



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of June 3, 2025 meeting agenda

CONSENT AGENDA

5. May 13, 2025 Town Council Workshop Minutes
6. Town Council Meeting Calendar Amendment
7. Amgen Helix Three-Party Agreement

NEW BUSINESS

8. Adoption of the Fiscal Year 2025-2026 Operating Budget and Community Investment Plan

PUBLIC COMMENT PERIOD

Each speaker may speak up to 3 minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Although the Council is interested in hearing your concerns, speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff, and other speakers.

OTHER BUSINESS

MANAGER'S REPORT

9. 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.

Consent Agenda

Title: May 13, 2025 Town Council Workshop Minutes

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the May 13, 2025 workshop meeting.

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. 5.13.25 workshop minutes - DRAFT



MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, May 13, 2025 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 Council members were present in the room as the meeting opened.

Council Members Present in the room: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry Council members Tim Forrest, Annie Drees, and Chris Deshazor.

Council Members Absent: Council member Danielle Hewetson.

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; Kameron Womack, IT; Corey Petersohn, Director, Office of Budget, Innovation, and Strategy; MaryBeth Spoehr, Budget, Innovation, and Strategy; Cassie Hack, Director, Communications and Marketing; Tamara Ward and Kelly Miller, Communications and Marketing; Chris Hills, Director Development Services; Kendra Parrish, Executive Director of Utilities and Infrastructure; Rachel Ingham, Michael Leonas, and Tim Athy, Utilities & Infrastructure; LeeAnn Plumer, Director, Parks & Recreation; George Brown, Director, Office of Customer Care; Paige Scott, Director, Public Works; Paul Liquorie, Police Chief; LeRoy Smith, Fire Chief; Tina Stroupe, Finance Director; Sabrina McDonald, Director of Human Resources; Irena Krstanovic, Director of Economic Development; Jeff Wilson, Director IT.

Mayor Mayefskie called the meeting to order at 6:00 p.m.

1. Recommended Budget Presentation: Randy Harrington, Town Manager, reminded the public of yesterday's economic development announcement, and explained how companies like Seqirus, Amgen, Fujifilm Diosynth Biotechnologies, and Genentech help the Town by keeping tax rates lower, funding road improvements, and other benefits. He then gave an overview of the Manager's Recommended Budget for FY25-26. He highlighted some of the many successes from past years in Economic Development, Finance, and Customer service, and others. He outlined the Town's growth since 2021 and projected growth, including increases in population, water customers, miles of street maintained, etc. He said over the same five years general fund operational expenses have increased just 16%, compared to the 24% increase in population.

Mr. Harrington said that key takeaways from the recommended budget are:

- Investing in transportation infrastructure;
- Design of a Festival Street downtown;
- Implementing microtransit mobility service;
- Advancing Eagles Landing Park to construction;
- Investing in employees;
- Investing in a responsible water and wastewater system.

Mr. Harrington said he was recommending a total operating budget of \$117,688,731, and showed how that was divided across funds. He said he was not recommending a property tax change. He said there has been strong property tax-base growth (industrial, commercial, and residential) but slowing sales tax growth and economic uncertainty. General fund revenues are expected to come 46% from property tax, 22% from sales tax, 7% from Parks and Recreation Revenues, 7% from environmental fees, 7% from other taxes and licenses, and 14% from all other sources. He outlined sales tax growth since 2017, but predicted a conservative flat growth for the current fiscal year. Property tax rate would stay at 34.35 cents per \$100 valuation, with 21.69 cents recommended to go to General Fund Operations and 12.66 cents to Community Investment and debt service. He said that this rate is second lowest in the County, only behind Cary's 34 cent rate, and below the municipal average for the County of 40.74 cents. He outlined where he recommends the new expenditures be with 68% going toward Organizational Excellence, 15% toward Vibrant Community, 11% toward Community Safety, and 6% toward Growth Management and Economic Vitality. He expanded those priority areas into specific recommendations. He then went into detail on some of the key investments mentioned above and shown in the video.

Corey Petersohn, Director, Office of Budget, Innovation, and Strategy, outlined some additional highlights in the budget recommendation, including the Sesquicentennial, Public Safety investments, and asset management and facility maintenance. He outlined recommended personnel investments, including retention and recruitment options. He outlined the investments in water and wastewater infrastructure. He discussed monthly fee adjustments for garbage, recycling, yard waste, water & wastewater, and stormwater. He said this was the last year of the 15% increase requested to pay for that infrastructure. Together the fees will increase about 45 cents more per day. He showed the projected property tax rates for median value homes, and those above and below. Together with the fees the increase amounts to about \$9.38 per day – less than the price of a Chik-fil-A meal.

Mr. Harrington concluded that he believes this budget is a winning strategy for the community and advances every area of Council's strategic plan. He outlined next steps and informed the public that the public hearing for the budget would be held on May 20th, the budget workshop on Thursday, May 22nd, and budget adoption scheduled for June 3rd.

2. NCDOT Division Engineer Presentation

a. Key Current & Planned NCDOT Initiatives, including Southern Access Road Update

Randy Harrington, Town Manager, introduced Becca Gallas, NCDOT Division Engineer for Division Five.

Ms. Gallas introduced herself and gave her background. She outlined the NCDOT jurisdiction and the types of transportation they oversee. She said that Division 5 covers Person, Granville, Vance, Warren, Franklin, Durham, and Wake Counties and covers 6,735 miles of state-maintained roads. She said that Division 5 has more miles of state-maintained roads than 14 states. She discussed how NCDOT works through a project, with a high-level view, working with CAMPO and local municipalities. She walked Council and the public through who to call in Division 5 for what types of issues, sharing that a third Wake County maintenance office has been approved that will serve Holly Springs.

Ms. Gallas gave a review of active and upcoming projects in the state. She showed how 67% construction costs inflation since 2021 has affected construction costs and thus the ability to deliver projects. She then walked through Holly Springs specific projects. Complete 540 is in the final punch list stage with anticipated completion in the summer of 2025. Economic Development projects include the Southern Access Road which is anticipated to go to bid in June of 2025, and the US 1 / New Hill-Holleman Road interchange right-of-way plans are in progress, anticipated to go to bid in the summer of 2026. She said that resurfacing went to bid for US 1 in January of 2025;

Sunset Lake in set to go to bid in FY2027; Holly Springs New Hill Road in FY2028; and NC 55 in FY2029.

Ms. Gallas said that the Intelligent Transportation System (ITS) and Signal Projects are underway with completion anticipated this summer. She said there have been challenges, but this is a significant, innovative, project. She then gave her contact information.

CM Drees asked about the bridge replacement on Old Holly Springs Apex Rd. Ms. Gallas said she did not have that information with her, but she would get it to Council. Mr. Harrington asked for clarification on the Southern Access Road being let in June of 2025. He said the Town received an email from another NCDOT employee saying it would be 2026. Ms. Gallas said that was a separate phase of the project, but the road would be substantially completed in 2025. Council member Drees asked if 18 months was still the timeline. Ms. Gallas said it was weather dependent but they expect it to be. Council member Deshazor asked if there was a way to get ahead of constituent complaints by getting information to the Town ahead of time. Ms. Gallas said they have been talking about standardized monthly reporting and training their construction staff, when they see pain points coming, to communicate that to municipalities. She said this is a priority for her.

Mayor Mayefskie asked for additional information on Avent Ferry Road and whether there was anything that would delay it beyond 2029, given the three schools in that area. Ms. Gallas said there is confidence in that program, although there is no crystal ball. They need to manage the costs to make sure that they can meet that. There is some funding available connected to schools that might be a short-term help to that area, given the elementary and middle schools there. Mayor Mayefskie talked about the realignment of Cass Holt Rd. and Capeside Ave. and said it would be good to coordinate these projects. Ms. Gallas said she would have her staff do a site visit. MPT Berry thanked her for coming, because none of her predecessors have. He said he is worried about the resurfacing of NC 55 because it is already bad. He said he does not think the “Super Streets” are working and it’s getting hard to respond to resident complaints. Ms. Gallas said NCDOT is seeing the need for difficult conversations because our needs outpace our resources. She would like to partner in having those conversations and would be happy to have those complaints directed to DOT. She said NCDOT is always having difficult discussions on what they can fund. She said the construction dollar is worth less than it was 5 years ago. There is no great solution, but she wants to be a partner in having those discussions. She asked the Town to think about how to have shovel-ready projects when there are funding opportunities. The Microtransit plan is another great option for mitigating traffic issues. MPT Berry asked how often signal timings are evaluated. Ms. Gallas said that once ITS is implemented, they will be able to make those changes from an office in real time. MPT Berry asked if there will be a dedicated person at DOT who will do that, or will the Town have to fund a staff position. Ms. Gallas said they have an office near the fair ground that monitors all that infrastructure, the Traffic Management Facility, and it will become part of their duties to monitor Holly Springs signals.

Council member Drees asked for an update on the light at Lockley and Sunset Lake and asked if the construction cost increases are nationwide or North Carolina specific. Ms. Gallas said she would send an update on that signal. She said the cost increases are nationwide, but NC is following the same pattern. Council member Drees asked if the signal timings are back to normal. Ms. Gallas said they are being looked at regularly. Council member Deshazor asked if there was any way to speed projects up. If we are looking at Avent Ferry Rd not starting until 2029, then it won’t be done until the 2030s, and the problem is now. Ms. Gallas said, supposing adequate funding is available, some of the biggest uncertainty and risk is associated with right-of-way and utilities. They are looking at other ways to manage that, doing early acquisition when possible, and starting earlier in the project and having sufficient dedicated resources. Also, alternative delivery is something they are looking at other models like Construction Manager General Contractor “CMGC” and also Progressive Design Build. Getting contractors involved earlier in the process is useful. One of the

examples is the Greensboro Airport. They delivered an interchange for Boom Supersonic in 12 months through alternative delivery. She said there are slight differences in the different alternative delivery methods, but the key thing is getting contractors involved earlier to manage scope, schedule, and budget.

b. Other NCDOT and Town Partnership Projects

Kendra Parrish, Executive Director of Utilities and Infrastructure, said she was here to provide an update on the Avent Ferry Road widening from Ralph Stephens Rd. to Cass Holt Rd. and receive feedback from Council on potential NCDOT partnership to administer design and construction for the project. The project is proposed as a .75 mile 4-lane median divided cross-section along Avent Ferry Road, and the original municipal agreement was executed between the Town and NCDOT on May 17, 2017. She showed the area included in this phase.

Ms. Parrish explained that the original agreement was for \$9.8 million and is set to expire. During COVID project funding was frozen and this project was considered for removal from the State Transportation Improvement Program (STIP). The draft STIP now identifies additional funding for a total of \$20.2 million for the town to administer the project. A revised Municipal Agreement will include reimbursement for Design & Construction documents, private utility relocations, property acquisition, and construction. The new municipal agreement would come after the STIP is approved by the state in the fall. She reminded the public of the steps to building a road project and why it takes as long as it does. She then said that design firm selection would begin this month and last through August 2025, with design and construction documents beginning in October of this year through 2027, right-of-way acquisition in 2027-2029, and construction beginning 2029 and finishing in 2032.

Ms. Parrish said that next steps include future consideration of a revised municipal agreement with NCDOT to administer the project, and Council action to review and consider the contract for professional services for design, projected to be in the fall of 2025. Council member Drees asked why this project's cost went up so much more. Ms. Parrish said this was originally estimated in 2017, longer ago than the 67% construction cost increase Ms. Gallas was talking about. It is related to property value increases for property acquisition as well as construction costs. Council member Forrest asked, with 55 being resurfaced in 2029 and Avent Ferry being constructed in 2029, how we are going to navigate traffic. Ms. Parrish said that resurfacing is usually done in the warmer months. We will do the resurfacing in that time frame. The progression of Avent Ferry Road will probably be such that the 55 resurfacing will be finished prior to any lane closures on Avent Ferry Rd. MPT Berry asked what percentage of the cost was for right-of-way. Ms. Parrish said the developer at the Capeside / Cass Holt area would have to dedicate right-of-way, so it may lower our right-of-way costs. But that development project was just approved. They are going to have to be in conversation with them and NCDOT on timing and funding. Council member Forrest asked if costs continue to escalate, would we ever come to the point where we took out the median to save land and costs. Ms. Parrish said that, getting back to the operational functionality of the improvements, staff looks at how we can move the vehicles efficiently and safely, and minimize the scope while still meeting those needs. We would be looking to reduce scope to meet the needs. Council member Forrest asked when we would discuss later phases of widening Avent Ferry Rd. Ms. Parrish said the Town is finishing up the bond projects from 2018, and as we look at what the next decade is going to look like, that would be a great contender for the CTP. Council member Drees wanted to reiterate that they are grateful to NCDOT for the STIP and we have a good partnership. She then asked who would be responsible for any cost overruns. Ms. Parrish said that usually with municipal agreements if overruns are for things within the scope of the project that DOT typically pays for, the overrun is typically paid for by DOT. If we as a town decide we want something above and beyond, then the Town bears the cost of the overruns on that. But these

details are ironed out in the municipal agreement. Ms. Gallas said DOT has a process of reviewing cost increases and would work with the town on the funding. Council member Drees asked for timely reviews to move this project along as fast as possible. Council member Deshazor said we need to look at things on a macro level so that we can coordinate projects and time them better. Ms. Parrish said the development schedule is run by the developer and we don't have a lot of control, but we are looking at the process and how we can better coordinate projects.

