclaimed Bulk Training (per person)	\$50	\$50
Replacement Transaction Card (if lost)	\$10	\$10
Line Flushing Fee / Reclaimed at 50%	\$25 + \$8.06/1,000 gals \$12.50 + \$4.03/1,000 gals	\$25 + \$9.26/1,000 gals \$12.50 + \$4.63/1,000 gals
Water Meter (3/4")	\$355.00	\$355.00
Water Meter (1")	\$470.00	\$470.00
Water Meter (1 1/2")	\$945.00	\$945.00
Water Meter (2")	\$1,150.00	\$1,150.00
Water Meter 3" Octave w/Allegro Pit Mount	\$2,700.00	\$2,700.00
Water Meter 4" Octave w/Allegro Pit Mount	\$3,625.00	\$3,625.00
Water Meter 6" Octave w/Allegro Pit Mount	\$5,300.00	\$5,300.00
Water Meter 8" Octave w/Allegro Pit Mount	\$6,600.00	\$6,600.00
Water Meter 10" Octave w/Allegro Pit Mount	\$9,935.00	\$9,935.00
Water Meter 12" Octave w/Allegro Pit Mount	\$13,100.00	\$13,100.00
Allegro Register for Meter Only	\$250.00	\$250.00
Pit Mount Only	\$655.00	\$655.00
Water Meter Removal	\$25	\$25
Unauthorized Meter Connection	Up to \$1,000	Up to \$1,000
Finance Miscellaneous Fees		
Return Check Fee	\$25	\$25
Motor Vehicle Fee	\$25	\$25

Fee Schedule



Development Services Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Zone Map Amendments: *Round acreage to the nearest tenth; ex. (0.0 acres)		
Zone Map Amendment - General Use District	\$900 + \$10/acre* (double fee for part parcel)	\$900 + \$10/acre* (double fee for part parcel)
Zone Map Amendment – Additional Public Hearing	\$350	\$350
PUD Master Plan – Major Amendment (fee includes 4 reviews) Zone Map Amendment – Conditional Zoning District (CD) or Legacy PUD Master Plan Major Amendment (including 3 reviews)	\$1500 + \$10/acre*	\$1500 + \$10/acre*
Legacy PUD Master Plan – Minor Amendment (fee includes 4 3 reviews)	\$500	\$500
Development Plans: Note: Fees include 3 reviews unless otherwise noted. *Round acreage to the nearest tenth; ex. (0.0 acres)		
Major Subdivision (Residential or Non-residential): New or Major Amendment (includes 2 reviews)	\$700 + \$5/lot	\$1100+\$5/lot
Development Plan for Apartment Dwellings: New or Major Amendments (includes 2 reviews)	\$1,500 + \$5/lot (+ each dwelling unit if multiple units on a single lot) (double fee for part parcel)	\$1,500 + \$5/ Unit (+ each dwelling unit if multiple units on a single lot)
Dev Plan – New or Major Amendment	\$1,000 + \$5/acre*	\$1100+\$5/lot
Appeal of Administrative Decision	½ Original Fee	Removed
Platting: Note: Fees include 2 reviews + mylar unless otherwise noted		
Final Plat	\$300 + \$10/lot	\$300 + \$10/lot
Exempt Plat	\$200	\$200
Minor Residential Plat	\$200	\$200
Amendment to Recorded Plat	\$200	\$200
UDO Permits		
Accessory Use/Building or Structure	\$75	\$75
Temporary Use/Building or Structure	\$75	\$75
Laying Hens	\$75	\$75
Wireless Telecom Facilities (plus Special Use permit fees when applicable)	\$1,000	\$1,000
Wireless Small Cell Telecom Co-Location on existing utility pole in Town Right-of-Way (Max. 25 permits per batch)	\$100/each (first 5 in a batch) + \$50/each additional (max. 20 additional) + \$500 technical consulting fee Total fee not to exceed \$2,500	\$100/each (first 5 in a batch) + \$50/each additional (max. 20 additional) + \$500 technical consulting fee Total fee not to exceed \$2,500
UDO Permit-After the Fact	Double Permit Fee	Double Permit Fee
UDO Permit with Residential Bldg Permit Review	\$75	\$75
UDO Permit with Non-Residential Bldg Permit	\$100	\$100
Sign Permit (permanent/temporary)	\$75/\$50	\$75/\$50
Temporary Family Healthcare Home	\$100	\$100
Temporary Family Healthcare Home Annual Renewal	\$50	\$50

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Other Permits and Procedures		
Minor Development Petition Plan Amendment (includes 2 reviews)	\$200 (includes 3 reviews) additional review \$200/each	\$450 Additional Review \$200/Each
Additional Plan Review Fee (PUD, Subdivision, Development Plan, and Platting)	½ Original Fee	½ Original Fee
Master Sign Plan New or Amendment	\$200 + applicable waiver and/or Variance Fees	\$200 + applicable waiver and/or Variance Fees
Voluntary Annexation Petition	Recording Fee Only	Recording Fee Only
Historic Property Verification/Inspection Meeting – Capital Area Preservation (CAP)	Actual CAP Cost	Actual CAP Cost
Home Occupation Registration	\$35	\$35
Zoning Verification Letter	\$100 + Inspection Fee	\$100 + Inspection Fee
ABC Permit Review/Inspection Fee	\$75	\$75
Planning Inspection / Re-Inspection Fee	\$75	\$75
Amendment to Comp Plan or UDO	\$700 (double fee for part parcel)	\$700 (double fee for part parcel)
Zoning Citation Fee (Noncompliance)	As set forth in Town's UDO	As set forth in Town's UDO
Zoning Vested Rights	\$400	\$400
Development Agreement Public Hearing Fee	Actual Cost	Actual Cost
Incomplete Petition Processing Fee	\$50	\$50
UDO/DPM Waiver or Alternate Compliance	\$100	\$100
Development Petition Expiration Extension	\$100	\$100
Land Use Advisory Committee (LUAC) Request & Communications Item	\$100/\$200 for each subsequent meeting	\$100/\$200 for each subsequent meeting
Administrative Adjustment	n/a	\$150
Administrator's Interpretation	n/a	\$150
Quasi-Judicial Petitions		
Special Use Permit	\$500 + other required applications/fees	\$500 + other required applications/fees
Special Use Permit After-the-Fact	Double Fee	\$1,000 + other required applications/ fees
Administrative Appeal of Administrative Decision	\$250	\$350
Variance of Development Standards	\$350	\$350
Variance of Development Standards – After the Fact	\$500	\$500
Variance of Development Standards – Town Council with concurrent Quasi-Judicial Petition	\$100	\$100
Documents, Maps, Etc.		
Unified Development Ordinance	Town's Reproduction Cost	Town's Reproduction Cost
Development Procedures Manual	Town's Reproduction Cost	Town's Reproduction Cost
Comprehensive Plan	Town's Reproduction Cost	Town's Reproduction Cost

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
GIS Maps		
8.5x11	\$2 each	\$2 each
11x17	\$3 each	\$3 each
18x24	\$5 each	\$5 each
24x36	\$10 each	\$10 each
30x42	\$12 each	\$12 each
36x48	\$15 each	\$15 each
Photographic Copies (B&W)		
8.5x11 and 8.5x14	\$0.10 per page	\$0.10 per page
11x17	\$0.20 per page	\$0.20 per page
18x24	\$4 per page	\$4 per page
24x36	\$8 per page	\$8 per page
30x42	\$10 per page	\$10 per page
36x48	\$12 per page	\$12 per page
Photographic Copies (Color)		
8.5x11	\$2 per page	\$2 per page
Files on Disk		
Flash Drive or CD	\$10 each	\$10 each
Design & Construction Standards Manual		
Purchased	\$95 per copy	\$95 per copy
Mailed	\$110 per copy	\$110 per copy
Construction Drawing Plan Review		
Subdivision Covers 1st & 2nd Reviews	\$650 + \$50/lot	\$1,100 + \$50 per lot
Site Covers 1st & 2nd Reviews	0-5 acres \$1,000 5-20 acres \$1,400 >20 acres \$1,750	\$1,100 + \$30 per acre
Major Plan Revisions (Covers 1st and 2nd review)	\$1,000	\$1,500
Other ex. Utility or Roadway (1st & 2nd Review)	\$1,500	\$2,000
Subsequent Plan Review (includes utility plan review)	\$450	\$450
Minor Revisions Plan Review Covers 1st & 2nd Reviews	\$450	\$900
Revisions Subsequent Plan Reviews (Per Rev after 2nd Rev)	\$450	\$450
Timbering Review Per Project	\$500	\$500
Irrigation Well Review	\$200	\$200
Preliminary Pump Station Site Plan review (Covers 2 Reviews)	\$650 (covers 1st and 2nd review)	\$1,000
Construction Drawing Pump Station Review (Covers 2 Reviews)	\$1,000 (covers 1st and 2nd review)	\$1,500
Construction As-built Review Fee	\$200	\$200

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Environmental Plan Review		
Subdivision/Site Covers 1st and 2nd Review	\$300/acre	\$750/acre
Subsequent Plan Reviews & Plan Revision (Per Rev after 2nd)	\$450	\$450
Additional Reviews after 2nd Review	\$450/each additional review	\$450/each additional review
Environmental Variance/Waiver Reviews Per Review	\$300	\$300
Environmental Variance/Waiver/ Appeal Review After Fact Filing Fee Per Review	\$500	\$500
NPDES Stormwater Review		
NPDES — Subdivision Covers 1st & 2nd Reviews	\$500 + \$25/lot	\$1000+\$25 per lot
NPDES— Stormwater Subsequent Reviews/Revisions (per rev) (site and subdivision)	\$500	\$450
NPDES-Site	<20 acres \$850 (covers 1st & 2nd Reviews) >20 acres \$1,200 (covers 1st & 2nd Reviews)	<20 Acres \$1300 >20 Acres \$1650
Stormwater As-built / Engineer Certification Administration	\$200	\$200
Annual Stormwater Storm Control Measure (SCM) Inspection & Administration Late Fee	<5 acres drainage \$150 per BMP >5 acre drainage \$200 per BMP	<5 acres drainage \$150 per BMP >5 acre drainage \$200 per BMP
Utility Permit Fees - Due with Permit Application		
Water Permit Application Review (Delegated)	\$480	\$480
Sewer Permit Application Review (Delegated)	\$480	\$480
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	\$480	\$480
Reclaimed Water Conjunctive Use Permit Application Review (Non res <5 acres, delegated)	n/a	\$480
Water Permit Processing	\$200	\$200
Wastewater Permit Processing	\$200	\$200
Reclaimed Water Permit Processing	\$200	\$200
Hydraulic Model Update Fee Per DOE		
Special Study Review Fees		
Special Study (Flood Study, Traffic Impact Analysis, Traffic Assessment Report, Sewer, Basin, Fire Flow/Hydraulic Analysis, Reclaimed Water Model Update, Pump Station, etc.) Covers 1st and 2nd Review	\$350 Plus Actual Cost	\$350 Plus Actual Cost
Special Study Subsequent Reviews and Revisions	\$200 Plus Actual Cost	\$200 Plus Actual Cost
Special Study Verification Letter (Internal review only)	\$100	\$100
Land Disturbance Fee		
Environmental Development Permit (yearly renewal required, fee based on remaining disturbed acreage)	\$400 x _____ acres	\$400 x _____ acres
NPDES Stormwater Fee for Stormwater Permit		
Storm drainage pipe	\$2.10 per LF	\$2.10 per LF
Storm Control Measures (SCM)	< 5 acre drainage \$300 each SCM > 5 acre drainage \$500 each SCM	< 5 acre drainage \$300 each SCM > 5 acre drainage \$500 each SCM

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Stormwater Fee-in-Lieu		
Neuse River Basin – Total fee-in-lieu = number of pounds/acre/year to be offset x acres in development x 30 yrs x \$18.49 per pound		
Cape Fear River Basin – Total fee-in-lieu = number of pounds/acre/year to be offset x acres in impervious surface x 30 yrs x \$14 per pound		
Bonding		
Infrastructure Surety Performance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Infrastructure Surety Warranty	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Stormwater SCM Surety Performance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Stormwater SCM Surety Maintenance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Erosion Control Surety Performance	New – \$350 ea. Revised/Renewal – \$300 ea.	New – \$350 ea. Revised/Renewal – \$300 ea.
UDO Compliance Surety	New – \$350 ea. Revised/Renewal – \$300 ea.	New – \$350 ea. Revised/Renewal – \$300 ea.
Non-Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Fees In Lieu Of Assessment		
Payment in Lieu of Street Widening	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Infrastructure Improvements	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Street Light Installation	\$2,000 per light	\$2,000 per light
Utility Inspection Fees		
Water	\$2.10 per LF	\$2.10 per LF
Wastewater	\$2.10 per LF	\$2.10 per LF
Reclaimed	\$2.10 per LF	\$2.10 per LF
Pump Station Inspection	\$1,500 lump sum	\$1,500 lump sum
Streets/Fire lanes	\$2.10 per LF	\$2.10 per LF
Sidewalks	\$2.10 per LF	\$2.10 per LF
Greenway	\$2.10 per LF	\$2.10 per LF
Fiber	\$2.10 per LF	\$2.10 per LF
Re-Inspection Fee	\$.25/LF for any after 1st or 2nd Inspection	\$.25/LF for any after 1st or 2nd Inspection
Re-Inspection Fee (Engineering Driveway and Engineering Site Finals)	n/a	\$75 per reinspection
After Hours Inspections (2 business day notice)	n/a	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Non-Residential Water And Sewer Services		
Non-Residential System Development Fees – Based on Meter Size (due at issuance of building permit). Fee for Multi-Unit Dwellings will be applied as the ¾" residential meter rate per equivalent residential unit. All other fees will follow the Non-Residential fee schedule.		