Ms. Parrish said she wanted to provide an update on the Intelligent Transportation System (ITS) implementation. She reminded the public what the ITS was and how it would help mitigate traffic issues. She said Phase 1, synchronizing the signal to fiber and Phase 2, Installation of signal monitoring cameras, are complete. Phase 3, upgrading the signal software and creating a fiber connection to the NCDOT traffic center is under construction right now. The town is paying 10% of this cost and NCDOT is paying 90%. It enables "always on" communication and notification of system issues, permits remote systems updates and incident systems management. Phase 4, calibrating timing plans with current traffic counts has been included in Phase 3. The final Phase 5 will be a Community Signal Management System, for real time monitoring of traffic congestion and adjustments locally. She reiterated the benefits to the Town once the project is complete. She said the calibrating of signal and synchronization is anticipated to be completed in June of this year (focusing on NC 55 first), with NCDOT inspections completed in July. August will provide a 30-day monitoring period during which time adjustments can be made.

Council member Drees asked at what point the new controllers are going in. Ms. Parrish said they have taken out the old controllers and installed new ones. They are working on tying the fiber in to the controllers. Jeff Wilson, Director of IT, said that there are some locations that have the new controllers, but the timing plans are updated and contractors are working on tying the fiber in. At that point the timing will be tweaked. MPT Berry said the Town cannot be running quality control for DOT; they need to have someone out there.

c. Comprehensive Transportation Plan (CTP) Overview

Chris Hills, Director of Development Services, said this item was for Council to receive information about the Comprehensive Transportation Plan and the Metropolitan Transportation Plan (MTP) implementation. He outlined the ways we use the CTP within town, in coordination with NCDOT, to inform Federal funding opportunities and in development review of private sector projects. He said the MTP is the regional version of the CTP which uses extensive modeling and that it is used to inform SPOT / LAPP eligibility. He said the Town has had a lot of success with SPOT and LAPP projects. He listed several future projects and explained how they moved to "above the line" based on available funding and other factors.

Mr. Hills focused in on a section of Holly Springs Road and showed how the current project will take it from failing to successful through 2055. He focused in on Avent Ferry Road and Piney Grove Wilbon area, and showed how there will be continued problems with the area even after the currently planned improvements. As we look at the next level of priorities, this is something we need to address. He talked about the competition for funds and how that affects the way we address secondary roads. Backing out to a larger view of the Town he showed known improvements, those funded by private development, the Town, and NCDOT and gave Council an overview of those projects. He highlighted projects Council had marked as their priorities at the retreat. He said he wanted to check in with Council on those priorities. Council member Drees asked about the traffic we get from Harnett County and asked if conversations are being had with those counties. Mr. Hills said that Harnett County is in CAMPO and those conversations are being had. We receive some benefits from that, but sometimes because of the way the state allocates

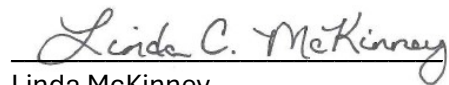
funds, we have trouble competing with them. Council member Drees asked if the Council priorities reflect what staff thinks are priorities. Mr. Hills said this is always a snapshot in time and we are going to see continued evolution. He thinks these are the right priorities today, but that is going to shift south over time. Funding models are based on capacity and volume and where the problems are at the time. The challenge will become how we get secondary roads funded, and making them seen as more regional connections. Council member Drees said we don't have bike or pedestrian improvements prioritized around the new park. She asked if we were creating opportunities for people to bike there. Mr. Hills said our CTP and Parks & Recreation Master Plans have sidepaths and greenways identified, and we look for grants and possibilities to get those funded.

3. Closed Session: none.

4. Adjournment:

Motion to adjourn was made by MPT Berry seconded by Council member Forrest and passed with a unanimous vote. The May 13, 2025 workshop meeting of the Holly Springs Town Council was adjourned at 8:09 pm.

Respectfully submitted on Tuesday, June 17, 2025.


Linda McKinney
Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Consent Agenda

Title: Town Council Meeting Calendar Amendment

Strategic Priority Area: Organizational Excellence
Vibrant Community

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Amend the calendar of meetings to add a joint meeting with the Cary Mayor and Town Council on August 26, 2025 at 5:30 pm at The Mayton.

Explanation:

- From time to time, the Mayor & Council meet with neighboring Town governing bodies to discuss regional issues and strengthen relationships and partnership opportunities.
- The Town of Cary has invited the Holly Springs Mayor and Council to a joint dinner meeting to be held on August 26, 2025 at 5:30 pm at The Mayton Inn.
- It is anticipated that the primary topic of discussion will include possible further exploration of a regional wastewater partnership between the Town of Cary and Town of Holly Springs.

Background:

- Town Council adopted a schedule of meetings for 2025 at their December 3, 2024 meeting.
- This schedule may be amended in open meeting at least 7 days before the first amended meeting.
- There are more than seven days before August 26th.

Funding Source(s):

N/A

Attachment(s):

1. 2025 TC Calendar - amended - draft

**1st Tuesday of March, June,
September, & December:**

Second Tuesday:

Third Tuesday:

	Jan. 14, 2025
	Jan. 21, 2025
	Feb. 6-8, 2025
	Feb. 18, 2025
	Mar. 4, 2025
	Mar. 11, 2025
	Mar.18, 2025
	Apr. 8, 2025
	Apr. 15, 2025
	May 13, 2025
	May 20, 2025
	May 22, 2025
	June 3, 2025
	June 10, 2025
	June 17, 2025
	July 15, 2025
	Aug. 19, 2025
	Aug. 26, 2025
	Sept. 2, 2025
	Sept. 9, 2025
	Sept. 16, 2025
	Oct. 14, 2025
	Oct. 21, 2025
	Nov. 10, 2025
	Nov. 18, 2025
	Dec. 2, 2025
	Dec. 9, 2025
	Dec. 16, 2025

Council Regular meeting 7 p.m. in Town Hall Council Chambers.

Council Work Session 6 p.m. in the Law Enforcement Center, Training Room..

Council Regular meeting 7 p.m. in Town Hall Council Chambers.

6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
2024 Annual Retreat - Chapel Hill
7:00 p.m. Council Regular meeting
7:00 pm Council Quarterly Meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
6:00 p.m. Budget presentation at Town Hall
7:00 p.m. Council Regular meeting (budget Hearing)
6:00 p.m. Council Budget Workshop at LEC (THURSDAY)
7:00 p.m. Council Quarterly meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
7:00 p.m. Council Regular meeting
7:00 p.m. Council Regular meeting
5:30 Joint meeting with Cary Council The Mayton
7:00 p.m. Council Quarterly meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting
7:00 p.m. Council Regular meeting
7:00 p.m. Council Organizational meeting
6:00 p.m. Council Workshop
7:00 p.m. Council Regular meeting



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda

Title: Amgen Helix Three-Party Agreement

Strategic Priority Area: Growth Management & Economic Vitality
Vibrant Community

Staff Resource: John Schifano, Town Attorney

Action(s):

Approve 3 way party agreement between Amgen, Town of Holly Springs, and Helix Development Group.

Explanation:

- The Town has entered into an Economic Development Agreement with Amgen which contemplated a future agreement that is a three way agreement with Amgen and the CaMP Helix business park owner, Helix Development Group, to address the responsibility of each party in the offsite improvements that are related to the Bengal (Amgen Expansion) project.
- The offsite improvements are more specifically outlined in the proposed contract and include water and reclaimed water loop completion, intersection improvements at Friendship Road and Holly Springs New Hill Road, Realignment of Friendship Road and New Hill Holleman Road.
- The proposed Three Party Agreement sets forth timelines for the Town's approval of certain construction design approvals, and obligates the Town to assist with easement acquisition for public infrastructure that is being installed in conjunction with this project (a water line loop).
- There are no direct costs for the Town associated with this contract.

Background:

- Amgen announced its first decision to locate in Holly Springs in August 2021 with a \$550M investment to build a biologic drug substance manufacturing facility.
- In December 2024, while under construction on the first phase, Amgen announced a \$1 billion expansion to establish a second drug substance manufacturing facility, known as Project Bengal, adding on to its existing facility in Holly Springs.
- In conjunction with development of real property, there are transportation and utility upgrades that are required by the company based on their needs and impact which are referred to in the contract as offsite improvements.
- Amgen has engaged Helix Development Group to provide certain management, development, design and construction oversight, and operational services to complete the required offsite improvements.
- The Town is responsible for issuing the permits and approvals for the Offsite

Improvements and for the development and operation of Project Bengal, and has agreed to join as a party to this Contract for the purposes herein described.

Funding Source(s):

N/A

Attachment(s):

1. 5-23-2025 Offsite Improvements Contract_TOWN COUNCIL VERSION

**OFFSITE IMPROVEMENTS CONTRACT
FOR AMGEN NORTH CAROLINA EXPANSION
(PROJECT BENGAL)**

THIS OFF-SITE IMPROVEMENTS CONTRACT ("**Contract**") is made and entered into as of the Effective Date by and between Amgen Inc., a Delaware corporation ("**Amgen**"), Trustwell Property Group, LLC, a North Carolina limited liability company, D/B/A Helix Development Group ("**Agent**"), and The Town of Holly Springs, NC, a North Carolina municipality ("**Town**"). The parties state and acknowledge as follows:

A. In conjunction with the development of certain real property owned by Amgen for the expansion of a biologic drug substance manufacturing facility, currently referred to as "Project Bengal", which property has an address of 4130 Friendship Road, Apex, North Carolina, in the Town of Holly Springs (the "**Property**"), Amgen has agreed to complete or cause to be completed certain "Offsite Improvements" more particularly described herein, and defined below, to facilitate the operation of Project Bengal on the Property.

B. Agent is engaged in part in the business of providing certain management, development, design and construction oversight, and operational services for real property.

C. Amgen desires to engage Agent to provide certain management, development, design and construction oversight, and operational services in connection with the completion of the Offsite Improvements, subject to the terms and conditions of this Contract, and Agent desires to accept such engagement.

D. Town is responsible for issuing the permits and approvals for the Offsite Improvements and for the development and operation of Project Bengal, and has agreed to join as a party to this Contract for the purposes herein described.

NOW THEREFORE, for and in consideration of the mutual covenants provided for herein, Amgen, Agent and Town agree as follows:

1. Relationship of Parties. Amgen hereby appoints Agent to provide management, development, design and construction oversight, and operational services with respect to the Offsite Improvements, and Agent hereby accepts the appointment and agrees to perform such services in accordance with this Contract. It is the purpose and intent hereof to create between Agent and Amgen a relationship wherein Agent has contracted to perform the services contained herein for Amgen's benefit in consideration of the payment by Amgen of the costs and fees described elsewhere in this Contract. Nothing contained herein shall be deemed or construed to constitute Agent or Town as a partner, general contractor, joint venturer, co-principal, employee or associate of Amgen, or of any person claiming by, through or under Amgen, in the conduct of their respective business, and Agent shall perform all services as an agent of Amgen, to the extent specifically provided for herein or otherwise authorized by Amgen. Further, Agent does not have any authority, express or implied, to execute or otherwise bind Amgen to any contracts of any kind. Any such action taken by Agent shall be null, void, and unenforceable against Amgen.

2. Term of this Contract. The term of this Contract shall commence on the Effective Date and continue until the completion of the Offsite Improvements (as evidenced by delivery of Evidence of Completion (as herein defined) with respect thereto, and, where applicable, acceptance thereof by Town (or other public utility or governmental entity), and

issuance of all permits required for occupancy and operation of Project Bengal on the Property, unless otherwise terminated prior thereto in accordance with the terms of this Contract. Without limiting the foregoing, the parties agree that the warranty provisions in Section 3(h)(4) below shall survive termination of this Contract.

3. Offsite Improvements.

a. Scope. Agent shall undertake the design, permitting and construction of, and/or facilitate the design, permitting and construction by others of, the following (collectively, the “**Offsite Improvements**”):

- (i) Water and Reclaimed water loop completion – Agent shall coordinate and oversee the design, permitting, installation and completion of a public water main loop and public reclaimed water main loop along Friendship Road and Woods Creek Road generally northeast of the Property in collaboration with the Town and more fully described in Exhibit A attached hereto.
- (ii) Intersection improvements at Friendship Road and Holly Springs New Hill Road – Agent shall coordinate and oversee the design, permitting, right of way acquisition, installation and completion of intersection improvements, that shall take the form of a roundabout, as more fully described in Exhibit A attached hereto (the “**Intersection Improvements**”). In the event the North Carolina Department of Transportation (“**NCDOT**”) does not approve the Intersection Improvements, then the parties hereto shall attempt to agree on substituted intersection improvements, that are of similar cost and scope as the Intersection Improvements, that would be approved by NCDOT; provided, however, that Amgen shall only be responsible for contributing costs for the Intersection Improvements (including any agreed substituted components thereof) to implement traffic control measures to strictly address the impacts to the intersection at Friendship Road and Holly Springs New Hill Road solely attributed to Project Bengal as specified in the Traffic Impact Analysis dated August 2023, as reflected in Exhibit A attached hereto (the “**Bengal Traffic Impacts**”). For the avoidance of doubt, Amgen shall only be responsible for the portion of the costs for the Intersection Improvements required as a result of the Bengal Traffic Impacts, and shall not be responsible for any additional cost that may be incurred due to the installation or completion, or cost thereof, of any improvements required as a result of new development(s) by the Town or any other entity not associated with the Bengal Traffic Impacts (e.g., in the event that NCDOT requires a larger roundabout for Friendship Road and Holly Springs New Hill Road than the Intersection Improvements in Exhibit A due to non-Project Bengal related development(s)).
- (iii) Realignment of Friendship Road at New Hill Holleman Road – Agent shall coordinate and oversee the design, permitting, right of way acquisition, installation and completion of the realignment of Friendship

Road with a water main extension generally southwest of the Property and the termination of the existing Friendship Road route just east of New Hill Holleman Road in collaboration with and approved by the Town and NCDOT, as more fully described in Exhibit A attached hereto.