Water & Sewer (charged separately)	System Development Fee
Irrigation	\$3,200
Irrigation (Reclaimed)	\$1,650
¾" meter Sewer	\$5,538
¾" meter Water	\$6,162
1" meter Sewer	\$11,076
1" meter Water	\$12,324
1 ½" meter Sewer	\$27,690
1 ½" meter Water	\$30,810
2" meter Sewer	\$44,304
2" meter Water	\$49,296
3" meter Sewer	\$184,600
3" meter Water	\$205,400
4" meter Sewer	\$369,200
4" meter Water	\$410,800
6" meter Sewer	\$590,720
6" meter Water	\$657,280
8" meter Sewer	\$1,033,760
8" meter Water	\$1,150,240
10" meter Sewer	\$2,030,600
10" meter Water	\$2,259,400
12" meter Sewer	\$2,030,600
12" meter Water	\$2,259,400

Reference FY2022-23 Approved Budget Book for previous table layout and fee structure.

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Tap Fees - Fees are based on 60 foot right of way roads and lateral lengths less than 100 feet. Special cases, wider rights of way, special or complex boring, and items not shown shall be at cost.		
Wastewater Town Installed (4" only) per lot	Non-Res-\$1,500/lot/ Res-\$1,350	Non-Res \$2,150 / Res \$2,000
Water Town Installed (3/4" only) per lot	Non-Res-\$1,500/lot/ Res-\$1,350	Non-Res \$2,150 / Res \$2,000
Reclaimed Town Installed per lot	Non-Res-\$1,500/lot/ Res-\$900	Non-Res \$2,150 / Res \$2,000
Water Developer Installed	\$150/unit	\$150/unit
Wastewater Developer Installed	\$150/unit	\$150/unit
Reclaimed Developer Installed	\$150/unit	\$150/unit
Irrigation Meter Tap Fee ¾" only	\$1,500	\$2,000
Street Cut	\$750 each	\$1,250 each
Curb & Gutter Crossing	\$250 each	\$500 each
Street Bore	\$500 each	\$500 each or actual cost (\$30/ft), whichever is greater
Backflow Inspection Fee	\$25	\$25
Service Reconnection fee for lapse in annual backflow certification	\$50	\$50
Service Availability Verification	\$200	\$200

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Utility Inspection Fees Same as Non-Residential Fees		
Fee in Lieu of Assessment Same as Non-Residential Fees		
System Development Fees – Water and Sewer Services		
Irrigation Meters	\$0	\$0
¾" Meter	S \$5,538 ; W \$6,162	S \$5,538 ; W \$6,162
Reclaimed – 25% cost of Water		
Tap Fees		
Water/Wastewater/Reclaimed Town Installed Residential	\$900/unit	\$2000
Water/Wastewater/Reclaimed Developer Installed	\$90/unit	\$90/unit
Irrigation Meter Tap Fee	\$900	\$2000
Service Reconnection fee for lapse in annual backflow	\$50	\$50
Engineering Inspection Fees		
Driveways	\$125 each	\$125 each
Lot or Site Final (Prior to C.O.)	\$200 each	\$200 each
Reclaimed Irrigation Installation Inspection (Residential/Commercial)	\$100/\$200 each	\$100/\$200 each
Utility Encroachment Permit	without bore \$50; with bore \$100	without bore \$50; with bore \$100

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
General Fees: Refunds will be issued when requested, less any Administrative and/or Plan Review Fees for any permit, which has not expired, and the construction has not started.		
Building Code Fees		
All permits are subject to a technology surcharge fee at 4% of permit fee.	4% of Code Enforcement Fees	4% of Code Enforcement Fees
Working w/o Permit	Double permit fees, Max fee of \$1,000	Double permit fees, Max fee of \$1,000
Reinspection Fees (Violations over 10; Not ready; Previous Violation(s) Not Corrected; Violation of DPM)	\$75	\$75
Certificate of Occupancy C/O (same business day)	\$50	\$50
Stop Work Order	\$150	\$150
Add/Change Contractor (per permit/per trade)	\$50	\$50
Expired Permit Renewal	25% of permit cost	25% of permit cost
Conditional Power	\$150	\$150
Demolition Permit	\$150	\$150
After Hours Inspections (2 business day notice)	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home
Misc. Inspections	\$100/\$150	\$100/\$150
Change of Occupancy or Use Permit	\$150	\$150
Stocking C/O	\$150	\$150
Temporary C/O (2 business day notice)	\$250	\$250
Temporary C/O (same business day)	\$400	\$400
Temporary C/O Renewal	\$200	\$200
Express Review Fee	\$500/hr, min. 2 hr	\$500/hr, min. 2 hr
Express Review (Re-review)	\$500/hr, min. 1 hr + \$125 per 15 minute increments	\$500/hr, min. 1 hr + \$125 per 15 minute increments
Express Review Cancellation (less than 3 business day notice)	No Refund	No Refund
Replacement Permit Card	\$10	\$10
Manufactured Homes (inc piers, tie-down, steps, decks & all trade inspections)	\$200	\$200
Modular Homes & Moved Dwellings	Trade fees + \$0.10 per sq. ft.	Trade fees + \$0.10 per sq. ft.
Residential Trade Fees		
HVAC / Water Heater Change Out	\$75	\$75
Generator Install	\$75	\$75
Building	\$75	\$75
Electrical	\$75	\$75
Mechanical	\$75	\$75
Plumbing	\$75	\$75
Permit Revision	\$50	\$50

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Residential New Dwellings		
Up to 1,200 sq. ft.	\$450	\$450
Over 1,200 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Homeowner's Recovery Fee	\$10	\$10
Permit Revision	\$100	\$100
Residential Additions		
0-500 sq. ft.	\$200	\$200
Over 500 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Permit Revision	\$50	\$50
Residential Alterations		
0-500 sq. ft.	\$200	\$200
Over 500 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Permit Revision	\$50	\$50
Residential Accessory Structures		
Building Trade	\$150	\$150
Electrical Trade	\$75	\$75
Mechanical Trade	\$75	\$75
Plumbing Trade	\$75	\$75
Permit Revision	\$50	\$50
Non-Residential and Multi-Family Construction Cost Fees		
\$0.00-\$ 1,500	\$250	\$250
\$1,501-\$ 2,500	\$350	\$350
\$2,501-\$25,000	\$425	\$425
\$25,001-\$50,000	\$650	\$650
\$50,001-\$100,000	\$1,200	\$1,200
\$100,001-\$ 200,000	\$2,500	\$2,500
\$200,001-\$ 350,000	\$4,500	\$4,500
\$350,001-\$ 500,000	\$6,000	\$6,000
\$500,001-\$ 750,000	\$8,000	\$8,000
\$750,001-\$ 1,000,000	\$10,000	\$10,000
Over \$1,000,000	\$10,000 + 0.15% of each million or portion thereof	\$10,000 + 0.15% of each million or portion thereof

Fee Schedule



Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Non-Residential Plan Review Fee		
0-5,000 sf	\$150	\$150
5,001-10,000 sf	\$200	\$200
10,001-25,000 sf	\$250	\$250
>25,000 sf	\$300	\$300
Permit Revision	\$150	\$150
Non-Residential Permit Processing Fee		
0-5,000 sf	\$75	\$75
5,001-10,000 sf	\$100	\$100
10,001-25,000 sf	\$125	\$125
>25,000 sf	\$150	\$150
Temporary Use Buildings (Construction/Sales)		
Construction/Sales Trailer	\$150	\$150
Permit Processing	\$25	\$25
Plan Review	\$50	\$50
Permit Revision	\$50	\$50
Non-Residential Trade Fees		
HVAC / Water Heater Change Out	\$150	\$150
Generator Install	\$150	\$150
Building	\$150	\$150
Electrical	\$150	\$150
Mechanical	\$150	\$150
Plumbing	\$150	\$150
Permit Revision	\$50	\$50
Small Cell Wireless Facilities (Max 25 per application)		
5 Facilities or Less	\$100 per Facility	\$100 per Facility
Additional Facilities over 5	\$50 per Facility	\$50 per Facility
Technical Consulting Fee	\$500	\$500
Municipal Code Fees		
Code Enforcement Citation	As set forth in Town's Municipal Code	As set forth in Town's Municipal Code
Temporary Right-of-Way Signs	\$25 per sign	\$25 per sign
Building Code Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Fee Schedule

Parks & Recreation Department		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Park Land Dedication or Fees-in-Lieu Development Fees		
Single Family Detached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
Single Family Attached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
Multi-Family Attached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
25% Holly Springs Based Non-profit Rental Fee Discount for All Facilities (1 time per fiscal year per qualifying nonprofit)		
A Holly Springs resident is defined as a person that lives within the municipal Town limits and pays Holly Springs taxes and/or Holly Springs utilities. A person living in the extra-territorial jurisdiction (ETJ) is considered to be a non-resident. A Holly Springs mailing address does not qualify as a resident.		
Parks and Recreation registration fees are based on the activity type and associated implementation costs. Cost may be contingent upon co-sponsorship.		
Processing Fee for activity refunds and transfers. No refund if registration fee is below \$15. Town cancelled activities will not be assessed a processing fee.	\$15	\$15
Processing Fee for rental amendments or schedule changes unless due to Town weather cancellations. Rentals must be rescheduled within 30 days of the original rental start date.	\$15 per occurrence	\$15 per occurrence
After-Hours Staffing Fee per hour for facility rentals (outside normal operating hours)	\$25/\$38	\$40/\$60
Room Set Up Fee for facility rentals	\$25/\$38	\$25/\$38
In Honor of / Memorial Tree Purchase with Personalized Plaque	\$200	\$250
In Honor of / Memorial Bench Purchase with Personalized Plaque	\$1,200	\$1,900
Annual Photography Permit (Valid 1 year)	\$100	\$100
To qualify for Non-profit facility rental fees, the organization must be physically located within the municipal town limits and provide a tax exempt certificate. Non-profit rates are available Monday-Friday from 8 AM until 2 PM. Note Non-profit rates are not available at all facilities.		
Youth Athletics		
Youth Athletic Fee, except Football, per Individual / Non Res Fee	\$60/\$90	\$60/\$90
Football Fee, per individual / Non Res Fee	\$80/\$120	n/a
Athletics Activity Late Fee, per Individual / Non Res Fee	\$10/\$15	\$10/\$15
Child-Care Multi-child Fee Reduction	\$5	\$5
Scholarships (See Parks and Rec Policy - % dependent upon eligibility)	50% Discount	50% Discount
Adult Athletics Fees are established yearly with consideration for individual sport expenses and implementation costs.		
Basketball Registration, per team (non-res add \$20 per individual)	\$400	n/a
Volleyball Registration, per team (non-res add \$15 per individual)	\$300	n/a
Softball Registration (non-res add \$22.50 per individual)	\$450	n/a
Ultimate Frisbee Registration (non-res add \$10 per individual)	\$200	n/a
Soccer Registration (non-res add \$18 per individual)	\$350	n/a
Dodgeball Registration (non-res add \$4 per individual)	\$75	n/a
Flag Football Registration (non-res add \$22.50 per individual)	\$450	n/a
Kickball Registration (non-res add \$5 per individual)	\$150	n/a
Adult Athletics Late Fee, per team	\$25	\$25