b. Town Approval of Scope. Town agrees that the Offsite Improvements herein described are the only off-site improvements that will be required in connection with, and, once completed, will satisfy all Town requirements for off-site improvements for, and allow issuance by the Town of all necessary permits and approvals to allow for, construction and operation by Amgen of Project Bengal on the Property. Town is familiar with the requirements of NCDOT for road improvements, and warrants that the Offsite Improvements herein described satisfy all such NCDOT requirements. Town shall be responsible for planning and coordinating with NCDOT and shall use reasonable best efforts to assist Agent and Amgen in obtaining any required approvals from NCDOT or other applicable governmental agencies with respect to the Offsite Improvements. In no event shall Amgen have any obligation to Town or Agent to construct or pay for any offsite improvements in connection with Project Bengal other than the Offsite Improvements herein described.

c. Offsite Improvement Plans. The Offsite Improvements shall be more particularly detailed in plans, specifications and construction drawings to be prepared by Agent, consistent with matters described on Exhibit A attached hereto, in such detail as Town may reasonably require, and which shall be in compliance with all applicable Published Town Development Criteria¹ (as defined below), and other applicable statutes, ordinances and regulations (the “**Offsite Improvement Plans**”). On or before 120 days from the Effective Date of this Contract, and prior to commencement of the Offsite Improvements (or applicable portion thereof) Agent shall deliver a copy of the proposed Offsite Improvement Plans (or applicable portion thereof) that were approved by Amgen to Town (with a courtesy copy to Amgen), and Town agrees to use best efforts to expedite its review and approval of the same, and shall give Agent written notice (with a courtesy copy to Amgen) of its approval of, or its requested changes to, the Offsite Improvement Plans (with Town responsible for obtaining any required approvals from NCDOT or other applicable governmental agencies with respect thereto). If Town or NCDOT requests any changes to the Offsite Improvement Plans (which changes may not deviate materially from the scope described on Exhibit A attached hereto), Agent, Town, and Amgen shall mutually agree upon what changes to make and Agent shall make such changes. Amgen and Agent will engage with Town and NCDOT to understand the requirements for any such changes to the Offsite Improvement Plans, and Agent shall seek Amgen’s consent in writing to any such proposed changes to the Offsite Improvement Plans. Agent shall promptly provide Amgen with all relevant supporting documentation for any proposed changes to the Offsite Improvement Plans, and Amgen shall review and respond to such proposed changes in writing within ten (10) business days following receipt of the complete supporting documentation. Within ten (10) days thereafter, Agent shall submit the revised portion of the Offsite Improvement Plans to Town and Amgen. This process shall continue until such time that Town and Amgen approve the Offsite Improvement Plans in accordance with this paragraph. Agent, Town and Amgen shall, at all times in their preparation

¹ Such Offsite Improvement Plans shall conform to the Town’s development criteria as found in the Town’s *Unified Development Ordinance, Development Procedures Manual, Engineering Design and Construction Standards*, and any other applicable Town-adopted policy published on the Town’s website as of the Effective Date of this Contract (the “**Published Town Development Criteria**”).

and/or review of the Offsite Improvement Plans, and of any revisions thereto, act reasonably and in good faith. Once approved, Agent shall not make any changes to the Offsite Improvement Plans without Town's and Amgen's consent.

d. Change Orders. Following approval of the Offsite Improvement Plans, any changes (i) requested by Amgen for offsite improvements over and above what is strictly required for permitting and operation of Project Bengal or (ii) necessitated by a Force Majeure Event (as defined below) causing changes to the scope of work that is strictly required for permitting and operation of Project Bengal or (iii) necessitated by unforeseen physical conditions (i.e., underground rock that requires special excavation methods) not reasonably discoverable by Agent prior to finalization of the Final Budget (herein referred to as a "**Change Order**") shall be at Amgen's sole cost and expense. In the event Amgen requests or a Force Majeure Event or unforeseen physical condition as described in the preceding sentence requires any Change Order, Agent shall notify Amgen of the estimated incremental cost thereof and impacts to the Development Schedule (as herein defined) as a result thereof, and Amgen shall have ten (10) days in which to approve, deny or withdraw the Change Order request. The Development Schedule (as herein defined) shall be reasonably adjusted as necessary to account for the submittal, approval and execution of any Change Orders.

e. Final Budget. Within ten (10) days following, or simultaneous with the process of obtaining, approval of the Offsite Improvement Plans, and prior to commencing the construction of the Offsite Improvements (or applicable portion thereof), Agent shall deliver to Amgen a detailed line-item estimate of the cost to construct the Offsite Improvements (or applicable portion thereof), including, as applicable, the estimated cost to Amgen to acquire the Additional Property (herein defined), prepared by Agent and Agent's engineer, based on (and, where identified on Exhibit B attached hereto, not to exceed certain amounts set forth in) the preliminary budget attached hereto as Exhibit B (the "**Final Budget**"), and Amgen shall have thirty (30) days after receipt thereof in which to review the same and to give Agent written notice of its approval of, or objection to, the Final Budget. If Amgen objects to the Final Budget, Agent and Amgen shall mutually agree upon what changes to make and Agent shall revise the Final Budget and shall, within ten (10) days thereafter, submit the revised Final Budget to Amgen. Amgen shall have ten (10) days after receipt of the revised Final Budget in which to review said revised Final Budget and in which to give to Agent written notice of its approval thereof, or any remaining objections thereto. This process shall continue until such time, if at all, that Amgen approves the Final Budget in accordance with this paragraph. Agent and Amgen shall, at all times in their preparation and/or review of the Final Budget, and of any revisions thereto, act reasonably and in good faith. Throughout the construction of the Offsite Improvements, Agent shall notify Amgen promptly of any material deviations from the Final Budget.

1. Not to Exceed Amounts. Agent agrees that the Final Budget (or applicable line items thereof) shall not exceed any "not-to-exceed" amounts expressly identified/set forth in Exhibit B attached hereto unless a change is expressly agreed to in writing by Amgen.

2. Mitigation of Expenses. Agent agrees to take all reasonable best efforts to ensure the efficient and cost-effective construction of the Offsite Improvements, such that the Final Budget is not exceeded. Town agrees to take all reasonable best efforts to coordinate with NCDOT and with Agent and Amgen to mitigate the expense of construction of the Offsite Improvements.

3. Material Purchases. To the extent practicable, and unless otherwise directed in writing by Amgen, Agent shall, within thirty (30) days of the Effective Date of this Contract, purchase or secure fixed pricing for all materials required for the Offsite Improvements. This obligation is intended to minimize the impact of inflation, market volatility, or any government-imposed tariffs on construction costs.

4. Tariff-Related Cost Adjustments. If, after the Effective Date of this Contract, the United States imposes a tariff that increases the cost of an imported good, item, or material, not otherwise purchased by Agent and required for the construction of the Offsite Improvements (each, an “**Affected Good**”), Agent may request a cost adjustment from Amgen. To request such an adjustment, Agent must: (i) clearly identify the Affected Good; (ii) specify the particular tariff imposed, including the exact increase attributable to the cost of the Affected Good; and (iii) provide Amgen with reasonable documentation demonstrating the impact of the tariff on the cost of the Affected Good for the Offsite Improvements. Amgen will consider such requests in good faith; however, no cost adjustment shall be effective unless and until approved in writing by Amgen. Any approved adjustment shall apply solely to the specific Affected Good and shall not apply to any other goods, services, general costs, or profit margins. If the applicable tariff is reduced or rescinded, the corresponding cost adjustment shall be reduced or eliminated, effective as of the date of the tariff change, without the need for a subsequent writing by the parties. Agent shall promptly notify Amgen of any such changes to the applicable tariffs of Affected Goods.

f. Pre Construction Deliveries. Following, or simultaneous with the process of obtaining, approval of the Offsite Improvement Plans and the Final Budget, and prior to commencing the construction of the Offsite Improvements (or applicable portion thereof), Agent shall (a) deliver to Amgen and Town evidence of Agent's insurance as more particularly set forth on Exhibit C attached hereto, and otherwise reasonably satisfactory to Amgen and Town, which insurance shall be maintained throughout the construction of the Offsite Improvements, (b) promptly file all applications with the Town, Wake County, NCDOT, North Carolina Department of Environmental Quality (NCDEQ), or other applicable governmental authorities in order to obtain all entitlements, permits and governmental approvals necessary for construction of the Offsite Improvements (or applicable portion thereof) in accordance with the Development Schedule, including, without limitation clearing and grading permits, driveway permits, NCDOT permits and approvals, wetland, stream crossing and other environmental permits, and the like (collectively “**Permits and Approvals**”), (c) deliver to Amgen evidence that Agent has obtained all of the Third Party Development Agreements (herein defined), (d) deliver to Amgen evidence that Agent has received all Permits and Approvals, and (e) deliver to Amgen and Town evidence that Agent or Town has secured fee title and/or easements for any additional property owned by third parties and needed to install the Offsite Improvements (“**Additional Property**”).

1. Permits and Approvals. The Town agrees, to the greatest extent possible under applicable law, (a) to facilitate and expedite, all Town-administered permits, plan approvals, zoning approvals, inspections and other required approvals, certificates and/or licensing necessary or appropriate in connection with the Offsite Improvements, and (b) where appropriate and lawful, to waive any Town regulation related to any such Permits and Approvals, and (c) that Agent may apply for more than one type of local permit, approval certificate, or plan at a time, and applications for such Permits and Approvals shall be reviewed concurrently in an expedited manner by the Town to the

extent possible, and (d) to exercise reasonable diligence in cooperating with Agent and Amgen to facilitate the issuance of any State of North Carolina and/or federal permits and approvals which may be required for construction of the Offsite Improvements or Project Bengal, and (e) to provide at all times during construction of the Offsite Improvements, at the Town's expense, a project coordinator who is a full-time Town employee dedicated to be a single point of contact for Town permitting and approval requirements related to the Offsite Improvements, and (f) to make every effort to maintain the confidentiality of the items contained within the permitting applications as allowable under North Carolina law, and (g) to ensure that all permitting submittals required with respect to the Offsite Improvements are reviewed and comments, if any, are returned to Amgen and Agent within two (2) weeks from the date of submitting such permitting applications, until such time as the submittal meets the Published Town Development Criteria and all required permits are issued within one (1) week from the date of final submittal. The Town agrees to cooperate in good faith with Agent to provide inspectors, who would, among other things, provide timely and responsive guidance leading up to and during construction activities.

2. Additional Property. The Additional Property (and the current owners thereof) are described on Exhibit D attached hereto. In connection with the acquisition of the Additional Property, Agent shall use all good faith efforts to acquire the Additional Property (by offering to pay fair market value for such Additional Property based on the respective estimated amounts included in Exhibit B), and shall at all times keep Amgen and Town fully informed as to the status of any such discussions or negotiations, and may not agree to pay any sum certain for Additional Property without Amgen's prior approval. In the event that the Additional Property cannot be acquired by Agent after such good faith efforts, and provided Agent demonstrates to Town that Agent has offered fair market value for such Additional Property (Town hereby agreeing that a real property appraisal performed by a North Carolina licensed appraiser shall suffice in evidencing fair market value for such Additional Property), Town agrees to make, or cause NCDOT to make, any such acquisitions, through the power of eminent domain, at fair market value, including, without limitation, all necessary easements, rights-of-way or other property interests that are necessary for the water loop line and reclaimed water loop line system herein described, including both temporary construction and permanent utility easements for access, operation and maintenance of the water service line by the Town, and any additional right-of-way necessary for the transportation improvements herein described. The Town's assistance in the acquisition of the Additional Property shall be limited to non-monetary contributions.

g. Third-Party Development Agreements. Agent shall advise and consult with Amgen and Town in connection with the selection and retention of architects, engineers, designers, and contractors for the Offsite Improvements, all of whom shall be subject to Amgen's reasonable prior approval. Agent has heretofore, or shall hereafter, enter into agreements with such third parties, and with the Town and/or other governmental or quasi-governmental entities, including, without limitation, utility companies, and other agreements, including for the acquisition of the Additional Property, in order to facilitate construction of the Offsite Improvements (the "**Third-Party Development Agreements**").

1. To induce full and complete performance of the counterparties' obligations thereunder, Agent agrees to use good faith efforts to cause applicable Third-

Party Development Agreements to include provisions to acquire all material that can be safely stored on the Agent's construction site prior to installation, for example underground piping, valves and similar materials (the "**Storable Materials**") as soon as practicable after the Effective Date, holdback provisions (for at least 10% of the contracted sum) until the point at which 50% of the construction of the Offsite Improvements is complete, including procurement of all Storable Materials, as commemorated in the pay application of the third party contractor and thereafter 5% shall be retained until completion) and liquidated damages provisions (for delays in completion caused by factors within control of the contractor). Agent shall include a provision in each Third-Party Development Agreement that excludes the third parties' ability to maintain a lien against Amgen or Amgen's Property in connection with the performance of services or provision of goods under such Third-Party Development Agreement.

2. Risk of Loss. Agent shall be responsible for, and shall bear costs related to or arising out of, any and all risk of loss or damage to the Storable Materials or Offsite Improvements in progress, and all materials and equipment delivered to the construction site until completion of the Offsite Improvements. Agent shall not be entitled to any extension of time or additional compensation on account of Agent's failure to protect any such materials, equipment or Offsite Improvements. Agent shall be responsible for the security of its workers and their tools, materials and equipment located on and moving to and from the construction site. All tools and equipment belonging to Agent and Agent's contractors and subcontractors must be clearly identified as such. Agent's responsibility for Offsite Improvements in progress and materials and equipment required for the performance of its obligations hereunder shall include without limitation the following: (i) receiving, unloading, inspecting and storing materials and equipment in a secure place and in a manner subject to Amgen's review and approval. Outside storage of materials and equipment subject to degradation by the elements must be in weather tight enclosures; (ii) delivering from storage to the construction site all required materials and equipment; and (iii) maintaining complete and accurate records, to be made available for Amgen's review, of all materials and equipment received, stored and issued for use in performance of the Offsite Improvements.

Agent shall perform its obligations hereunder in a manner so as to avoid exposure to the risk of loss, theft or damage by vandalism, sabotage or any other means to any Offsite Improvements, materials, equipment or other property at the construction site. Agent shall inspect all Offsite Improvements, materials and equipment to determine whether any conditions exist that might involve exposure to such risks and, to the extent such conditions exist, shall immediately correct such conditions.

3. If any counterparty shall default in the performance of any of its obligations under the Third-Party Development Agreements, Agent shall promptly provide Amgen and Town with a notice of non-compliance (a "**Non-Compliance Notice**"), and shall use commercially reasonable efforts to procure such counterparty's compliance with the applicable provisions under the Third-Party Development Agreements. If within ten (10) days (or in the case of emergency, such lesser time as may be reasonable under the circumstances) following delivery of the Non-Compliance Notice, the counterparty shall fail to cure (or commence to cure) said default under the Third-Party Development Agreements, Amgen shall have the right, at Amgen's sole

cost and expense, to commence a legal proceeding against the counterparty, for the sole purpose of compelling the counterparty to comply with its applicable obligations under the Third-Party Development Agreements. In furtherance of the foregoing, Agent shall ensure that Amgen is deemed an intended third-party beneficiary of such Third-Party Development Agreements.

4. Agent shall not knowingly do or knowingly permit to be done any act or thing which may constitute a breach or violation of any term, covenant or condition of the Third-Party Development Agreements. Agent shall remain diligent in its oversight and management of the Offsite Improvements.

5. Agent agrees not to effect any modification or amendment or termination of the Third-Party Development Agreements which impact the Offsite Improvements or the Property without the written consent of Amgen in each case.

6. Agent covenants that, if it receives any notice of default under the Third-Party Development Agreements, it shall immediately provide Town and Amgen a copy of such notice and Amgen may (but is not obligated to) cure such Agent default under the Third-Party Development Agreements. In the event Amgen cures such default, Agent shall promptly reimburse Amgen for all of Amgen's costs in effecting such cure, or in the alternative, Amgen may offset from any Development Fee (as herein defined), or other amounts payable to Agent hereunder, the costs of such cure.

h. Workmanship. Agent or its contractor(s) shall construct the Offsite Improvements lien-free, in a good, first-class and workmanlike manner, with continuous due diligence, and in accordance with the Offsite Improvement Plans and the Development Schedule (herein defined) and all applicable governmental laws and regulations, including, without limitation, the Permits and Approvals. Without limiting the foregoing, Agent shall be responsible, and have authority, for arranging, supervising and coordinating all development and construction services necessary to perform the Offsite Improvements. Such services shall include, without limitation, (a) entering into the Third-Party Development Agreements, (b) timely obtaining all Permits and Approvals, (c) coordinating payment of contractors in connection with construction of the Offsite Improvements (subject to payment/reimbursement by Amgen as herein provided), and (d) ensuring that all labor, materials, and work are performed in accordance with the Offsite Improvement Plans, the Development Schedule and the Final Budget. Amgen and Town shall have the right to have one or more observers/inspectors on site at all times to observe Agent's construction of the Offsite Improvements.

1. Bonds. Agent agrees to obtain all payment, performance and/or warranty bonds as are required by applicable law or Town or NCDOT regulations in connection with projects involving construction by a private party of public infrastructure improvements similar to the Offsite Improvements, being the following: (i) Payment and Performance Bond for the construction of the Offsite Improvements, (ii) Warranty Bond for the Offsite Improvements (collectively, "**Bonds**"). Each of the Bonds shall name Amgen as an additional obligee and be in form and substance acceptable to Amgen. Agent agrees that the costs to Amgen of the Bonds are incorporated within Exhibit B and shall not exceed the amounts set forth therein. Town agrees that the Bonds herein described are the only bonds that will be required in connection with the Offsite Improvements. Town is familiar with the bonding requirements of NCDOT for

road improvements, and warrants that the Bonds herein described satisfy all such NCDOT requirements.

2. Liens. No person shall be entitled to any lien on the Property for any labor or material furnished in connection with the Offsite Improvements, and nothing in this Contract shall be construed to constitute Amgen's consent to the creation of any such lien. If any lien is filed against the Property (or any other property owned by Amgen), or any of the Additional Property, for work claimed to have been done for or material claimed to have been furnished in connection with the Offsite Improvements, Agent shall cause such lien to be discharged of record within thirty (30) days after filing. Agent shall indemnify Amgen from all costs, losses, expenses and attorneys' fees in connection with any such lien.

3. No Recourse Against Amgen. So long as Amgen timely completes its obligations pursuant to Sections 5(b) and 6 of this Contract, Town and Agent agree that Amgen shall have no obligation or liability to Town or Agent (or any other party) for any defects in, or failure to properly complete, the Offsite Improvements, and hereby release Amgen from any and all liability with respect thereto, and Town agrees to look exclusively to Agent (and/or its agents or contractors) and/or the Bonds with respect thereto.

4. Warranty. Agent warrants (and will cause its general contractor(s) to warrant for the benefit of Agent and Amgen) that the Offsite Improvements will be free from defects for a period of one (1) year following delivery of Evidence of Completion (herein defined) with respect thereto.

i. Development Schedule; Delays. Within ten (10) days following, or simultaneous with the process of obtaining, approval of the Offsite Improvement Plans, and prior to commencing the construction of the Offsite Improvements (or applicable portion thereof), Agent shall deliver a copy of a detailed line-item development schedule for completion of the Offsite Improvements, based on (and, where identified on Exhibit A attached hereto, not to extend beyond certain "not to exceed" deadlines set forth in) the preliminary schedule included on Exhibit A attached hereto (collectively, the "**Development Schedule**"). Throughout the construction of the Offsite Improvements, Agent shall notify Amgen promptly of any material deviations from the Development Schedule. In the event that Agent is unable to complete the Offsite Improvements (or a portion thereof) in accordance with the Development Schedule due solely to Amgen Delay (as herein defined), the Development Schedule for the applicable portion(s) of the Offsite Improvements impacted by such Amgen Delay shall be postponed one day for each such day of delay. For purposes of this Agreement, "**Amgen Delay**" shall mean delays incurred by reason of Amgen's failure to timely approve or reject any matters subject to Amgen's approval within the time periods herein provided, including Change Order or the Final Budget.

1. Not-to-Exceed Deadlines. Agent agrees to use commercially reasonable best efforts to ensure that the Development Schedule (or applicable line items thereof) shall not extend beyond any "not-to-exceed" deadlines expressly identified/set forth in Exhibit A attached hereto.

2. Timely Performance. The parties acknowledge that the timely completion of the Offsite Improvements is critical to the timely commencement, and successful operation, of Project Bengal and to the safety of the public. For that reason, the Town shall work

with, and shall facilitate the cooperation of, all applicable governmental authorities, including the State of North Carolina, NCDOT, the North Carolina Division of Water Resources, the U.S. Army Corps of Engineers, and the County of Wake, North Carolina, in the performance, at no cost to Amgen, of the Offsite Improvements, and to ensure that the Offsite Improvements are completed in a timely manner.

3. Mitigation. Agent agrees to use, and shall cause its contractors and subcontractors to use, all reasonable best efforts to mitigate and avoid delay in the completion of the Offsite Improvements, including, without limitation, causing all Third-Party Development Agreements to include schedules consistent with the Development Schedule, and liquidated damages provisions for failure to timely perform.

4. No Impact on Occupancy or Operation of Project Bengal. Town acknowledges that timely occupancy and operation of Project Bengal is of utmost concern for Amgen, and agrees that, in addition to all other provisions of the EDA (as defined in Section 14 below), the provisions of Article VII, Section B(1)(vii) of the First Amendment to the EDA remain applicable with respect to delays in completion of the portion of the Offsite Improvements constituting public transportation improvements.

j. Evidence of Completion. The Offsite Improvements (or applicable portion thereof) shall be deemed complete when: (i) the Offsite Improvements are complete, as indicated in a certificate of completion from Agent's civil engineer, which includes invoices, receipts and other evidence reasonably necessary to evidence the cost of the Offsite Improvements; (ii) all necessary action and obligations, including without limitation bonding, have been taken by Agent to have any portion of such Offsite Improvements which are to be dedicated to municipal or public utilities or to applicable governmental authorities to be accepted by such entity or agency, and such entities or agencies shall have accepted (or conditionally accepted) such portions of the Offsite Improvements for maintenance; (iii) Amgen has not delivered to Agent a notice of default hereunder which remains uncured; (iv) interim or final, as applicable, lien waivers have been received from all material and labor suppliers engaged by or on behalf of Agent for such Offsite Improvements; and (v) Town has approved the Offsite Improvements in writing (collectively, "**Evidence of Completion**").

1. Ongoing Maintenance of Offsite Improvements. Any portion of the Offsite Improvements which are to be dedicated to municipal or public utilities or to applicable governmental authorities (including, without limitation, Town and/or NCDOT) shall be maintained by such utilities or governmental authorities. In no event shall Amgen have any obligation or responsibility to maintain the Offsite Improvements.

k. Enforcement. In addition to any other rights of Amgen set forth herein, in the event that the Offsite Improvements (or applicable portion thereof) are not timely completed in accordance with the Offsite Improvement Plans or the Development Schedule, or Agent otherwise fails to comply with any of its duties and obligations hereunder, and such failure continues for a period of ten (10) days following written notice from Amgen (or if such failure cannot with diligence be cured within such ten (10) day period, if Agent shall commence to cure the same within such ten (10) day period and thereafter shall prosecute the curing of same with diligence and continuity, then the time within which such failure may be cured shall be extended for a total period not to exceed thirty (30) days in the aggregate as may be necessary to complete the curing of the same with diligence and continuity), Amgen shall have the right (but not the obligation), without limiting any other rights or remedies set forth in this Contract

or available at law or in equity, to complete such Offsite Improvements or perform such other duty or obligation (“**Self Help**”). Amgen shall have the right to offset the cost of such Self Help from any Development Fee otherwise payable to Agent upon providing documentation of the costs thereof to Agent. To the extent that the cost of completing such Self Help exceeds the amount allocated to such portion of the Offsite Improvements in the Final Budget (excluding any Development Fee otherwise payable to Agent), the additional amounts shall be immediately due and payable by Agent to Amgen, or at Amgen’s election to its contractor, upon providing adequate documentation of the costs thereof. Amgen may also enforce Agent’s obligations with respect to the Offsite Improvements by an action at law or in equity, which rights shall include the right to specific performance and immediate injunctive relief. In furtherance of the foregoing, Agent agrees to execute and deliver to Amgen or its designee, upon request, a “**Collateral Assignment of Contracts, Permits and Agreements**” in a form reasonably acceptable to Amgen collaterally assigning all of Agent’s right, title and interest in and to its contracts, permits and agreements for the Offsite Improvements, including, without limitation, the Third-Party Development Agreements and the Permits and Approvals.

l. Coordination with Project Bengal. It is contemplated that Agent will be constructing portions of the Offsite Improvements at the same time that Amgen is performing certain of its own mobilization and construction work for Project Bengal. Agent shall use commercially reasonable best efforts to coordinate, phase, and stage construction of the Offsite Improvements so as to minimize (to the maximum extent possible) interaction between Agent’s and Amgen’s respective contractors, subcontractors, consultants, and staging, laydown, and work areas. To the extent that interaction between Agent’s and Amgen’s respective contractors, subcontractors, consultants, staging, laydown, and work areas is required, the parties shall coordinate and cooperate as necessary and appropriate with respect to all such interactions.

m. Incident Notification. Agent acknowledges that for purposes of managing public relations inquiries, Amgen desires to be apprised of safety incidents that occur during the construction of the Offsite Improvements. Accordingly, Agent shall use best efforts to notify Amgen (an “**Incident Notification**”) immediately (which may be telephonically to the Company Representative (defined below)) of any Incidents (as defined below) occurring in connection with the Offsite Improvements. As used herein, “**Incidents**” means, a federal or state OSHA recordable incident, or environmental releases requiring notification to Federal, State, and local environmental regulatory agencies, or any other safety incident which results in the requirement for Agent or any of Agent’s consultants to notify any applicable governmental authority. Not by way of limitation of Agent’s obligation to notify Amgen by telephone immediately of Incidents, within two (2) business days following the Incident, Agent shall provide Amgen with a reasonably detailed description of the Incident, as well as action taken to prevent re-occurrence.

4. Books and Records; Audit.

a. Books. Agent shall maintain current and complete books of account of all transactions with respect to the Offsite Improvements. Such books of account shall be maintained at Agent’s office or at such other place as the parties shall agree upon, and Amgen and Amgen’s accountants and auditors shall have access to such books of accounts at all reasonable times. Agent shall maintain said books of account in a safe manner and separate from any books not dealing directly with the Offsite Improvements. Such books of account shall be kept in accordance with sound accounting practices

consistently applied, and otherwise in such manner as shall be reasonably required by Amgen.

b. Records. Agent shall maintain, in a secure and safe manner, complete and identifiable records on all matters pertaining to Agent's activities under this Contract with respect to the Offsite Improvements.

c. Audit. Amgen shall have the right, during normal business hours, to inspect and audit at any time, and from time to time, but not more often than once per calendar month unless for cause, all of Agent's files, books, records, costs and expenses pertaining to the Offsite Improvements.