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Before School/After School/Track Out/Summer Camp Programs		
After School Fee / Non Res Fee (per month)	\$120/\$180	\$140/\$210
Track Out Fee / Non Res Fee (weekly rate)	\$150/\$225	\$170/\$255
Track Out Session Rate / Non Res Fee	\$400/\$600	\$440/\$660
Before School Fee / Non Res Fee (per month)	\$100/\$150	\$110/\$165
Before and After School Fee / Non Res Fee (per month)	\$190/\$285	\$220/\$330
Summer Camp Fees – (per week)		
Basic Camp / Non Res	\$100/\$150	\$100/\$150
Non-refundable Registration Fee (After School, Before School & Track Out)	\$30	\$30
Late Payment/per day/per child (After school)	\$1	\$1
Late Pick Up Fee / per 15 minutes time	\$10	\$10
Multi-child Fee Reduction	\$5	\$5
Fitness Room (non-refundable)		
Daily Pass / Non Res Fee	\$10/\$15	\$10/\$15
Monthly Pass / Non Res Fee	\$30/\$45	\$30/\$45
3 Months (10% Discount)	\$81/\$122	\$81/\$122
6 Months (20% Discount)	\$144/\$216	\$144/\$216
Annual Pass / Non Res Fee	\$218/\$327	\$218/\$327
Membership discount available to Youth (age 13-21), Seniors (age 55+) and Military	20%	20%
Replacement Cards	\$5	\$5
Family Memberships receive a 10% discount (includes all 3/6/12 multi-month memberships)		
Gymnasium (non-refundable)		
Age 12 and under Daily Gym Pass / Non Res Fee	\$2/\$3	\$2/\$3
Age 12 and under Gym 10 Visit Pass / Non Res Fee	\$10/\$15	\$10/\$15

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Hunt Center Facility Rentals		
Program Rooms (1-5) See Parks & Recreation Policy Manual for Equipment Available for Rental		
Room Deposit	\$25	\$25
Rooms (1-5) Per Hour/Per Room	\$30/\$45	\$30/\$45
Non-Profit Groups Per Hour/Per Room (only on weekdays)	\$23	n/a
Community Room and Multipurpose Room (Up/Down)		
Room Deposit	\$50	\$50
Rental Per Hour / Non Res fee	\$40/\$60	\$40/\$60
Non-Profit Groups Per Hour	\$30	n/a
Kitchen: Pots, pans and/or utensils are not available. Refrigeration is not available. Must be rented in conjunction with the Community Room.		
Per Hour / Non Res Fee	\$10/\$15	\$10/\$15
Non-Profit Groups Per Hour	\$8	n/a
Gym: See Parks & Recreation Policy Manual for Gym equipment Available for Rental		
Gym Deposit	\$100	\$100
Rental Per Hour / Non Res Fee	\$40/\$60	\$40/\$60
Scoreboard/Clock Rental / Non Res Fee	\$25 + \$12/hr. for operator / \$38 + \$18/hr for operator	\$25 + \$12/hr. for operator / \$38 + \$18/hr for operator
Picnic Shelters/Band Shell – Damage deposit of \$25 is required		
Half Day / Non Res Fee	40 max capacity: \$40/\$60 100 max capacity: \$60/\$90	40 max capacity: \$40/\$60 100 max capacity: \$60/\$90
Full Day / Non Res Fee	40 max capacity: \$75/\$113 100 max capacity: \$110/\$165	40 max capacity: \$75/\$113 100 max capacity: \$110/\$165
Athletic Fields – Natural Grass		
Damage deposit for fields with portable mounds	\$50	\$50
Natural Grass Field Rental Per Hour / Non Res Fee	\$40/\$60	\$40/\$60
Non-Peak Groups Per Hour (weekdays 8 am - 5 pm)	\$25	\$25
Lights (where available) / Non Res Fee	\$20/\$30	\$20/\$30
Baseball/Softball field prep (includes dragging, lining and laying out bases) / Non Res Fee	\$40/\$60	\$40/\$60
Temporary fence install (baseball/softball fields, excluding Ting Stadium)	\$100/\$150	\$100/\$150
Multipurpose field lining / Non Res Fee (excluding football)	\$50/\$75	\$50/\$75
Football field lining (no numbers)	\$200/\$300	\$200/\$300
Scoreboard/Clock Rental / Non Res Fee	\$25 + \$12/hr. for operator/ \$38 + \$18/hr for operator	\$25 + \$12/hr. for operator/ \$38 + \$18/hr for operator
HSBS Baseball field - per hour / Non Res Fee (Games have a minimum rental of 3 hours)	\$35/53	\$35/53
Tournament Rentals – Baseball/Softball Fields: Damage deposit of \$100 is required. EXCLUDES Ting BASEBALL STADIUM and HSBS Baseball		
Full wheel (4 fields) - per day	\$850	\$850
Field Preparation (per application)	\$40 per field	\$40 per field
Score Tower Daily/Weekend Rate	\$360/\$720	\$360/\$720

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Tennis Courts (1-hour minimum)		
Tennis Court Rental per hour / Non Res Fee	\$6/\$9	\$6/\$9
Turf Soccer Field Rates – Womble and Ting – Damage deposit of \$100 is required		
Field Preparation per field (excluding football)	\$50/\$75	\$50/\$75
Football field prep (no numbers)	\$200 / \$300	\$200 / \$300
Hourly rental per quad / Non Res Fee	\$35/\$53	\$35/\$53
Hourly Lighting charge, per quad / per hour	\$15/\$23	\$20/\$30
Turf Soccer Tournament Rates – Womble or Ting Turf Fields – Damage deposit of \$100 is required		
Whole Complex, per day	\$1,365	\$1,365
Field preparation per field	\$50/\$75	\$50/\$75
Ting Baseball Stadium		
Deposit	\$300	\$300
Rental Event held in the parking lot (Hourly rate not available for events)	\$250 per section per day / \$25 per section per hour	\$250 per section per day / \$25 per section per hour
Stadium Rental Early bird: Monday-Thursday prior to 12 PM Non-peak: Monday-Thursday 12 PM-5 PM Peak: Monday-Thursday 5 PM and after, Friday-Sunday all day	Early bird: \$72 per hour Non-peak: \$125 per hour Peak: \$200 per hour	Early bird: \$72 per hour Non-peak: \$125 per hour Peak: \$200 per hour
Light Usage	\$50 per hour	\$50 per hour
Scoreboard (includes one staff member)	\$50 per hour	\$50 per hour
Additional Staff (Staffing Level Determined by HSPR Staff)	\$35/hour for FT staff; \$15/hour for PT staff	\$35/hour for FT staff; \$15/hour for PT staff
Clubhouse Rental (access available 1 hour prior and after rental time)	Single Game: \$150 per game Daily Rate: \$300 per day	Single Game: \$150 per game Daily Rate: \$300 per day
Housekeeping Fee	\$50 per day	\$50 per day
Cleaning Fee	3rd party fee	3rd party fee

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Food and Merchandise Vendor Fees (Tournaments & Special Events)		
Vendor Fee	\$100 per event	n/a
Electricity	\$30 per event	n/a
Small Event (0-4,999 expected attendees)		
Vendor Fee	\$25 - \$75 per event	\$25 - \$75 per event
Electricity	\$30 per event	\$30 per event
Large Event (5,000+ expected attendees)		
Commercial food vendor	\$125 per event	\$125 per event
ONLY Holly Springs non-profit food vendor	\$75 per event	\$75 per event
Electricity (food vendors only)	\$30 per event	\$30 per event
Vendor Fee	\$75 per event	\$75 per event
Holly Springs Non-profit non-food vendor (A Holly Springs Non-Profit must have a 501(c) (3) certificate and be located within the corporate limits of Holly Springs)	\$0	\$0
Vendor Late Fee (HollyFest and July 5th)	\$15	\$15
Tree Fee (Tree Trail at Ting)	Market Rate	n/a
Event Sponsorship Packages (each event will specify what is included for each tier offered)		
Tier 1	\$100	\$150
Tier 2	\$250	\$350
Tier 3	\$500	\$500
Tier 4	\$1,000	\$1,000
Tier 5	\$1,500	\$1,500
Tier 6	\$2,000	\$2,000
Tier 7	\$2,500	\$2,500
Tier 8	\$3,000	\$3,000
Tier 9	\$3,500	\$5,000
Tier 10	\$5,000	\$7,500
Advertising/Signage Fees		
Baseball/Softball/Soccer (excludes Ting Stadium)		
Field Advertisement Signs — per Field (4'x8') (2'x3')	\$500	\$600
Entrance Advertisement Signs — (4'x8')	\$750-	n/a
Light Pole Banners — (72"x24")	TBD based upon design, number, color etc	n/a
Soccer Complex (Womble Park and Ting)		
Field Advertisement Signs — (4'x8')	\$500-	n/a
Entrance Advertisement Signs — (4'x8')	\$750-	n/a

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Bass Lake Park & Retreat Center		
Conference Room		
Deposit (Required) / Min. 3 hour rental	\$300	\$300
Alcohol Deposit	\$300	\$300
3 Hour Rental (Room only includes AV & Room set-up)	n/a	\$291/\$437
Additional Hourly Rental / Non Res Fee	\$77/\$116	\$77/\$116
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$53	n/a
Evening Conference Room Rental		
Deposit (Required)	\$100	\$100
M-TH conference room rental rate (includes room set up and A/V equipment for up to 3 hours of use)	\$185/\$278	\$185/\$278
Conference Room and Deck Rental		
Deposit (Required)	\$100	\$400
3 Hour Rental (Room and deck includes AV, Room set-up and outside lights)	n/a	\$481/\$722
Additional Hourly Rental	\$30/\$45	\$107/\$161
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$23	n/a
Packages		
Bass Lake Birthday Party Package / Non Res Fee per hour (\$60 deposit)	\$154/\$231	\$300/\$450
Weekend Wedding Package / Non Res Fee	\$2,200/\$3,300	\$2,200/\$3,300
4 Hour Wedding Package / Non Res Fee (\$200 Deposit) Monday-Thursday Only	\$325/\$488	\$325/\$488
Weekday Business Package / Non Res Fee	\$275/\$413	\$275/\$413
Weekday Business Package – Deck / Non Res Fee (\$25 deposit)	\$110/\$165	\$110/\$165
Extra Fees		
Daily Audio/Video Equipment / Non Res Fee	\$35/\$53	n/a
Afterhours staffing fees	n/a	\$40/\$60
Bass Lake Building and Deck Lights		
Light set up for rentals prior to evening events	\$100/\$150	n/a
Boats & Canoes		
Canoe or Boat Hourly Rental	\$7	\$10
Hourly Motor Rental (in conjunction with a boat rental)	\$12	\$15
Summer Camp Fees		
Specialty Camp per week	\$175/\$263	\$200/\$300

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Sugg Farm at Bass Lake		
Event Deposit	20% of rental fee	20% of rental fee
General Event	\$2,500	\$2,500
General Event - Extra Day	\$825	\$825
Per Extra Day – Set-up or Breakdown	\$413	\$413
5K Race Rental (Includes one day for set up)	\$1,000	\$1,000
5K Race Rental Extra Day	\$330	\$330
5K Race Rental Extra Day for Set Up or Break Down	\$165	\$165
High School Cross Country Weekend Meet	\$500	\$500
High School Cross Country Team Charge for Practices and Weekday Meets (Team who participate in 2 or more meets or practices per Fall season)	\$150	\$150
Greenway Fees (extra fees may apply depending upon need)		
Womble Park (per event) rental / non-resident	\$250/\$375 per event	\$250/\$375 per event
5K - 10K Race event (does not include park rental)	\$1,000	\$1,000
11K - 20 K Race event (does not include park rental)	\$1,850	\$1,850
Half Marathon rental (12 month lead time required, does not include park rental)	\$2,500	\$2,500
Marathon rental (12 month lead time required, does not include park rental)	\$4,625	\$4,625
Portable Stage Rental - NOTE this fee will be discontinued as of June 30, 2024		
Deposit	\$50	\$50
Rental fee	\$200	\$200
Extra day fee	\$50	\$50
Hay Wagon Rental		
Deposit (per wagon)	\$50	\$50
Hourly Rental fee (2 hour minimum)	\$150 per hour	\$150 per hour