5. General Responsibilities.

a. Without limiting any other duties, obligations or responsibilities of Agent set forth elsewhere in this Contract, Agent shall perform the following services for the benefit of Amgen:

- (i) perform the services herein described with due diligence and in good faith maintaining sufficient personnel for the prosecution of such services, subject to the restrictions on Agent's authority hereunder and to the availability of funds therefor. Agent agrees to perform its duties under this Contract with a degree of care, skill, knowledge, judgment and diligence that is no less than the customary and usual degree of care, skill, knowledge, judgment and diligence exercised by reputable third party development managers of comparable projects in the market where the Property is located;
- (ii) advise and make recommendations to Amgen in regards to construction programming, construction coordination and appropriate contracts for the construction of the Offsite Improvements in accordance with the Offsite Improvement Plans and general specifications attached hereto and incorporated herein as Exhibit A;
- (iii) secure agreements and easements for the Additional Property in conjunction with the appropriate municipal authorities and processes as needed;
- (iv) provide monthly (or more frequently upon request) written progress reports to Amgen necessary for Amgen to review schedules, cost and development issues regarding construction of the Offsite Improvements;
- (v) Oversee the design, permitting, contracting and construction phases for construction of the Offsite Improvements such that the design, contracting and construction is performed in conformance with the Offsite Improvement Plans, the Final Budget, and the Development Schedule;
- (vi) coordinate the services provided by Agent with those services provided by Amgen;
- (vii) hold periodic meetings with assigned representatives of Amgen, on a mutually agreed upon timetable, with dates and times to be determined, to discuss the progress of construction of the Offsite Improvements; and

b. Amgen shall perform the following to facilitate the service performed by the Agent:

- (i) Support Agent in the execution of its duties under this Agreement, by promptly executing all documentation needed to secure contracts, approvals, permits, and other benefits necessary for the completion of the Offsite Improvements as soon as practicable after requested by the Agent;
- (ii) Amgen shall appoint a single point of contact (the “**Company Representative**”) with authority to approve the contracts and work, and payment for said contracts and work performed by Agent and contracted third parties. The Company Representative’s duties shall include but not be limited to expedient review and approval of contracts for such third parties, review and approval of the Offsite Improvement Plans, review and approval of the Final Budget and Development Schedule, and payment of invoices submitted based on the completion of the Offsite Improvements as and when obligated to do so, and in accordance with the terms of, this Contract; and
- (iii) Promptly release payment for all invoices for the Offsite Improvements work which have been approved by the Company Representative as and when obligated to do so, and in accordance with the terms of, this Contract, within thirty (30) days of receipt and approval by Amgen of such invoices and any required supporting documentation.

6. Payments and Agent’s Compensation. Amgen shall pay for the cost of the design, permitting and construction of the various elements of the Offsite Improvements, including costs incurred under Third-Party Development Agreements, up to the amount attributable to such Offsite Improvements (on a line item by line item basis) in the Final Budget. Amgen shall also pay the cost of any agreed-upon Change Orders. Other than Change Orders, any element of the Offsite Improvements in excess of the amount attributable thereto in the Final Budget shall be Agent’s sole responsibility, except to the extent caused by Amgen Delay.

a. Progress Payments and Interim Milestones. From time to time, but not more often than once per month, throughout the design, permitting and construction of the Offsite Improvements, Agent may submit to Amgen, in such form, and supported by such data, as Amgen may require, a progress payment application showing the value of the Offsite Improvements completed (“**Completed Work**”). The application shall be accompanied by (i) a certificate of completion for the Completed Work from Agent’s civil engineer, which includes invoices, receipts and other evidence reasonably necessary to evidence the cost of the Completed Work, (ii) lien release(s) in form acceptable to Amgen from all contractors, subcontractors and laborers or material suppliers with respect to the Completed Work, and (iii) Town’s written approval of the Completed Work requiring Town acceptance or review (with Town responsible for obtaining any required approvals from NCDOT or other applicable governmental agencies with respect thereto). Subject to the conditions stated in this Contract, within thirty (30) days after receiving a proper and valid progress payment application, Amgen shall either (i) notify Agent of any dispute or objection to the application, or (ii) make a progress payment to Agent equal to the value of the Completed Work, after deducting (a) all previous payments and (b) a holdback as described in Section 3(g)(1) above (“**Holdback**”). Where applicable, Amgen shall have the right to cause such payments to be made jointly to Agent and the applicable contract party. The “**Interim Milestones**” are set forth on Exhibit E attached hereto.

b. Development Fee. To the extent included in the preliminary budget attached hereto as Exhibit B and in the Final Budget, Amgen shall pay Agent a development fee for the services performed by Agent under this Contract (the “**Development Fee**”). Provided that Agent has performed in accordance with and has fully complied with all terms and conditions of this Contract, payment of the Development Fee, less the Holdback, shall be paid to Agent with and upon Amgen's approval of, each payment for Completed Work.

c. Final Payment; Holdback. Amgen shall pay the final installment of the cost of the Offsite Improvements for which Amgen is responsible, and the Holdback, to Agent upon receipt of Evidence of Completion of the Offsite Improvements.

d. Disclaimer. No payment by Amgen under this Contract shall be evidence of the performance or progress of the Offsite Improvements and no payment shall be construed to be an acceptance of defective, faulty or improper work or materials.

7. Default and Remedies.

a. Default by Agent. Agent shall be in default under this Contract if Agent (i) files or has filed against it any petition in Bankruptcy or makes a general assignment for the benefit of creditors, or (ii) fails to perform any of its duties and obligations under this Contract and does not cure or remedy such failure to perform for a period of ten (10) days following written notice from Amgen (or if such failure cannot with diligence be cured within such ten (10) day period, if Agent shall commence to cure the same within such ten (10) day period and thereafter shall prosecute the curing of same with diligence and continuity, then the time within which such failure may be cured shall be extended for a total period not to exceed thirty (30) days in the aggregate as may be necessary to complete the curing of the same with diligence and continuity).

b. Remedies of Amgen. Upon the occurrence of a default by Agent under this Contract, Amgen may pursue any one or more of the following remedies, separately or concurrently or in any combination, without further notice or demand whatsoever:

(i) Amgen may terminate this Contract by giving Agent written notice of such termination, in which event this Contract shall be terminated at the time designated by Amgen in its notice of termination to Agent and the parties shall have no further rights, duties or obligations hereunder except for those which expressly survive such termination.

(ii) With or without terminating this Contract, Amgen may bring an action against Agent to recover from Agent all damages, recoverable at law, suffered, incurred or sustained by Amgen as a result of, by reason of or in connection with Agent's default not to exceed the amount set forth in Exhibit E-1 attached hereto without limiting Amgen's ability to recover damages or other amounts from other sources including without limitation bonds or insurance; provided, however, the preceding limit on liability shall not apply to liabilities arising out of Agent's gross negligence or willful misconduct. .

(iii) Amgen may exercise its rights under Section 3(k) above (Enforcement).

(iv) Amgen may exercise any other rights or remedies provided herein or at law or in equity.

c. Default by Amgen. Amgen shall be in default under this Contract if Amgen (i) files or has filed against it any petition in Bankruptcy or makes a general assignment for the benefit of creditors, or (ii) fails to perform any of its duties and obligations under this Contract and does not cure or remedy such failure to perform for a period of ten (10) days following written notice from Agent (or if such failure cannot with diligence be cured within such ten (10) day period, if Amgen shall commence to cure the same within such ten (10) day period and thereafter shall prosecute the curing of same with diligence and continuity, then the time within which such failure may be cured shall be extended for a total period not to exceed thirty (30) days in the aggregate as may be necessary to complete the curing of the same with diligence and continuity).

d. Remedies of Agent. Upon the occurrence of a default by Amgen under this Contract, Agent may terminate this Contract and receive payment of any Development Fee otherwise owed to it for each invoice for which Agent is owed, but has not yet received, payment and any reasonable demobilization costs and expenses actually incurred by Agent in connection with the project, to the extent included in the Final Budget, not to exceed the amount set forth in Exhibit E-1 attached hereto; provided, however, the preceding limit on liability shall not apply to liabilities arising out of Amgen's gross negligence or willful misconduct.

8. Termination for Convenience. This Contract may be terminated by Amgen for convenience for any reason, without cause, in Amgen's sole discretion upon not less than thirty (30) days written notice to Agent and Town. In the event of termination for convenience by Amgen, Amgen shall pay to Agent, within ten (10) days after the effective date of termination: (i) payment of any Development Fee otherwise owed to Agent for each invoice for which Agent is owed, but has not yet received, payment, and (ii) any reasonable demobilization costs and expenses paid or incurred by Agent.

9. Obligations upon Termination. Unless directed otherwise by Amgen, Agent shall (i) preserve and turn over to Amgen all requested documentation, information, and deliverables related to the Offsite Improvements, whether in finished or work in progress form, in the possession or control of Agent or its contractors and subcontractors, (ii) cooperate with Amgen in the orderly wind-down of activities, and (iii) immediately upon receipt of termination notice, cease incurring costs and shall take all reasonable actions to mitigate damages and costs incurred by reason of such termination by Agent, its contractors, and subcontractors. If applicable, upon expiration or earlier termination of this Contract, Agent will promptly reimburse to Amgen any portion of amounts paid by or on behalf of Amgen to Agent under this Contract that, at the time of expiration or termination thereof, were unearned, not expended, or not otherwise irrevocably obligated to a third party.

10. Indemnification. Agent shall indemnify, defend, and save harmless Amgen, its agents and employees, from any claims, losses, liabilities, actions, proceedings, costs (including reasonable attorneys' and paraprofessionals' fees and costs of suit), liens, and any accident, injury or loss or damage whatsoever ("**Claims**") incurred or suffered by Amgen, its agents and employees, as a result of, related to, arising from, or connected with (i) any willful or negligent act or omission by Agent, its agents and employees, or (ii) Agent's failure to properly complete the Offsite Improvements or otherwise fulfill its obligations under this Contract, unless such liability is the result of the willful acts or negligence on the part of Amgen, its agents (other than Agent) and employees.

Amgen shall indemnify, defend, and save harmless Agent, its agents and employees, from any Claims incurred or suffered by Agent, its agents and employees, as a result of, related to, arising from, or connected with (i) any willful or negligent act or omission by Amgen, its agents and employees, or (ii) Amgen's failure to fulfill its obligations under this Contract, unless such liability is the result of the willful acts or negligence on the part of Agent, its agents and employees.

To the extent permitted by law, Town shall indemnify, defend, and save harmless Amgen, its agents and employees, from any Claims incurred or suffered by Amgen, its agents and employees, relating to any public portion of the Offsite Improvements which are the Town's responsibility to maintain arising from or after acceptance thereof by Town.

The provision of this Section 10 shall survive termination or expiration of this Contract.

11. Waiver of Consequential Damages. Except for any liquidated damages set forth in this Contract, no party nor its respective affiliates shall be liable to another party or its respective affiliates for its or their respective loss of profit or potential profit or for any incidental, indirect, special, consequential, or punitive losses or damages arising from carrying out this Contract, whether based on contract, tort, strict liability, negligence or other theory of law; provided, however, the foregoing waiver shall expressly exclude liabilities arising out of breach of confidentiality obligations set forth herein, fraud, willful misconduct, gross negligence, or a party's indemnification hereunder.

12. Force Majeure. A party shall not be liable to another party, nor be in breach of this Contract, for any delay in the performance of or failure to perform its obligations under this Contract if and to the extent such delay or failure to perform is caused by acts of God, nuclear or natural catastrophes, war, riots, terrorism, embargos, acts of public enemy, or acts of military authority ("**Force Majeure Event**"); provided that a party may not claim relief for a Force Majeure Event under this Section unless each of the following conditions has been satisfied: (i) the party claiming delay or failure to perform by Force Majeure Event (the "**Delayed Party**") is without fault in causing such delay or failure to perform and the Delayed Party was otherwise able to perform its obligations under the Contract but for the Force Majeure Event; (ii) such delay or failure to perform could not have been prevented by reasonable precautions taken by the Delayed Party, including, without limitation, the use of alternate sources or workaround plans; (iii) the Delayed Party uses commercially reasonable efforts to recommence performance of such obligations whenever and to whatever extent possible following the Force Majeure Event; and (iv) the Delayed Party promptly notifies the other party by the most expedient method possible (to be confirmed in writing) and describes at a reasonable level of detail the circumstances causing the delay or failure to perform. All obligations of the parties shall return to being in full force and effect upon the earlier to occur of (i) the passing of the Force Majeure Event or (ii) the failure of the Delayed Party to satisfy the conditions and/or perform its covenants under this Section; provided, however, that if Agent is the Delayed Party, Amgen will not be obligated to meet payment commitments to the extent they conflict with purchases or purchase commitments Amgen made to mitigate damages arising from the Force Majeure Event. Agent shall, to the extent available, offer Amgen alternative performance that would either meet or exceed the expected performance under this Contract on the same terms and conditions (or if such alternatives exceed the expected performance, then upon competitive pricing based on what Agent would offer to its other similarly sized customers prior to the Force Majeure Event) subject to Amgen's written approval. In the event Agent is unable to provide alternative performance as described in the preceding sentence, then Amgen shall exercise its rights under the payment and performance bond to provide for the additional cost of Amgen securing substantially similar performance from alternative suppliers during the Force Majeure Event.

13. Notices. All notices required or permitted to be given hereunder shall be in writing

and shall be deemed given when (a) hand delivered, (b) delivered via Federal Express, UPS or other nationally recognized overnight courier service, receipt required, or (c) transmitted via email provided a copy is sent the next business day by method (a) or (b). All notices shall be addressed as follows:

To Amgen:	Amgen Inc. Mailstop 28-3-C One Amgen Center Drive Thousand Oaks, CA 91320 Attn: Colby Allen, Executive Director of Corporate Real Estate Email: colbya@amgen.com
With copies to:	Amgen Inc. Mail Stop 28-5-A One Amgen Center Drive, Thousand Oaks, CA 91320 Attn: Development, Regulatory, Operations and Contracting Law (Business Contracting) Email: law.operations@amgen.com
And to:	Kilpatrick Townsend & Stockton LLP 4208 Six Forks Road, Suite 1400 Raleigh, NC 27609 Attn: B. Ford Robertson, Esq. Email: frobertson@ktslaw.com
To Agent:	Trustwell Property Group, LLC 3717 National Drive, Suite 209 Raleigh, NC 27612 Attn: Jon Keener email: jon@trustwellgroup.com
With copies to:	Burns, Day & Presnell, P.A. 2626 Glenwood Avenue, Suite 560 Raleigh, NC 27608 Attn: Greg L. Hinshaw Email: ghinshaw@bdppa.com
To Town:	Town of Holly Springs P.O. Box 8 Holly Springs, NC 27540-0008 Attn: Randy J. Harrington, Town Manager Email: randy.harrington@hollyspringsnc.gov
With a copy to:	Town of Holly Springs P.O. Box 8 Holly Springs, NC 27540-0008 Attn: John P. Schifano, Town Attorney Email: john.schifano@hollyspringsnc.gov

14. Assignment. No party may assign its rights and obligations hereunder without the prior written consent of the other parties, except Amgen may assign its rights and obligations hereunder to any affiliate of Amgen or to any party who acquires the Property.

15. Compliance with Laws and Regulations. In performing the services hereunder, Agent shall comply with all applicable laws and governmental rules and regulations. If this Contract, the Offsite Improvement Plans, or any other aspect relating to construction of the Offsite Improvements is known by Agent to be at variance with any applicable laws and governmental rules and regulations, Agent shall promptly notify Amgen. If Agent performs the services hereunder knowing them to be contrary to any current applicable laws and governmental rules and regulations, whether or not Agent provided notice to Amgen, Agent shall assume responsibility for such services and shall bear the costs attributable to correction.

16. Agent's Representations and Warranties. Agent represents and warrants to Amgen that: (i) Agent has, and each of Agent's employees, and agents shall have, the requisite skills, expertise, experience, licenses, and knowledge to perform the services described in, and in compliance with, this Contract; (ii) Agent is in compliance with all governmental requirements to which it is subject; (iii) there is no litigation, proceeding, or governmental investigation pending or, to the best of Agent's knowledge, threatened against it which will adversely affect Agent, its business or its ability to fulfill its responsibilities under this Contract; and (vi) Agent has the financial ability and resources to perform the services herein described and all other obligations, duties, and covenants of Agent under this Contract.

17. Miscellaneous Provisions.

a. This Contract constitutes the entire agreement between Amgen, Agent and Town with respect to the services to be performed by Agent under this Contract and supersedes all prior negotiations, representations, or agreements, either written or oral, with respect to such services, provided, however, nothing contained in this Contract shall modify, supersede, or nullify the rights, duties and obligations of Town and Amgen set forth in that certain Economic Development Agreement dated August 22, 2022, as amended by First Amendment to Economic Development Agreement dated December 19, 2024 (collectively, the "EDA"), nor the requirements set forth in the Published Town Development Criteria as of the Effective Date of this Contract.

b. This Contract shall be binding upon and shall inure to the benefit of Amgen, Agent and Town, and their respective successors, legal representatives and permitted assigns.

c. This Contract shall be applied, construed, interpreted and governed by and under the law of the State of North Carolina.

d. Agent shall treat all information obtained by Agent relating to construction of the Offsite Improvements and all information and documents provided to Agent by or on behalf of Amgen as confidential and proprietary information of Amgen, and shall not disclose or permit the release of the contents thereof.

e. No delay or failure by Amgen to exercise any right hereunder, and no partial or single exercise of such right, will constitute a waiver of that or any other right except by written agreement executed by Amgen.

f. The "**Effective Date**" means the last of the date this Contract is executed by Amgen, Agent, or Town.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed on the dates shown below.

AMGEN:

Amgen Inc.,
a Delaware corporation

By: _____
Name: Peter H. Griffith
Title: Executive Vice President and Chief Financial Officer

Date: _____

AGENT:

Trustwell Property Group, LLC D/B/A Helix Development Group

By: _____
Name: Jonathon M. Keener
Title: _____

Date: _____

TOWN:

Town of Holly Springs, NC,
a North Carolina municipality

By: _____
Name: _____
Title: _____

Date: _____

EXHIBITS AND ATTACHMENTS

- Exhibit A - Redacted pursuant to NCGS 132-1.2
- Exhibit B - Redacted pursuant to NCGS 132-1.2
- Exhibit C - Redacted pursuant to NCGS 132-1.2
- Exhibit D - Redacted pursuant to NCGS 132-1.2
- Exhibit E - Redacted pursuant to NCGS 132-1.2

EXHIBIT A

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

EXHIBIT B

Redacted pursuant to NCGS 132-1.2

EXHIBIT C

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

EXHIBIT D

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

Redacted pursuant to NCGS 132-1.2

EXHIBIT E

Redacted pursuant to NCGS 132-1.2

EXHIBIT E-1

Redacted pursuant to NCGS 132-1.2



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

New Business

Title: Adoption of the Fiscal Year 2025-2026 Operating Budget and Community Investment Plan

Strategic Priority Area: Growth Management & Economic Vitality

Organizational Excellence

Vibrant Community

Community Safety

Staff Resource: Corey Petersohn, Budget, Innovation, and Strategy, Randy Harrington, Town Manager

Action(s):

- Adopt the Fiscal Year 2025-2026 Operating Budget and Community Investment Plan to include the associated ordinances and policy updates included in the packet.
- Adopt the Council Order 25-01 directing Wake County to levy and collect property taxes for the Town of Holly Springs.

Explanation:

- The Fiscal Year (FY) 2025-2026 operating budget (net of transfers) totals \$117M and includes:
 - Investing in transportation infrastructure such as Holly Springs Road and Avent Ferry Road
 - Beginning design to transform a section of Avent Ferry Road into a Festival Street in the downtown
 - Implementing a new Microtransit mobility option
 - Preparing to celebrate the Town's Sesquicentennial (150th) Anniversary
 - Funding the 2023 voter-approved Parks Bond projects, chiefly the construction of Eagle's Landing Park
 - Ensuring the Town maintains and invests in the water and wastewater system to protect existing infrastructure and secure future capacity
- There are seven recommended new positions and the removal of four vacant positions for a net increase of three new full-time positions.
 - The Manager is also requesting authority to recruit for an Eagles Landing Park Manager position that is to start in FY27 (July 1, 2026).
- There is no recommended change to the property tax rate of 34.35 cents per \$100 valuation.
- The utility bill for the typical residential household would increase by \$12.98/month to fund water and sewer capacity infrastructure investments.
- Garbage and recycling collection would increase by 59 cents/month as a pass through charge from the Town's private contractor, GFL Environmental.
- Monthly stormwater fees remain unchanged at \$5.20 for households.

- For the purposes of authorizing property tax collections for FY2025-26, Wake County requires the attached order directing the County Tax Assessor to levy and collect property taxes for the Town at a tax rate of 34.35 cents per \$100 of property value.
 - This is an annual request from Wake County and must be approved by July 1 each year

Background:

- The Town Council began deliberations on the strategic plan and budget priorities at their February 2025 Annual Retreat.
- The Town Manager presented the Recommended Budget to the Mayor and Council on May 13, 2025.
- A Budget Public Hearing was conducted on May 20, 2025.
- The Town Council Budget Workshop was conducted on May 22, 2025.
 - Council endorsed advancing the Recommended Budget for consideration of adoption at the June 3, 2025, Business Meeting with no changes.
- North Carolina General Statute requires that Town Council adopt a new, annual fiscal year budget by July 1.
- Under North Carolina Law, the Town's budget must be in balance (i.e. revenues equal expenditures).
- The Town's fiscal year runs from July 1 to June 30 in accordance with North Carolina General Statutes.

Funding Source(s):

- Fiscal Year 2025-2026 Operating Budget and Community Investment Plan

Attachment(s):

1. FY2025-2026 Recommended Budget Book
2. FY2025-2026 Operating Budget Ordinance (25-16)
3. Fiscal Policy Revisions - FY26
4. Personnel Policy Revisions - FY26
5. Summary of Capital Ordinance Changes for June 3 2025
6. PAYGO Project Ordinance (25-17)
7. Utility PAYGO Project Ordinance (25-18)
8. Street and Sidewalk Project Ordinance (25-19)
9. Parks and Recreation Project Ordinance (25-20)
10. Water Projects Capital Ordinance (25-21)
11. Wastewater Projects Capital Ordinance (25-22)
12. Town Building Project Ordinance (25-23)
13. FY26 Tax Collection Order



Fiscal Year 2025-2026 Annual Operating Budget & Community Investment Plan

Recommended Budget





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www.hollyspringsnc.gov

Fiscal Year 2025-2026
Annual Operating Budget and
Community Investment Plan
Recommended Budget



Randy J. Harrington
Town Manager

Corey J. Petersohn
Budget Director

MaryBeth E. Spoehr
Senior Budget Analyst



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Table of Contents

Town of Holly Springs, North Carolina, Annual Operating Budget & Community Investment Plan Fiscal Year 2025-2026

Distinguished Budget Presentation Award.....	3
Introduction	
Town Council.....	7
History of Holly Springs	9
Community Profile	11
Boards & Committees.....	15
Town Administration	17
Organization Chart.....	19
Budget Process	21
Budget Message	25
Strategic Plan	35
Budget Summary.....	47
General Fund	69
Utility Fund.....	91
Stormwater Fund.....	103
Special Revenue and Debt Service Funds.....	111
Community Investment Plan (CIP).....	119
Salary & Position List	
Salary Schedule.....	143
New Positions.....	146
Reclassification	147
Position Titles By Grade	148
Position List.....	156
Fee Schedule.....	163
Fiscal Policy	193
Glossary	199



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Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

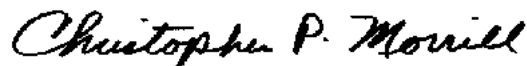
Distinguished Budget Presentation Award

PRESENTED TO

**Town of Holly Springs
North Carolina**

For the Fiscal Year Beginning

July 1, 2024



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, 2024**. 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



Daniel H. Berry

Mayor Pro Tem

Current Term: 12/2021 to 12/2025

Danielle Hewetson

Current Term: 12/2023 to 12/2027

Timothy Forrest

Current Term: 12/2021 to 12/2025

Annie Drees

Current Term: 12/2023 to 12/2025

Sean Mayefskie

Mayor

Current Term: 12/2021 to 12/2025

Chris Deshazor

Current Term: 12/2023 to 12/2027

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 followed by a \$550 million investment announced by Amgen, 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.

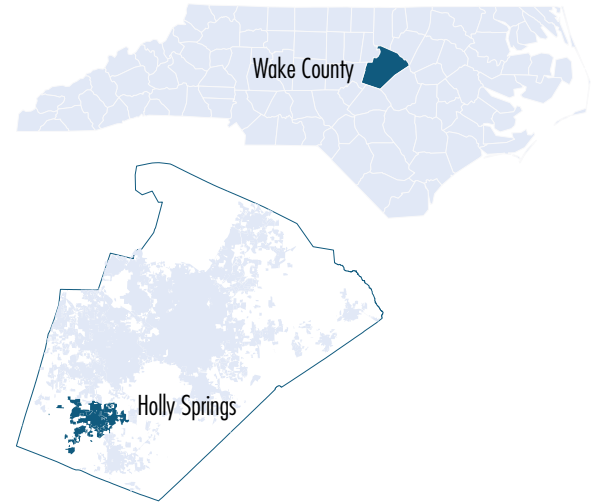


Town Hall

Community Profile

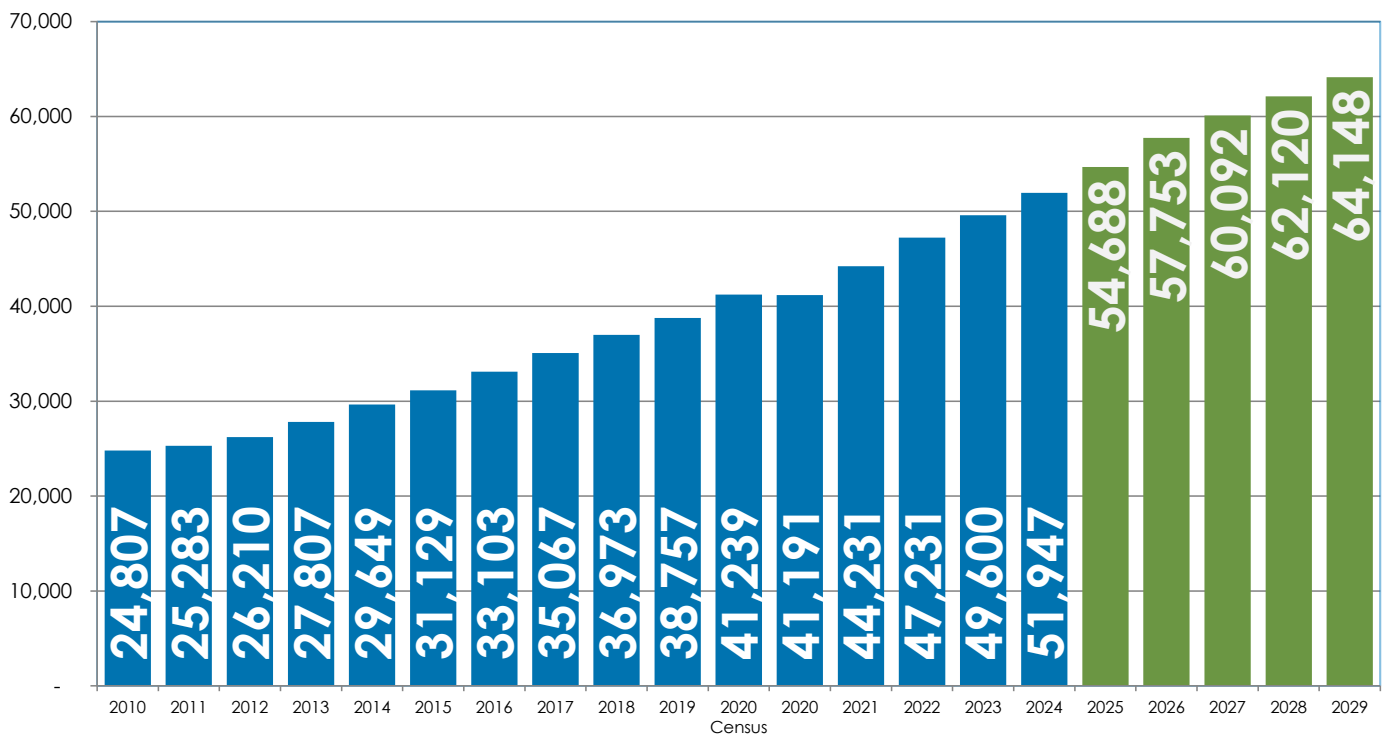
**Holly Springs is the 5th largest town in Wake County
and the 23rd largest town in N.C.**