Fee Schedule



Parks & Recreation Department (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Cultural Center		
Room Rental - 2 hour minimum		
Room Deposit (per room)	\$50	\$50
Hourly Fee per room / Non Res Fee	\$30/\$45	\$30/\$45
Hourly Non-Profit Group Fee	\$23	n/a
Hourly Kitchen (Rm #126) / Non Res Fee	\$10/\$15	\$10/\$15
Hourly Non-Profit Group Fee	\$8-	n/a
Alcohol Deposit	\$100	\$300
Hourly Bartender Fee	\$25/\$28	n/a
Theatre Rentals (Private Events) - 3 hour minimum		
Theater Deposit	\$100	\$100
Hourly Theatre Fee (private events, recitals, special events) / Non Res Fee	\$125/\$188	\$125/\$188
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$94-	n/a
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$30/\$45
Performance Groups/Rentals Ticketing Services	20% of net ticket sales (after taxes)	n/a
Dance Floor Rental/Non-Res Fee (one setup/breakdown)	\$60/\$90	n/a
Backline Equipment Usage Fee (set up/take down included)	\$75/\$113	\$75/\$113
Cultural Center Outdoor Venue		
Hourly Springs Outdoor Stage Fee / Non Res Fee	\$50/\$60 per hour	\$50/\$60 per hour
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$38	\$38
Daily Springs Outdoor Stage Package / Non Res Fee (8 hour block)	\$200/\$300 per day (8 hour block)	\$200/\$300 per day (8 hour block)
Daily Non-Profit Groups (8 hour block)	\$150 per day (8 hour block)	\$150 per day (8 hour block)
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$40/\$60
Daily Outdoor sound system rental fee (does not include Technical Staffing Fee) - Within Town Limits	\$400 per day	n/a

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Farmers Market (Traditional Season)		
Vendor – Weekly	\$210	\$250
Vendor – Alternative A/B Week Schedule	\$150	\$150
Vendor – Daily/Substitute	\$20	\$20
Vendor – Seasonal Produce	\$60	\$60
Little Sprouts Vendor – Daily	\$25	n/a
Farmers Market (Winter Season)		
Winter Vendor – Full Season	\$150	\$180
Winter Vendor – One Saturday per month	\$85	\$90
Winter Vendor – daily/substitute	\$20	\$20
Annual Farmers Market		
Vendor – Extended Season Weekly	\$360	\$385
Vendor – Extended Season Alternative A/B Week Schedule	\$220	\$230
Farmers Market General Fees		
Electricity	\$25/season	\$25/season
Each Additional Booth Space or Produce/Meat Vendor Vehicle	50% of regular booth fee/additional space	50% of regular booth fee/additional space
Night Market Vendor Fee	\$10	\$10

Fee Schedule



Water Quality Lab Fees

Any analysis that the Town's Environmental compliance Laboratory is not certified to perform will be billed to the business or industry at the Town's cost plus 10% handling fee.

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Permit Application	\$500	\$500
Permit Renewal	\$250	\$250
Permit Modification	\$250	\$250
Annual Administrative Fee	\$250	\$250
Lab Analysis Fees		
Biological Oxygen Demand (BOD)	\$35	\$39
Total Suspended Solids (TSS)	\$12	\$14
Ammonia	\$20	\$22
Total Phosphorus	\$35	\$39
Conductivity / pH	\$6 each	\$6 each
Fecal Coliform	\$40	\$44
Total Coliform	\$45	\$45
Dissolved Oxygen	\$6	\$6
Orthophosphorus	\$35	\$39
Total Nitrogen	\$40	\$50
Site Visit	\$100	\$100
Sampler Rental Fee	\$75 per day	\$75 per day
Pretreatment Surcharge Rates: (surcharges will be based upon monthly reported averages that occur above the concentration limit)		
Biological Oxygen Demand (BOD)	\$0.80 per lb. when exceeding 300 mg/l	\$0.80 per lb. when exceeding 300 mg/l
Ammonia	\$2.00 per lb. when exceeding 25 mg/l	\$2.00 per lb. when exceeding 25 mg/l
Total Suspended Solids (TSS)	\$0.60 per lb. when exceeding 300 mg/l	\$0.60 per lb. when exceeding 300 mg/l
Total Nitrogen	\$1.35 per lb. when exceeding 45 mg/l	\$1.35 per lb. when exceeding 45 mg/l
Total Phosphorus	\$3.09 per lb. when exceeding 6 mg/l	\$4.17 per lb. when exceeding 6 mg/l
Fat, Oils and Grease Program Violation Fees		
Grease Interceptor Not Maintained – Notice of Violation (NOV)	\$100	\$150.00
Grease Interceptor Missing Components – NOV	\$100	\$150.00
Food Serve Establishment with no Grease Interceptor/unapproved grease interceptor – NOV	\$100	\$1,000.00
Failure to implement expected action from NOV – Second NOV	\$250	\$500.00
Failure to implement expected action from second NOV (Third NOV)	Utility Service suspended with \$500 reconnection fee	Utility Service suspended with \$500 reconnection fee plus \$150/day out of compliance
Repetitive NOVs / Failure to maintain (4 or more NOVs within 12 months)	n/a	\$300 per day out of compliance
Annual Administrative Fee	n/a	\$100.00

Fee Schedule

Fire Department Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Fire Prevention and Miscellaneous Permit/Inspection Fees		
Fire Prevention/Misc	\$100	\$100
Commercial Burn	\$100	\$100
Blasting Permit	\$50	\$50
Fixed Fire Suppression Systems	\$50	\$50
Fuel Storage	\$75 per Tank	\$75 per Tank
Water Supply (Hydrant Placement)	\$100	\$100
After Hours Inspections (2 business day notice)	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home
Reinspection Fee	\$75	\$75
Fire Prevention Permit / Inspection Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,001 SF	\$300	\$300
Fire Alarm & Fire Sprinkler Permit / Inspection Fees		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,001 SF	\$300	\$300
Fire Prevention and Miscellaneous Plan Review Fees		
Fire Prevention/Misc	\$50	\$50
Commercial Burn	\$100	\$100
Blasting Permit (30 / 90 Days)	\$100 / \$200	\$100 / \$200
Fixed Fire Suppression Systems	\$100	\$100
Plan Review Revision	\$50	\$50
Fuel Storage	\$100	\$100
Residential Subdivision Site	\$100	\$100
Express Review	\$250	\$250
Express Re-Review	\$100	\$100

Fee Schedule



Fire Department Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Fire Prevention Plan Review Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,000 SF	\$300	\$300
Plan Review Revision	\$150	\$150
Fire Alarm & Fire Sprinkler Plan Review Fees		
0-5,000 SF	\$150 + \$2.00 per Device/Head	\$150 + \$2.00 per Device/Head
5,001-10,000 SF	\$200 + \$2.00 per Device/Head	\$200 + \$2.00 per Device/Head
10,001-25,000 SF	\$250 + \$2.00 per Device/Head	\$250 + \$2.00 per Device/Head
>25,000 SF	\$300 + \$2.00 per Device/Head	\$300 + \$2.00 per Device/Head
Plan Review Revision	\$150	\$150
Fire Department Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Fire Department Periodic Inspection Fees								
Square Feet	1-2,500	2,501-5,000	5,001-10,000	10,001-25,000	25,001-50,000	50,001-100,000	100,001-500,000	500,001-Plus
Inspection Fee	\$35	\$50	\$65	\$80	\$100	\$125	\$165	\$250
1st Re-inspection	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee
2nd Re-inspection	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
3rd Re-inspection	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Subsequent 1st Offense	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Subsequent 2nd Offense	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
3rd Subsequent Offense	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500

Police Department Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Golf Cart Registration and Inspection Fee	\$50	\$50
Golf Cart Registration Renewal and Re-inspection Fee	\$20 Annually	\$20 Annually
Road Race Application Fee	\$150	\$150

Fee Schedule

Miscellaneous Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Vehicle, Equipment & Labor Hourly Charges		
Backhoe	\$50	\$50
Pickup Truck	\$30	\$30
Dump Truck	\$45	\$45
Police Vehicle	\$25	\$25
Other Town Vehicles	\$15	\$15
Other Town Equipment	\$25	\$25
Traffic/Street Sign Installation and Replacement Fees		
U-Channel post 10'	\$30	\$30
U-Channel post 12'	\$33	\$33
Sign Brackets	\$6	\$6
Street sign 6" x 30"	\$35	\$35
Street sign 6" x 36"	\$35	\$35
Street sign 6" x 42"	\$35	\$35
Street sign 6" x 48"	\$35	\$35
Street sign 6" x 54"	\$35	\$35
Street sign 9" x 30"	\$40	\$40
Street sign 9" x 36"	\$40	\$40
Street sign 9" x 42"	\$40	\$40
Traffic signs 12" x 18"	\$42	\$42
Traffic signs 18" x 24"	\$52	\$52
Traffic signs 30" x 30" (Octagon)	\$85	\$85
Decorative Combo Assembly	\$930	\$930
Decorative Stop Assembly	\$565	\$565
Decorative Speed Limit Assembly	\$565	\$565
Labor Charges		
Department Head	\$50	\$50
Supervisor	\$40	\$40
Technician	\$30	\$30
Police Chief/Command Staff	\$75	\$75
Police Supervisor	\$55	\$55
Police Officer	\$35	\$40
Public Information Fees		
Candidate Filing Fee	\$50	\$50
Solicitor/Peddler Permit	\$25	\$25
Irrigation Permit	\$50	\$50

Fee Schedule



Miscellaneous Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Paper Copies		
8 1/2 x 11 (per side)	\$.10 per page	\$.10 per page
8 1/2 x 14 (one/two side)	\$.10 per page	\$.10 per page
11 x 17 (one/two side)	\$.20 per page	\$.20 per page
Electronic Files		
CD Rom or Flash Drive	\$10 each	\$10 each
Envelopes		
Letter Size	\$.04 each	\$.04 each
6 x 9 Kraft	\$.10 each	\$.10 each
9 x 12 Kraft	\$.14 each	\$.14 each
10 x 13 Kraft	\$.16 each	\$.16 each
Postage		
Postage	Actual Postage	Actual Postage
Certified Copies		
Eligible Paper Documents Only	\$.35 per order, + cost of copies	\$.35 per order, + cost of copies
Cemetery Fees		
Cemetery Plot - 5 x 10 Plot - Resident	\$975 each \$1,375 for 2 \$2,175 for 4	\$975 each \$1,375 for 2 \$2,175 for 4
Cemetery Plot - 5 x 10 Plot - Non Resident	\$1,175 each \$1,675 for 2 \$3,175 for 4	\$1,175 each \$1,675 for 2 \$3,175 for 4
Bid Documents		
Purchased	TBD per project cost	TBD per project cost
Mailed	TBD per project cost	TBD per project cost



Town of
**HOLLY
SPRINGS**
North Carolina

Fiscal Policy



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 Holly Springs, N.C.	FN-11 Fiscal Policy Guidelines	
Administrative Rules	Prepared By:	Mary Hogan
	Dept./Title:	Finance
	Date Approved:	June 4, 2019
	Effective Date:	July 1, 2019
	Supersedes Old #:	FN-10
	Old Effective Date:	Oct. 2, 2012

Fiscal Policy Guidelines – Objectives

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the Town of Holly Springs, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis;
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible;
- Promotes long-term financial stability by establishing clear and consistent guidelines;
- Promotes the view of linking long-run financial planning with day to day operations; and
- Provides the Town Council, citizens, and the Town's professional management a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

Capital Improvement Budget Policies

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects.

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Debt Policies

General

1. The Town will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.
3. When the Town finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
4. Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
5. The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.

Tax Supported Debt

6. Net debt as a percentage of total assessed value of taxable property should not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.
7. The ratio of debt service expenditures as a percent of total governmental fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 55% or better.

Reserve Policies

1. Unassigned Fund Balances will mean funds that remain available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated. The Town will define these remaining amounts as “available fund balances.”
2. Available fund balances at the close of each fiscal year should be targeted range between 20-25% of General Fund expenditures with a minimum of 20%. Reserves beyond 20% of the Total Annual Operating Budget of the Town may be used for one-time use.
3. The Town Council may, from time-to-time, appropriate available fund balances below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Holly Springs. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

Budget Development Policies

1. The Town will develop the Annual Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
2. Water and sewer rates will be established at the appropriate level to enable the related funds to be self-supporting. In addition water and sewer rates will be established to maintain compliance with Revenue Bond Covenants.
3. One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
4. The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the Town.
5. The Town Council will receive a financial report at the end of each quarter showing year-to-date revenues and expenditures and comparing each amount to the budget as amended.
6. Budget amendments will be brought to the Town Council for consideration as needed. A monthly budget amendment report will be brought to the Town Council for all prior month budget amendments.
7. The Budget Officer may transfer amounts of expenditures between departments or between funds in the budget. The Budget Officer may transfer amounts up to fifteen thousand dollars (\$15,000) between departments of the same fund without prior Council Action. The Budget Officer may transfer up to fifteen thousand dollars (\$15,000) between funds without prior Council Action.

Cash Management and Investment Policies

1. It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.
2. The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
3. The Town may deposit Town Funds into: Any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The Town may invest Town Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than “AAA”, and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
4. Investment of the Town will be diversified to eliminate the risk of loss as a result of over concentration of securities in a specific issuer, class of securities, or maturity sector.
5. Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.

End of Administrative Rule No. FN-11

Approved by the Holly Springs Town Council, this, the 4th day of June, 2019.




Linda McKinney, Town Clerk



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Glossary

Accrual Basis of Accounting (or Full Accrual).

Accounting method that recognizes revenues in the accounting period in which they are earned and become measurable.

Ad Valorem Tax.

A property tax levied according to assessed value.

Annual Budget.

A budget covering a single fiscal year (July 1 - June 30).

Appropriation.

The amount budgeted on a yearly basis to cover projected expenditures which have been legally authorized by the Town Council.

Assessed Valuation.

The value real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assessment.

The process for determining values of real and personal property for taxation purposes.

Audit.

An independent evaluation of the accuracy of the Town's financial statements, practices, and internal controls designed to ensure compliance with generally accepted account principles.

Balanced Budget.

Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Budget.

A plan covering a fiscal year which projects expenditures for providing services and revenues to finance them. The Town's adopted budget is the official expenditure policy of the Town Council and an effective tool for managing Town operations. The budget is the legal instrument by which Town funds are appropriated for specific purposes and by which Town government positions are authorized. N.C. General Statutes require the budget to be balanced.

Budget Amendment.

A legal procedure used by Town staff and Council to revise a budget appropriation.

Budget Document.

A formal document presented to the Town Council containing the Town's financial plan for a fiscal year. The Budget document is presented in two phases, proposed and final, the latter of which reflects the budget as adopted and approved by the Town Council.

Budget Message.

A written overview of the proposed budget from the Town Manager to the Mayor and Town Council which discusses the major budget items and the Town's present and future financial condition.

Budgetary Control.

The control or management of a government in accordance with an approved budget to keep expenditures within the limitations of available appropriations and revenues.

Capital Outlay.

Expenditure resulting in the acquisition of or addition to the Town's general fixed assets costing more than \$5,000 and having a useful life of greater than three years.

Community Investment Plan (CIP).

A long-range plan of proposed capital improvement projects, which includes estimated project costs and funding sources that the Town expects to carry out over a five-year period. The program is updated annually to reassess capital needs and for the preparation of the capital budget.

Contingency.

An appropriation of funds to cover unanticipated events that may occur during the fiscal year. Transfers from this line item must be approved by Town Council. North Carolina General Statutes require that the contingency amount be limited to 5% of the other appropriations within a respective fund.

Deficit.

An excess of expenditures over revenues or expense over income.

Encumbrances.

A financial commitment for services, contracts, or goods which have not, as of yet, been delivered or performed.

Enterprise Fund.

A fund which accounts for the operations that are financed from user charges and whose operation resembles a business.

Expenditures.

Outflows of net financial resources. They include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements, and shared revenues.

Fiscal Year (FY).

A twelve month period (July 1 through June 30) to which the annual operating budget applies and at the end of which an assessment is made of the Town's financial condition and performance of its operations.

Franchise Tax.

A tax levied on the gross sales of Public Utilities. Such taxes were assessed by the state as a function of permitting the respective utilities to do business in the state of North Carolina. Such taxes are shared between the state and its municipalities according to the respective ratio of gross sales within those jurisdictions.

Fund.

An accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or attain certain objectives in accordance with set laws and regulations (i.e. General Fund).

Full-Time Equivalent (FTE).

An acronym used to describe the number of approved positions by Town Council with provided benefits. One FTE equals 2080 hours per year per permanent position.

Fund Balance.

The difference between fund assets and fund liabilities of the governmental unit.

Government Finance Officers Association (GFOA)

The Government Finance Officers Association is a professional association of approximately 19,000 state, provincial, and local government finance officers in the United States and Canada.

Governmental Fund.

A fund which accounts for the operations that are tax-base supported and provide general government activities.

General Fund.

A fund which provides for the accounting of all financial resources except those designated to other funds. Most of the basic government services, such as police, fire, sanitation, or street maintenance are accounted for in this fund.

Grants.

A contribution or gift in cash or other assets from another government to be used for a specific purpose. For example, a grant from the State of North Carolina for the construction of a major highway.

Interest and Penalties on Taxes.

Uncollected interest and penalties on ad valorem taxes.

Intergovernmental Revenues.

Revenues from other governments (state, federal, local) which can be in the form of grants, shared revenues, or entitlements.

Levy.

The amount of tax, service charges, and assessments imposed by a government.

Non-operating Expenses.

Expenses which are not directly related to the provision of services such as debt service.

Non-operating Revenues.

Revenues which are generated from other sources (i.e. interest income) and are not directly related to service activities.

Operating.

Those costs, other than personnel and capital outlay, which are necessary to support the day-to-day operation of the Town. Includes items such as telephone charges, utilities, office supplies, advertising, travel, and printing.

Pay-As-You-Go (PAYGO).

Is a strategy for financing large or capital expenditures with funds that are currently available rather than borrowing.

Personnel.

Expenditures for salaries and fringe benefits including merit increases, social security, retirement, health insurance, life insurance, 401 (k), and other employee benefits.

Policy.

A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds.

Funding from state-shared gasoline tax which is restricted for use on maintenance of local streets and roads.

Property Taxes.

Taxes levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund.

A fund which accounts for the operations that are business-like interactions.

Reclassification.

Change in a position title and/or the associated pay range based on changes in the job skills required for a given position

Reserve.

An account designated for a portion of the fund balance which is to be used for a specific purpose.

Revenue.

Inflows of financial resources that increase the fund balance account. Expenditure refunds, interfund transfers, and debt proceeds are not considered revenues.

Surplus.

The amount by which revenues exceed expenditures.

Tax Rate.

The amount of tax stated in terms of a unit of the tax base

Village District Area Plan (VDAP).

A plan for the development and zoning of the related zoned
“Village District” predominately in the downtown area.



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Town of Holly Springs
128 South Main Street
Post Office Box 8
Holly Springs, NC 27540
www.hollyspringsnc.gov



**Fiscal Year 2023-24
Recommended Operating &
Community Investment Plan Budget**
Randy Harrington, Town Manager

Overview

- **Purpose:** Receive the Manager's Recommended Budget
- **Outline:**
 - Key Takeaways and Overview
 - Operating and Community Investment Plan Highlights
 - Taxes and Fees Summary
 - Next Steps



Key Recommended Budget Takeaways

- Secures the Town's future water supply and wastewater treatment capacity
- Strong, new investment in parks and greenways - 2023 Parks Bond Referendum
- Strengthens Town's emergency preparedness and capability to respond quickly to emergency 9-1-1 calls
- No property tax rate change; water/sewer user rate increases for water and wastewater investments



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.

Priorities



Community Survey

2021 Town of Holly Springs Community Survey Findings Report

Presented to the Town of
Holly Springs, North Carolina
January 2022



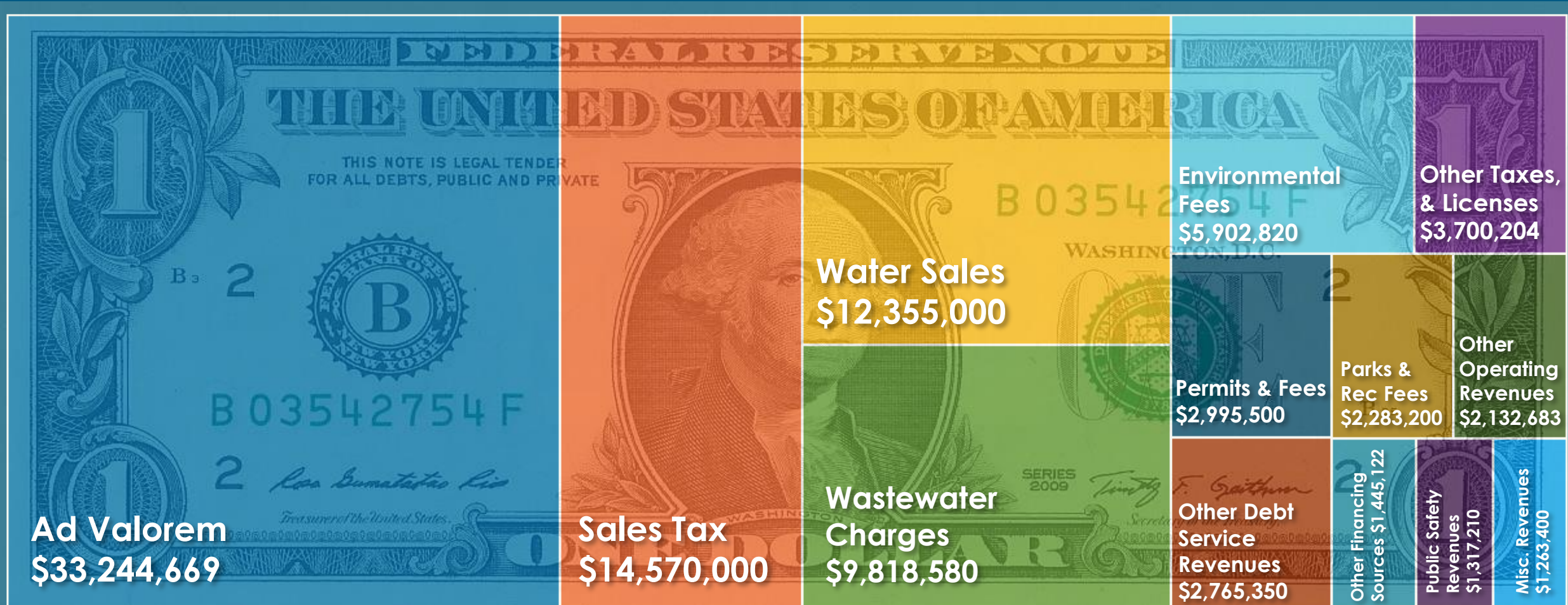
Top-3 Town services that should receive the most emphasis over the next 2 years:

1. Management of traffic
2. Management of planning of growth/development
3. Quality of Town parks and greenways



Total Operating Revenues - \$93,793,738

Revenues (Where money comes from)



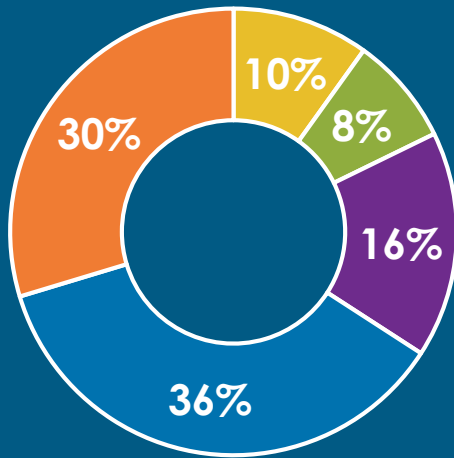
Total Operating Expenditures - \$93,793,738

Expenditures (What money is spent on)

Water & Wastewater Operations \$19,855,001	Public Safety \$18,344,414	General Government \$11,111,772	Public Works \$8,863,468	Reserves & Transfers \$6,353,759	Development \$5,986,014
		General Fund Debt Service \$9,051,985	Parks & Recreation \$6,715,065	Utility Fund Debt Service \$3,931,077	Other Operating Funds \$1,807,183
					Stormwater Operations \$1,774,000