Population: 51,947
 Land Area: 19.65 sq. miles
 Median Household Income: \$132,435
 Education (Age 25+): 95.7% High School Graduates
 Higher Education: 67.7% have earned
 Bachelor's degree or higher
 Median Home Tax Value: \$555,162
 Home Ownership Rate: 83.4%



Town of Holly Springs 5-Year Population Projections

Prepared by Development Services
Updated July 12, 2024



Population Estimates based upon total Certificates of Occupancy issued for Fiscal Year Ending - June 30
 Population Projections based upon: 662 SF certificates of occupancy each year for 2025 - 2029 plus anticipated multi-family units.
 Years 2021 - 2029 are initial estimates subject to modification following full 2020 Census data release.

■ Holly Springs Population Projections ■ Holly Springs Population Estimate

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:

One of the Friendliest Towns in North Carolina

(WorldAtlas.com— June 2024)

One of the Best Small Cities to Live in America

(WalletHub— October 2023)

#1 Safest City in North Carolina

(SafeWise.com - 2021)

#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

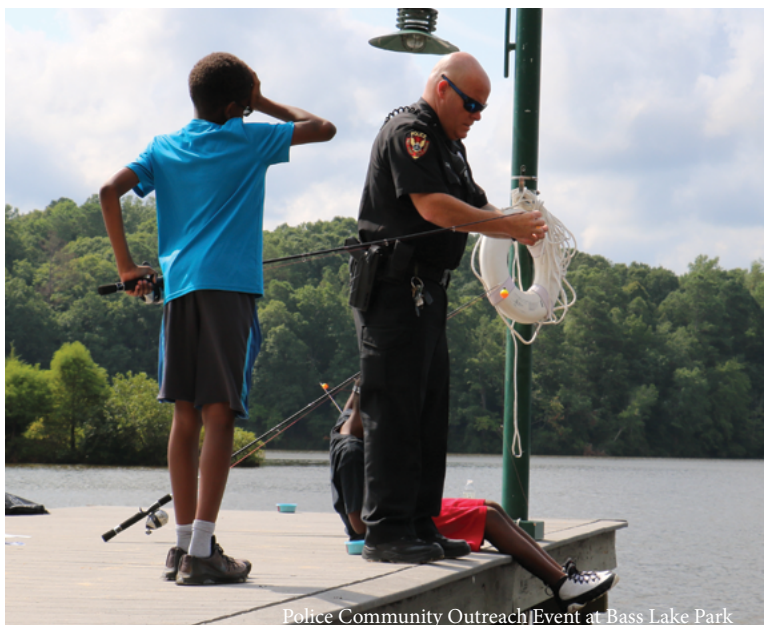
(American Farmland Trust Farmers Market Celebration Contest - 2019)

#4 Best Place to Live in North Carolina

(HomeSnacks.net - 2019)

#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 and Town Staff.

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 Development Services staff, and appeals of determinations made by the Environmental Appeal Committee. The board has quasi-judicial powers and acts separately from the Town Council, so all board decisions are final. Any appeals go directly to the 10th District Superior Court.

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.

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.

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.

Tree Advisory Committee

Aids with planning an annual Arbor Day event, offers 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.



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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

Corey Petersohn
Budget, Innovation, & Strategy

Cassie Hack
Communications & Marketing

Chris Hills
Development Services

Irena Krstanovic
Economic Development

Tina Stroupe
Finance

LeRoy Smith
Fire

Sabrina McDonald
Human Resources

Jeff Wilson
Information Technology

LeeAnn Plumer
Parks & Recreation

Paul Liquorie
Police

Paige Scott
Public Works

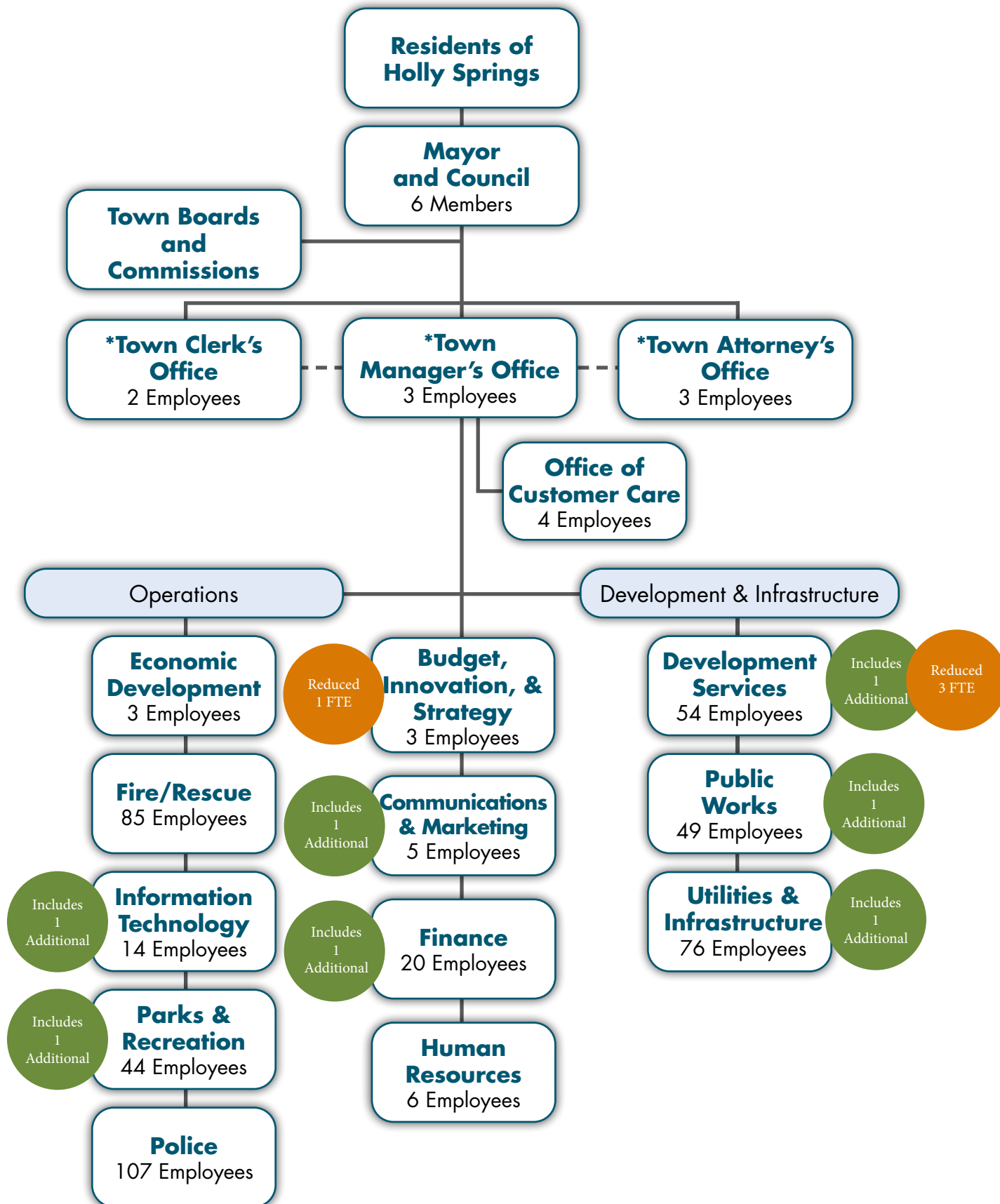
Kendra Parrish
Utilities & Infrastructure



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Organization Chart

Full-Time Positions



*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 Submitted to Project Managing Departments	November 30, 2024
Department Approved CIP Submissions Complete	December 6, 2024
CIP Committee Meetings	December 16-20, 2024
Operating Budget Kickoff	January 6, 2025
Base Budget Review Meetings with Departments	January 13-31, 2025
Fee Schedule Changes Submitted to Budget Office	January 31, 2025
Departments Submit New Requests and Revenue Projections	February 17, 2025
Department Budget Meetings with Town Manager	March 3-14, 2025
Town Manager's Recommended Budget Presentation	May 13, 2025
Budget Public Hearing	May 20, 2025
Budget Workshop	May 22, 2025
Scheduled Adoption of Budget	June 3, 2025

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 2025-26 Manager's Budget Message

May 13, 2025

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 2025-2026 (FY26) Operating Budget and Community Investment Plan (CIP).

Introduction

The annual budget is the chief policy document that reflects the values and priorities of Holly Springs. This year's recommendation continues to leverage sound fiscal policy to advance a balanced budget that represents the Mayor and Town Council's strategic vision for the Town. In summary, this budget is designed to fit within our financial means and maintain the standard of excellence Holly Springs has become synonymous with. A few of the highlights in this year's recommendation include:

1. **Investing in transportation infrastructure** to address growing traffic congestion,
2. Implementing a **new Microtransit mobility service** by early 2026,
3. **Advancing Eagles Landing Park** to construction,
4. Maintaining the Town's status as **one of the safest communities** in North Carolina,
5. Design of an inviting and transformational **Festival Street in the Downtown**,
6. **Maximizing the efficient use of tax-payer dollars** by repurposing vacant positions to the most critical areas,
7. Preparations to celebrate the **Town's Sesquicentennial (150th) Anniversary**,
8. Enhancing the Town's capacity to **maintain public assets like facilities and other infrastructure that residents depend on**,
9. **Investing in employees** to improve compensation market competitiveness, and
10. Investing in a **responsible water and wastewater system** to protect existing infrastructure and secure future safe drinking water and environmentally sensitive wastewater treatment capacity.

The Recommended Budget totals \$117,688,731 (net of transfers), a 10.7% increase from the amended FY 2024-2025 (FY25) budget, with most of this increase associated with new capital investments. Of this, the General Fund represents \$65,131,081, a 1.6% increase from the prior year. The Town's total assessed property valuation (real and personal property) is projected to increase from \$12.9 billion in FY25 to \$14 billion, an 8.7% increase

Budget Message

Fiscal Year 2025-2026



over the prior year. The budget maintains the current property tax rate at 34.35 cents per \$100 valuation. Seven (7) new positions are recommended along with four (4) position reductions – for a net total of three (3) new positions to support areas of highest value and return on investment to Holly Springs taxpayers.

Strategic Organization

Holly Springs is a plans-driven organization and foremost of those plans is the Town Council's Strategic Plan. The Strategic Plan lays out the blueprint for the Governing Board's vision and is the primary guiding source for the Recommended Budget. Each year, the Town Council reviews and updates the plan to ensure it aligns with desired community goals and expectations. In April 2025, Town Council adopted the current Strategic Plan in advance of the FY26 Budget Recommendation that reaffirmed a commitment to the four strategic priority areas:



Key Budget Drivers

The hard work and forward-looking decisions by the Governing Body over the past two decades have grown Holly Springs into a prosperous and resilient community, but the Town is not immune to national and global economic trends. The uncertainty of the current economic environment warrants prudent planning when forecasting revenues and expenditures. While no one can fully predict the economic future, this Budget Recommendation balances growth-related service demands with proper safeguards to mitigate revenue uncertainty.

Property Tax – Property tax is the primary revenue source for the Town's General Fund, approximately 46.2%, and provides \$47.6 million in total revenue (including the Community Investment Fund and General Fund debt service). The Town benefits from a strong property tax collection rate through Wake County. The Wake County Tax Administrator has advised that FY25's County-wide property tax collection, as of April, is down slightly at 99.18% compared to 99.37% at this time in the prior year. While the overall Wake County collection rate is expected to be higher by this fiscal year end, this budget assumes a prudent 99.0% anticipated collection rate.

This Budget recommends no change to the property tax rate of 34.35 cents per \$100 valuation, which maintains Holly Springs as one of the lowest property tax rates in Wake County.

Sales Tax – The second largest governmental revenue source is Sales Tax at \$14.7 million and is 22.6% of the General Fund operating revenue. Over the past decade, Sales Tax has been one of the Town's fastest growing revenue sources. In the same period, Sales Tax grew on average 12% annually. Many factors have contributed to this such as population growth, increased commercial development, and inflation.

However, Sales Tax is a revenue source that is highly susceptible to economic changes, and FY25 data indicates a trend of slowing – or even flattening – Sales Tax growth. As of April, FY25 Sales Tax revenue is less than 2% above FY24 levels, and some monthly data shows a decrease from the same month last year. Given the economic forecast risk conditions, this budget recommendation maintains Sales Tax flat with FY25 levels.