New Operating Expenditure Highlights by Strategic Priority Area

GENERAL FUND
\$4,056,053

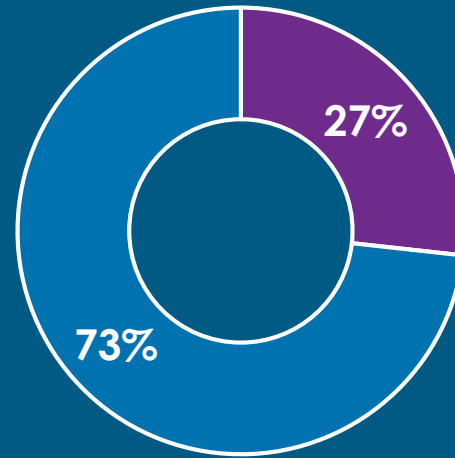


Economic Prosperity & Diversity



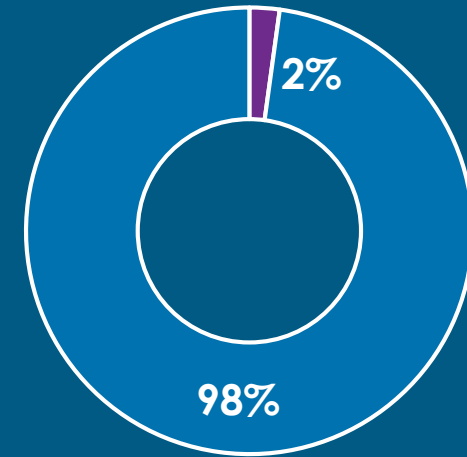
Engaged, Healthy & Active Community

UTILITY FUND
\$3,867,315



Organizational Excellence

STORMWATER FUND
\$68,900



Responsible & Balanced Growth

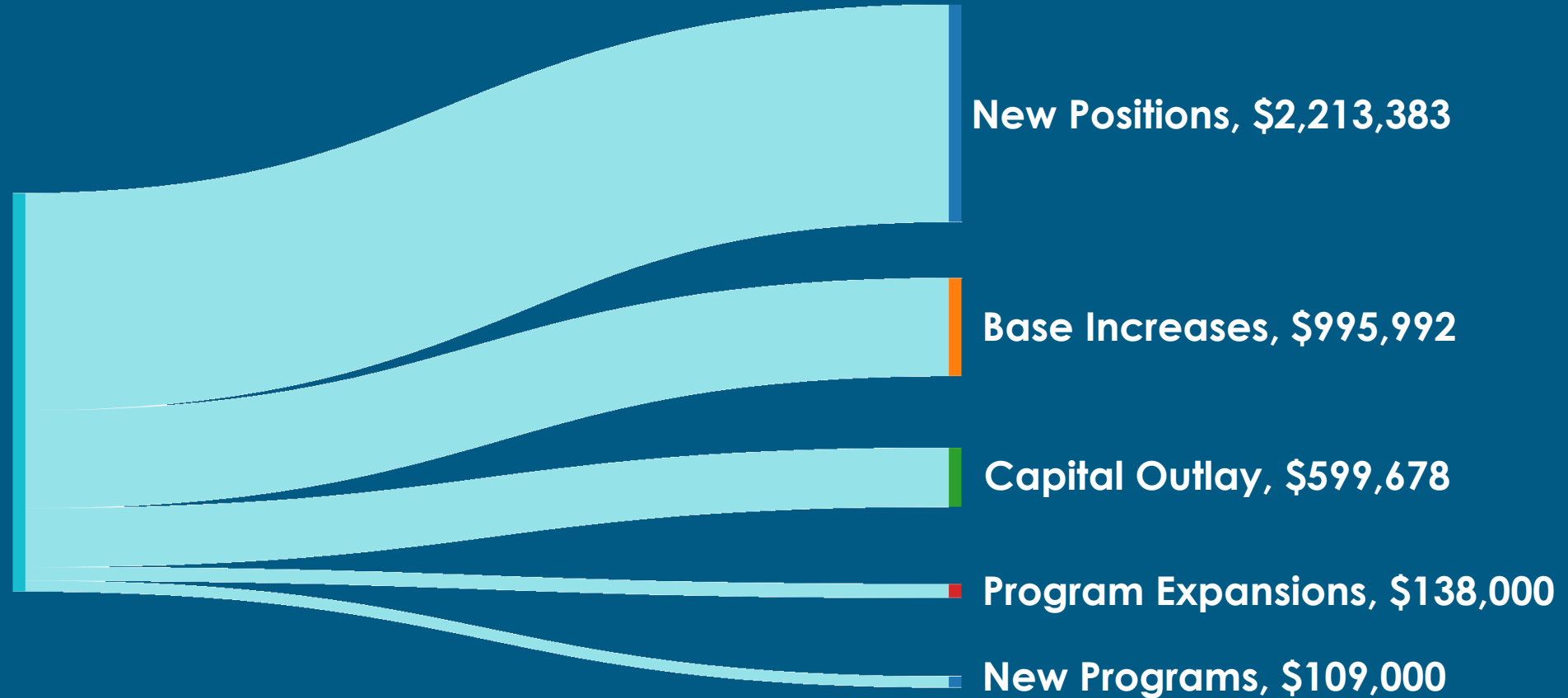


Safe & Friendly

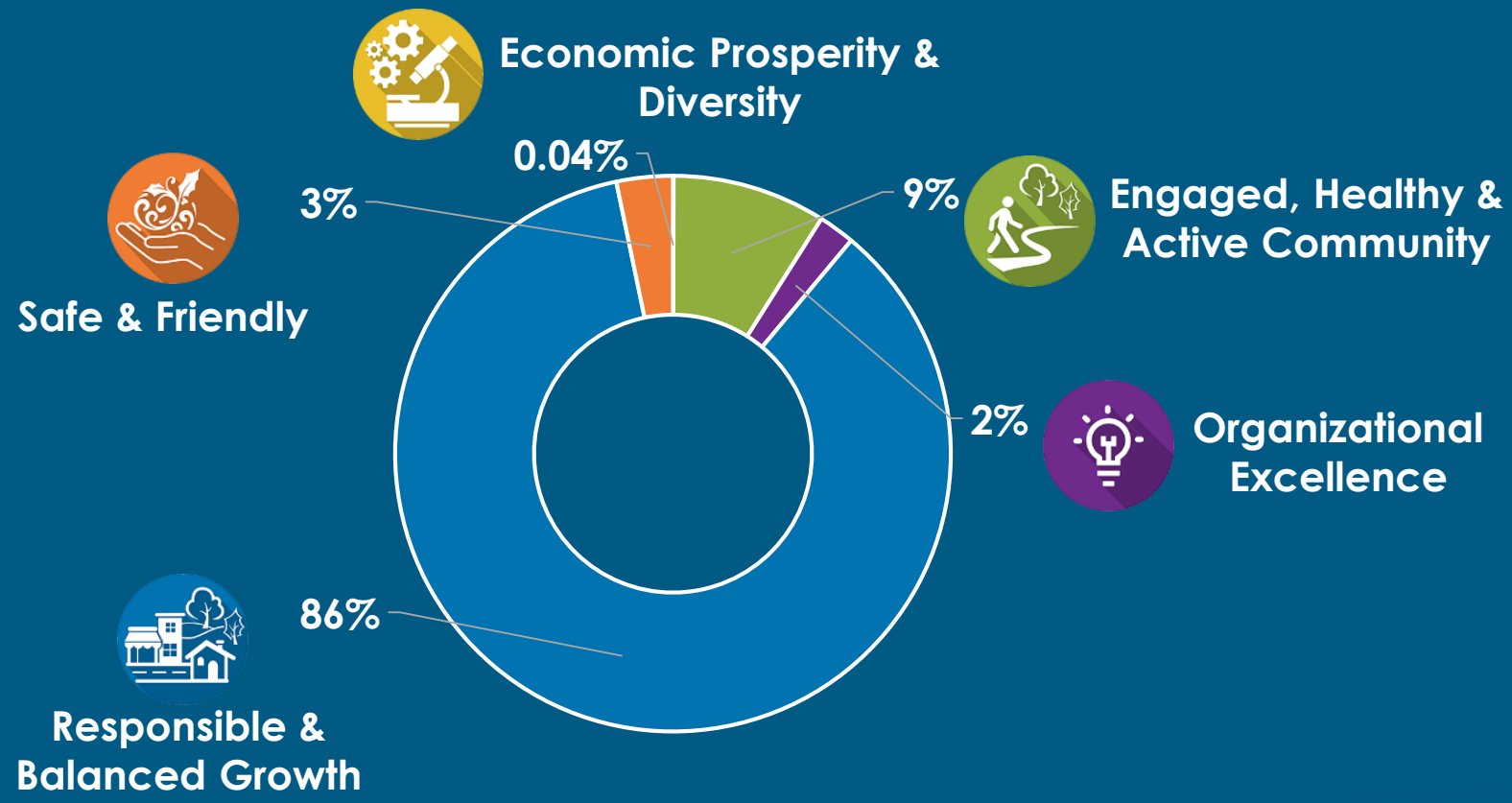


New General Fund Expenditures

**General Fund
New Expenditures
\$4,056,053**



Community Investment Plan Highlights by Strategic Priority Area - \$68,527,595

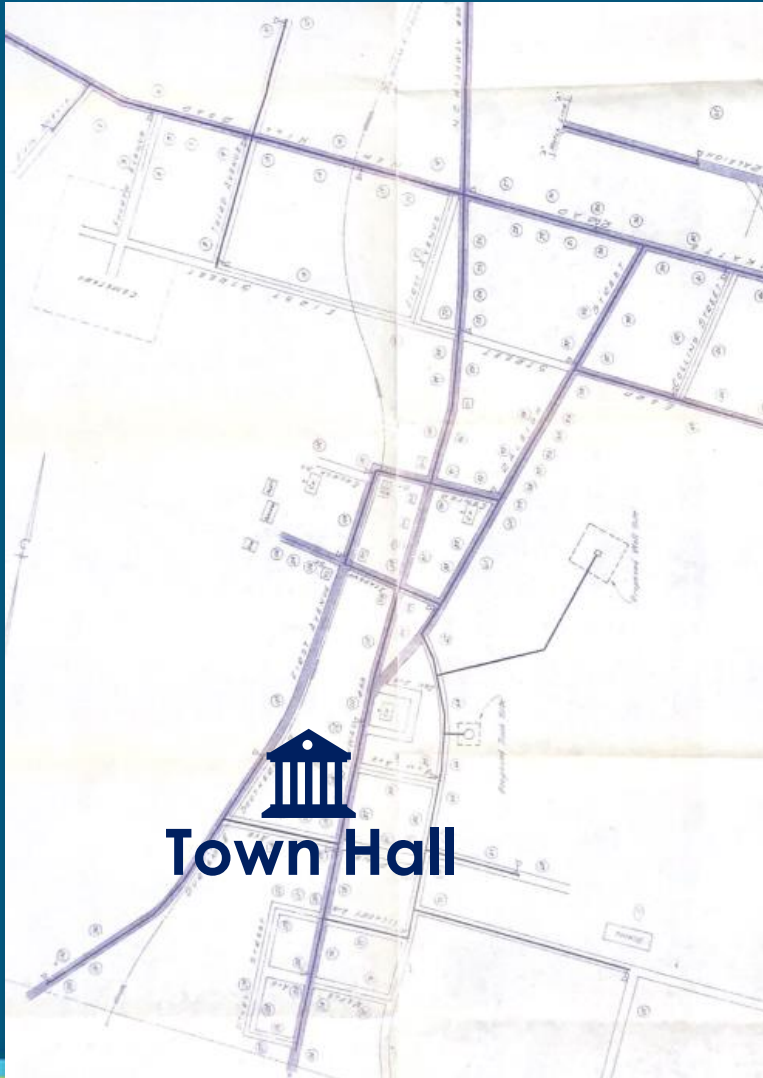


Securing the Town's Water Future



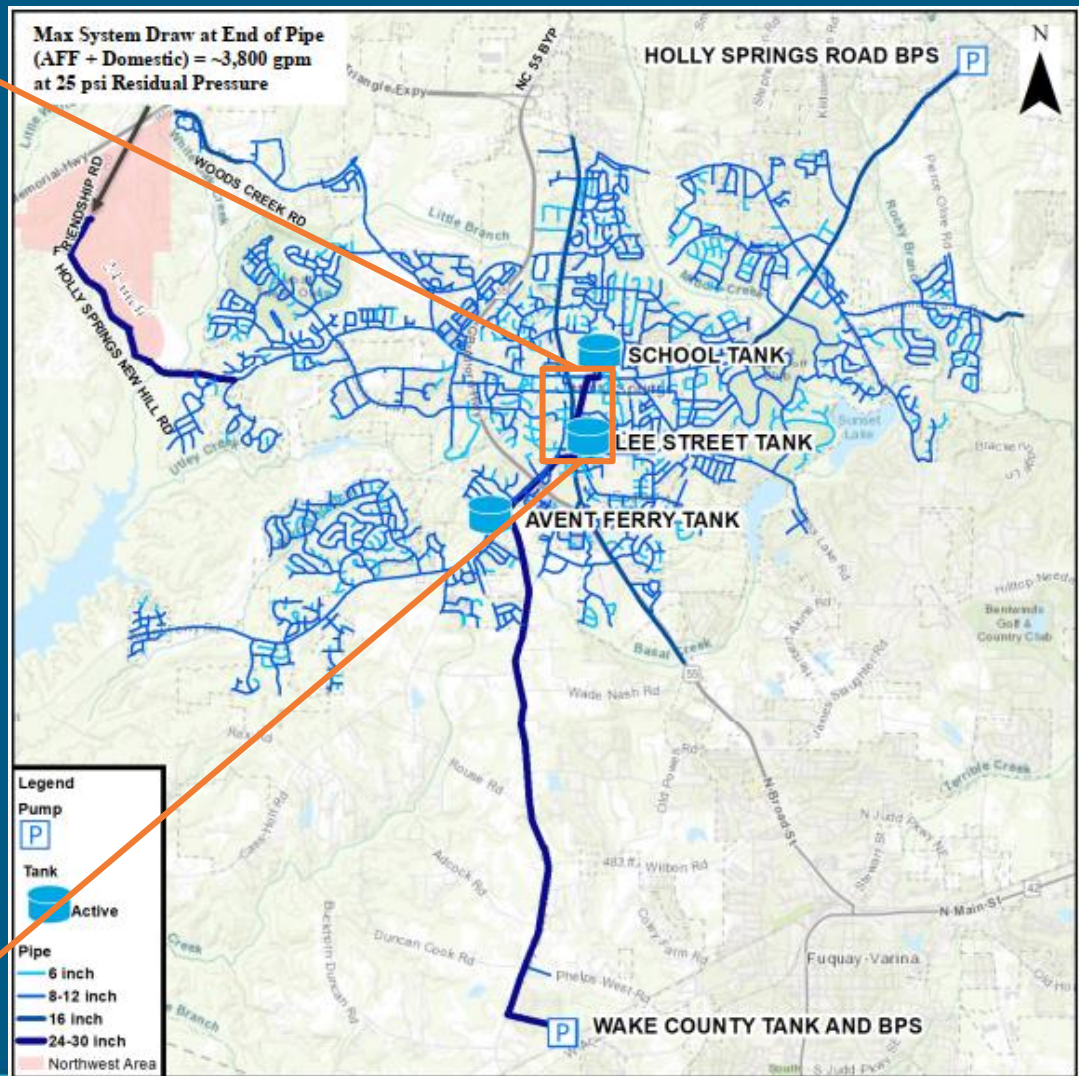
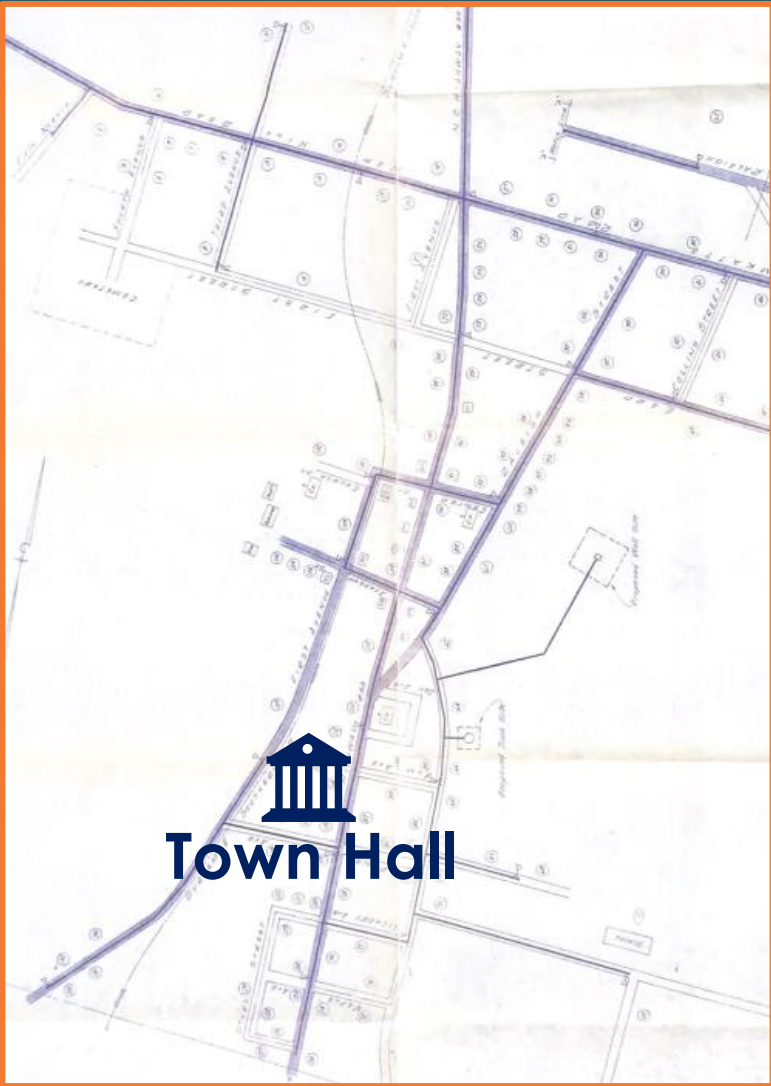
Town of
HOLLY SPRINGS

History of Town Water Supply Investments



- **1968** – Town's first public water system established
- **1983** – Southwest Wake Waterline installed to provide municipal water
- **1998, 2001, and 2008** – System capacity upgrades occurred, latter being the current capacity from Harnett County
- **2015** – Master planning efforts begin for the Sanford Water Filtration Facility and conveyance

History of Town Water Supply Investments



[FY2023-2024 Securing the Town's Water Future Video](#)
[\(click here\)](#)



Regional Water Partnership

City of Sanford Water Filtration Facility 18 Millions of Gallons per Day (MGD) Expansion



Municipality	MGD Allocation	Estimated Cost (Millions)
City of Sanford	5	\$77.1
Town of Fuquay-Varina	6	\$73.9
Town of Holly Springs	4	\$49.3*
Town of Pittsboro	3	\$37.0
Total	18	\$237.3

Does not include potential grant funding

*Plus Water Conveyance Partnership with Fuquay-Varina (estimated Holly Springs Portion \$45M)

Utle Creek Wastewater Reclamation Facility (UCWRF)



- Constructed in **1985** (upgrades in **1993**, **1999**, and **2008**)
- Treats 6 MGD / Permitted up to 8 MGD
- Upgrade Estimated Costs:
 - Phase I: 6 to 8 MGD upgrade, ~\$116 million
 - Phase II: Future 8 to 13.4 MGD upgrade, \$TBD

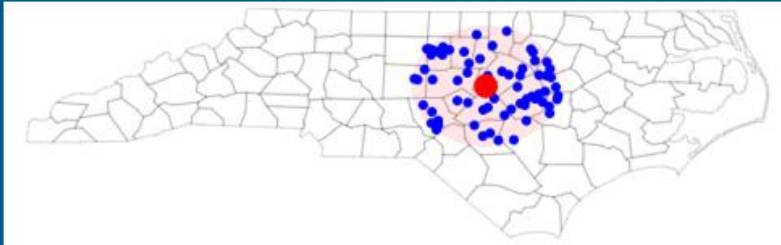
Water and Sewer Rate Adjustments

- **Water and Sewer Fees** - New water and sewer rates increase by 15%
- Includes incorporation of Harnett County's 15% rate increase as the Town's only bulk water supplier

In-Town Resident (4,000 gal / Month)	Current Rate / Month	Recommended Rate / Month	Difference / Month
Access Fees	24.80	28.52	+3.72
Volume Rate	40.58	46.68	+6.10
Total Water & Sewer Bill	\$65.38	\$75.20	+\$9.82

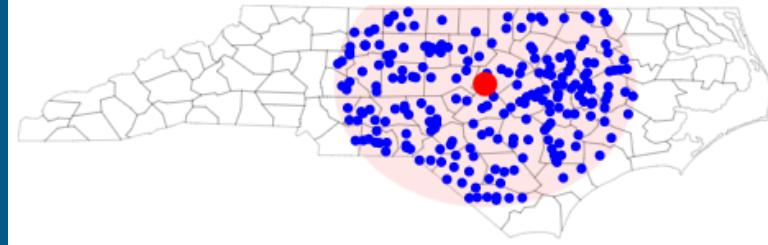


Water/Sewer Rate Comparison



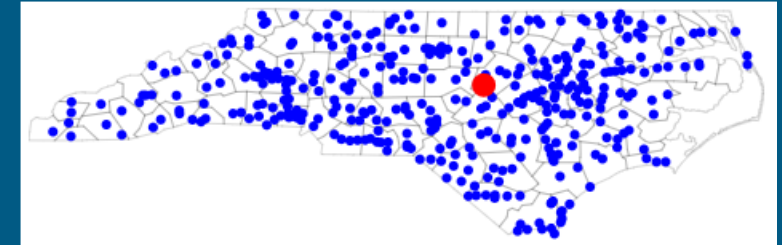
50-Mile Radius

Median Bill: \$74.65
With Inflation: \$78.68*



100-Mile Radius

Median Bill: \$74.34
With Inflation: \$78.35*



All State Utilities

Median Bill: \$73.77
With Inflation: \$77.75*

- Median Holly Springs residential (4,000 gal/month) utility customer's bill is **\$75.20**
- Typical Holly Springs residential bill is **3-4% lower** than the anticipated median bill for other utility customers within 50-mile, 100-mile, and statewide.



Investing in a Healthy and Active Community



Town of
HOLLY SPRINGS

[FY2023-2024 Investing in a Healthy and Active Community Video](#)
[\(click here\)](#)

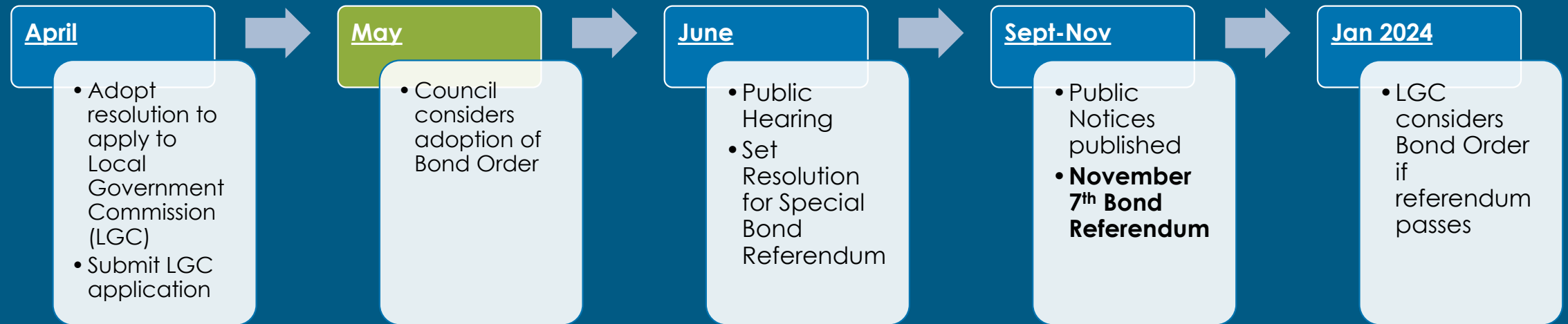


New Recreation Center and Park on Cass Holt Rd



*This is a concept plan

Parks and Recreation Bond Referendum



- Bond Referendum on **November 7, 2023**
- Funding Source: Projected 5-cent property tax rate increase (not in this recommended budget; final analysis and rate recommendation will be in May 2024)

Emergency Preparedness and 9-1-1 Capability



Town of
HOLLY SPRINGS

Strong History of Public Safety in Community



- Consistently ranked one of the **safest communities** in NC
- Fire Department **ISO-1** fire insurance rating

Public Safety Highlights



911

Emergency **9-1-1 center technology upgrades** and **two additional telecommunicators**

Addition of an **Emergency Management Specialist** to support both Police and Fire emergency preparedness planning and training

Emergency Planning



Fire

Addition of a new **Fire Captain** to oversee Fire Department accreditation process and subsequent training/policy development to ensure use of best best practices

Other Budget Highlights to Serve a Growing Community



Town of
HOLLY SPRINGS

General Fund Budget Highlights



- Town welcome/gateway signage
- 2nd Biennial Community Survey
- GFL Environmental solid waste/recycling contract cost of service increase
 - Cost pass through via solid waste/ recycling fees
- Police protective response equipment
- Human Resources recruitment, selection, and on-boarding management information system
- Holly Springs Citizens Academy
- Replacement flags for Town facilities

General Fund Budget Highlights



- Parks & Recreation
 - Increased funding for community attractions and events
 - Additional weekend janitorial services at facility/field locations
 - Expanded athletics instruction
- State level intergovernmental coordination and lobbying

Enterprise Funds Budget Highlights



Utility Fund

- Continued focus on infrastructure planning, management, and maintenance of the Town's water distribution and collection systems

Stormwater Fund

- 10-year update of the Secondary and Cumulative Impacts Master Management Plan (SCIMMP)
- Funding for infrastructure maintenance as well as debris removal



Personnel, Compensation, and Benefits Highlights



Town of
HOLLY SPRINGS

Recommended New Personnel Investments (27 Positions)



Economic Prosperity & Diversity

(2) Building Code Inspectors*
(1) Building Plans Reviewer*



Engaged, Healthy & Active Community

(1) Park Maintenance Crew Leader
(1) Park Maintenance Technician



Organizational Excellence

(1) Information Technology Technician
(2) Utility Technicians



Responsible & Balanced Growth

(1) Compliance Supervisor
(1) Zoning Compliance Officer
(5) Solid Waste Technicians
(2) Project Managers
(1) Land Acquisition Agent
(1) Capital Projects Inspector
(1) Development Review Engineer



Safe & Friendly

(1) Fire Captain Professional Services
(1) Fire Engineer
(1) Emergency Management Specialist
(1) School Resource Officer
(1) Quartermaster
(2) Telecommunicators

*3-year term positions



Recruit & Retain a Talented Workforce



- **Employee Pay**

- 0-6% merit range
- Revisions to on-call pay, call-back pay, and addition of field Police officer training supplemental pay
- Hunt Center and Cultural Center part-time salary adjustments

- **Employee Benefit Adjustments**

- 4% health insurance premium increase
- 2 Floating Holidays and 1 Wellness Day to more closely match benchmark peer communities in Wake County
- Vacation accrual rate based on North Carolina Local Government Employees Retirement System service time

- **Other Recommended Adjustments**

- Council compensation adjustment of 1.9% plus addition of a \$150/month personal vehicle use stipend

Investments that Build a Great Community

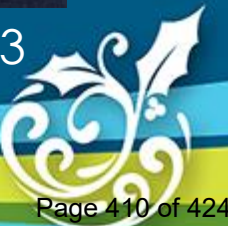


Town of
HOLLY SPRINGS

Investments that Build a Great Community



Fire Station #3 – Budget on track; anticipated construction to begin late Summer of 2023



Investments that Build a Great Community



Operations Campus – Recommended increasing project budget from \$30M to \$41M; Phase 1A construction to begin Summer of 2023

Investments that Build a Great Community



Womble Playground

Parks and Recreation Projects:

- Continued funds for playground rehabilitation, sunshades, and park amenities
- Womble Playground improvements complete; Jones Park Playground underway
- Womble turf field replacement scheduled for Summer of 2023

Investments that Build a Great Community



Holly Springs Road Widening (East)

Transportation Projects:

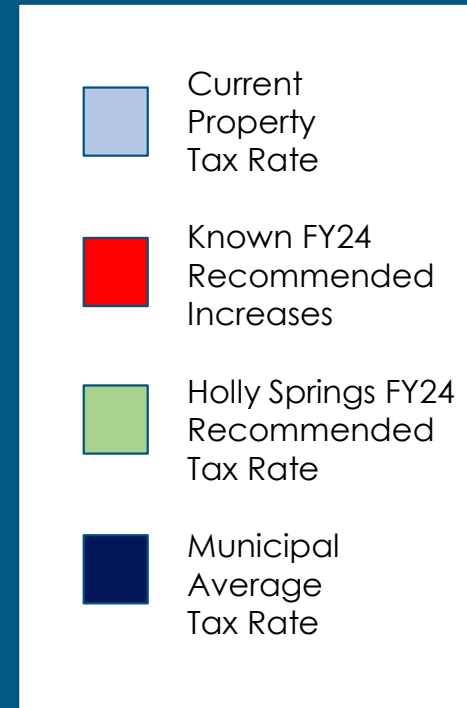
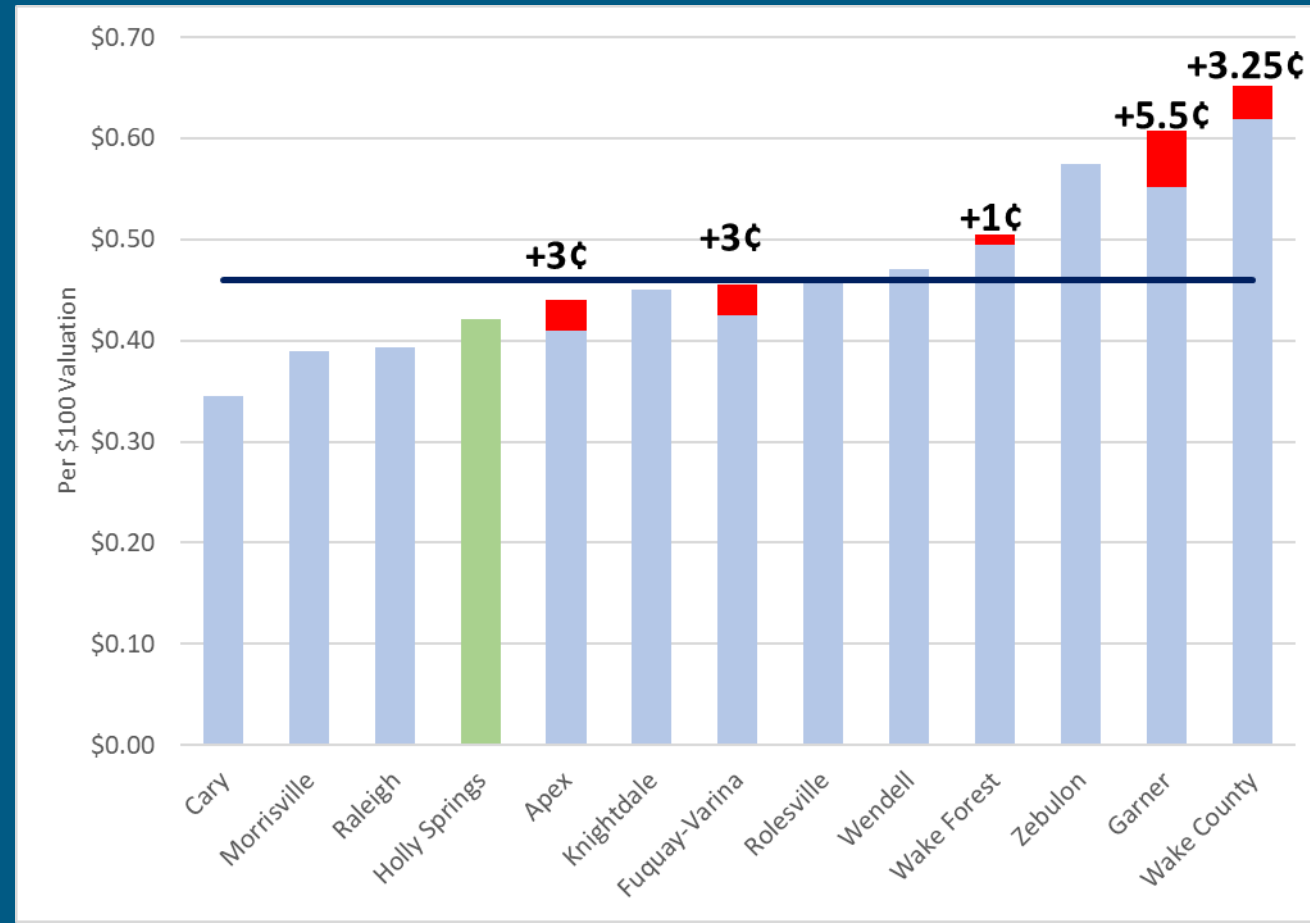
- Transportation Bond Projects underway
- \$200,000 recommended for Phase III of Intelligent Transportation System (ITS) (Smart Cities Initiative)

Financial Investments to Deliver Excellent Public Services



Town of
HOLLY SPRINGS

Wake County Local Government Property Tax Rates



FY24 Tax Rates are subject to Board Approval.

Monthly Fee Adjustments for a Typical Residence

Fee Category	FY23 Approved	FY24 Recommended	Difference
Garbage	10.58	10.95	+0.37
Recycling	4.74	4.93	+0.19
Yard Waste	4.50	7.50	+3.00
Water & Wastewater*	65.38	75.20	+9.82
Stormwater	5.20	5.20	No change
Monthly Total	\$90.40	\$103.78	\$13.38
Daily Total	\$2.97	\$3.41	\$0.44

**Water and wastewater usage assumed at 4,000/gal a month.*

Total Town of Holly Springs Taxes and Fees by Example Home Tax Value

Category	\$150,000	\$375,475*	\$500,000
Property Taxes	632.40	1,583.00	2,108.00
User Fees and Charges	1,245.36	1,245.36	1,245.36
Total (annual)	\$1,877.76	\$2,828.36	\$3,353.36
Total (monthly)	\$156.48	\$235.70	\$279.45
Total (daily)	\$5.14	\$7.75	\$9.19

**Average home value based on assessed residential property values data from Wake County Tax Administration.*



Conclusion



Town of
HOLLY SPRINGS

Key Recommended Budget Takeaways

- Secures the Town's future water supply and wastewater treatment capacity
- Strong, new investment in parks and greenways - 2023 Parks Bond Referendum
- Strengthens Town's emergency preparedness and capability to respond quickly to emergency 9-1-1 calls
- No property tax rate change; water/sewer user rate increases for water and wastewater investments



Thank you!



Town of
HOLLY SPRINGS

Next Steps

Date	Time	Meeting	Location
May 16	7:00 p.m.	Budget Public Hearing	Council Chambers
May 23	6:00 p.m.	Budget Workshop	Law Enforcement Center
June 6	7:00 p.m.	Scheduled Budget Adoption	Council Chambers

For More Information

Visit our website at:

<http://www.hollyspringsnc.gov>

Contact the Town Clerk:

Phone: (919) 557-3900





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 17.

New Business

Title: Order authorizing Wake County Tax Administrator to levy and collect Property Taxes for FY 2023-2024 for the Town of Holly Springs

Strategic Priority Area: Organizational Excellence

Staff Resource: Tina Stroupe, Finance

Action(s):

Adopt Council Order 23-02 directing Wake County to levy and collect property taxes for the Town of Holly Springs.

Explanation:

- For purposes of authorizing property tax collections in Fiscal Year 2023-24, Wake County requires the attached Order directing the County Tax Assessor to levy and collect property taxes for the Town of Holly Springs (TOHS).
- TOHS currently has a property (ad valorem) tax rate of 42.16 cents per \$100 of the property's value.

Background:

- This is an annual request from Wake County. It must be approved prior to July 1 each year.
- The Wake County Department of Tax Administration is responsible for listing, appraising and assessing all real estate and personal property taxes within Wake County and their service districts. Wake County also collects all current and delinquent property taxes.

Funding Source(s):

General Fund

Attachment(s):

1. 23-02 FY23-24 Tax Collection Order



Council Order: 23-02

Date Submitted: June 20, 2023

Date Adopted: June 20, 2023

**STATE OF NORTH CAROLINA
TOWN OF HOLLY SPRINGS**

**BE IT ORDERED AND RESOLVED by the Town Council of the Town of Holly Springs,
North Carolina, as follows:**

The Wake County Revenue Administrator is hereby authorized, empowered, and commanded to collect taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Holly Springs, and this order shall be full and sufficient authority to direct, require and enable you to levy on, sell any real or personal property such taxpayers, for and on account thereof, in accordance with the law.

Witness my hand and official seal, this 20th day of June, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 18.

Manager's Report

Title: Preview of Upcoming Development Services Land Use Cases

Strategic Priority Area: Responsible & Balanced Growth
Economic Prosperity & Diversity

Staff Resource: Sean Ryan, Development Services

Action(s):

- Receive update on anticipated, forthcoming land use cases.

Explanation:

- Development Services staff will provide an overview of land use cases expected to be submitted over the next quarter.
- This brief overview serves as an opportunity to increase the Mayor & Council's awareness of future land use change requests that may come before the Council and for Council to share any preliminary feedback to staff that might be either helpful to applicants (prior to any formal development submittals) or to staff in our review of potential development applications.

Background:

- Council has recently provided feedback to the Town Manager for opportunities to become more familiar with land use decisions that are anticipated to come before the governing body over the next 3-6 months.
- If acceptable to the governing body, staff will plan to include this update as part of the Town Manager's Report at Council's quarterly, additional Council meetings.

Funding Source(s):

N/A

Attachment(s):

None