Wake County - Local Government Property Tax Rates

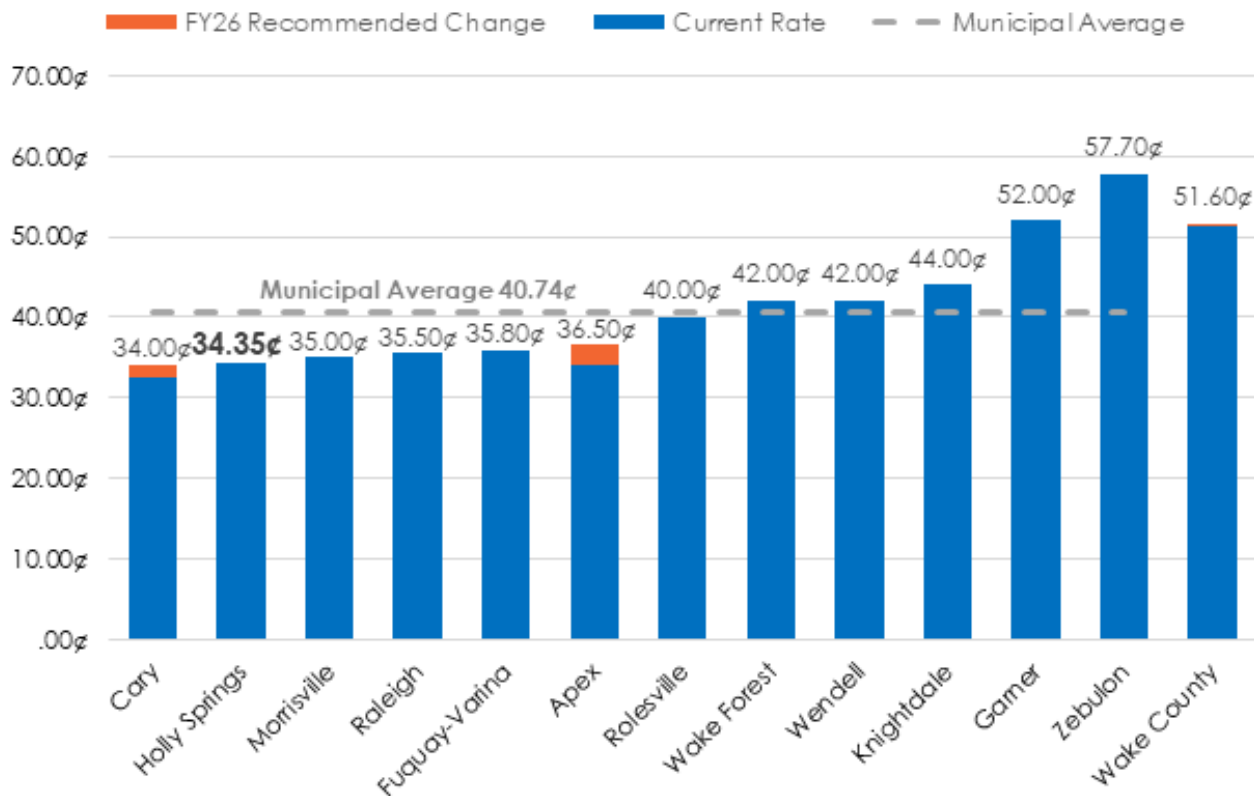


Figure 1 – Shows current property tax rates for Municipalities within Wake County at the time of publication.

Holly Springs - Sales Tax Revenue

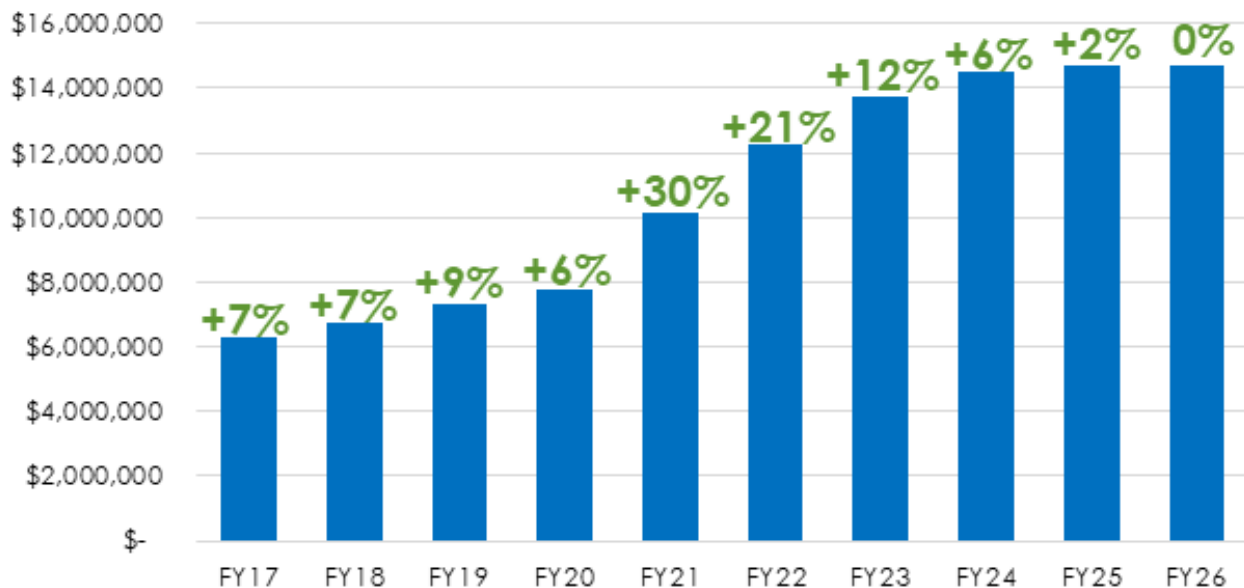


Figure 2 - Shows actual sales tax revenue for Holly Springs from FY17 to FY24; FY25 and FY26 are projected amounts.

Budget Message

Fiscal Year 2025-2026



Budget Highlights

Below includes some of the top items funded in this Recommended Budget:

Investing in Transportation Infrastructure – In 2025 significant improvements are underway to widen Holly Springs Road as well as improve walkability and safety. In 2026, Staff anticipate the beginning of construction on Holly Springs Road “Central” phase from Flint Point Lane to Main Street as well as advancing design of the “West” phase from Main Street to the NC-55 Bypass. Additionally, staff are coordinating with NCDOT on signal improvements and automation to improve congestion across town as well as a plan for the Town to leverage NCDOT funding to begin design for the widening of Avent Ferry Road “Phase 2” from Ralph Stephens Road to Cass Holt Road.

Downtown / Festival Street – Investing in the Downtown area is a top priority in the Strategic Plan, and the FY26 Recommended Budget includes funding for designing a pedestrian friendly Festival Street on Avent Ferry Road from W. Ballentine Street to W. Center Street.

Microtransit Mobility – For FY26, Town Council provided direction to develop a microtransit program as an option to help our residents get around town. Microtransit is designed to provide flexible and responsive public transit that is more tailored to the transit needs of our community. Residents will be able to request a ride (Monday-Friday; 7 a.m. to 8 p.m.) through a mobile device or phone call. Final design of the Town’s microtransit service along with a rider fee cost structure will occur during the summer of 2025. The Town has been recommended for an operating grant from the Capital Area Metropolitan Planning Organization (CAMPO) to cover half of the ongoing operating costs with the Town covering the remaining half through the Town’s General Fund (pending final approval from the CAMPO Executive Board). Following a bidding process for a third-party microtransit turn-key vendor, service is expected to start in January 2026.

Sesquicentennial Celebration – In 2026, the Town is planning a year-long celebration commemorating the 150th anniversary of the incorporation of Holly Springs. The FY26 budget includes funding to begin planning the *Sesquicentennial* celebration along with development of a dedicated celebration webpage on Town history, events, and activities.

2023 Parks Bond – In early May 2025, the Mayor & Council and staff held a ground-breaking for the construction of Eagles Landing Park. This 56-acre park and recreation facility, the first Holly Springs Town Park west of NC-55, is slated to open in 2027. Eagles Landing Park will offer a wide range of activities and programming for everyone from preschoolers to our senior community, including a splashpad, an e-sports and technology lounge, four multi-use indoor courts, pickleball courts, two turf fields, fitness areas, and much more. Additionally, this summer new seating will be installed in the Cultural Center Theater and the baseball/softball dugouts will be renovated at Womble Park.



Figure 3 - Rendering of Eagles Landing Park Recreation Center.

Budget Message

Fiscal Year 2025-2026

Community Safety – Holly Springs remains one of the safest communities in North Carolina with approximately 38.1% of the General Fund operating budget supporting Public Safety operations (Police and Fire). This year's recommendation includes increased funding for personal protective equipment (PPE) for fire fighters, training for swift water rescue, and a replacement Fire apparatus.

Asset Management / Facilities Maintenance – In last year's budget, Council funded a condition assessment of the Town's government facilities. This study identified the need for increased facility maintenance to address the aging conditions of facilities used every day by our residents and staff. The recommended budget includes a Public Works position and Parks and Recreation position to address additional maintenance capacity needs as well as additional funding for increased preventative / corrective facility maintenance, replacement of key building systems, and additional supplies to keep Town facilities operating in a safe condition and at a level consistent with resident expectations.

Staff Investments – This budget recommends seven (7) new positions and a reduction of four (4) vacant positions for a net increase of only three (3) new full-time positions:

- **Seven (7) New Full-Time Positions:**
 - o Facilities Maintenance Technician
 - o Park Maintenance Technician
 - o Project Accountant
 - o IT Technician – Infrastructure
 - o Communications Specialist – Website
 - o Development Engineering & Construction Division Manager
 - o Utility Technician
- **Four (4) Vacant Full-Time Positions Repurposed:**
 - o Grant Writer (a part-time Grant Writer position will be utilized)
 - o Building Inspector
 - o Development Plans Reviewer
 - o Development Inspector

Additionally, this budget recommends the following to maintain Holly Springs as an employer of choice in local government:

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0 – 6%, based on performance
- **Implementation of Market Based Compensation Adjustments (Phase 2)** – Funding is included for data-driven market-based salary adjustments to recruit and retain talented staff. Last year's Phase I implementation focused on public safety positions while this Phase 2 addresses general employees in non-sworn positions.
- **Health Insurance** – The Town's membership in the NC Health Insurance Pool (NCHIP) continues to reduce the Town's risk to health insurance increases. Health insurance premiums are set to increase by only 3.7% in FY26 and are proposed to be covered by the Town. Also, this year a new health insurance option is being offered to employees with a Health Savings Plan (HSA) to provide a lower premium cost share option for employees and families.
- **North Carolina Local Government Employee Retirement System (LGERS) Contributions** – All NC local governments are required to participate in the LGERS retirement system for local government employees. The Non-Law Enforcement Officers employer contribution rate is projected to increase from 13.63% to 14.38% and the Law Enforcement Officer rate from 15.04% to 15.94%.
- **Other Proposed Adjustment** – Consistent with historical practice using CPI data, I am recommending a small adjustment of 3% to Mayor & Council compensation.

Budget Message

Fiscal Year 2025-2026



Water and Wastewater Regionalization/Partnerships – Utility investments underway, and planned, over the next five years total over \$500 million. These investments include the Town's partnership to expand the Tri-River Water Treatment facility in Sanford, a partnership with Fuquay-Varina to convey treated water from Sanford to Holly Springs, increase existing water supply connections with Harnett County, and increase of the Town's Utley Creek Water Reclamation Facility (UCWRF) wastewater treatment capacity. These investments are necessary and critical to securing the Town's future water supply and wastewater treatment needs. These utility infrastructure efforts are large and require a significant investment by our rate payers. For the typical homeowner, total monthly water and sewer rates are projected to increase approximately \$12.98/month for a typical residential utility customer for a total projected bill of \$99.43/month. Despite these rate increases, the Town's utility rates remain competitive in the state.

Other User Fees – the Town's garbage and recycling contracted service provider is increasing collection fees by 4% (direct pass-through cost to residents) resulting in a \$0.59/month increase for residential collection. The Town's Stormwater Fee is recommended to remain the same in FY26.

Looking to the Future

Below outlines potential, key issues that could impact the budget and policy decisions or be factors that impact the organization over the next several years:

- 1. Economic Outlook** – At the time of development for the FY26 Recommended Budget, we are faced with uncertainty in the global economy as well as local revenue sources such as sales tax. Decisions at the federal level on tariffs and interest rates may impact current and future construction costs. Staff will continue to closely monitor these evolving conditions and will inform the Mayor & Council if any impacts will threaten the balanced budget that Council adopts.
- 2. Downtown Vitality & Partnerships** – The Downtown Area Plan (DAP) outlines an exciting vision for the downtown focused on elevating vitality and investment in public spaces. Public/private partnerships may also be key to delivering the DAP's vision. Major Town investments begin with design of the Avent Ferry Road Festival Street. Other potential partnership opportunities include development of Mims Park elements and an additional downtown parking deck.
- 3. Partnership / Development Opportunities at Ting Park** – Ting Park, also known as the North Main Athletic Complex (NMAC), is a signature facility for the Town and region. Recent Council visioning for this area includes a sports themed entertainment area with greater amenities, dining, mixed commercial and residential uses, and welcoming public spaces. Private interest through an upcoming Request for Proposal (RFP) process is designed to help deliver Council's vision, which may also act as a catalyst for other, adjacent development to the park.
- 4. Investment in Holly Springs Road Corridor and Avent Ferry Road Corridor** – Over the next seven years the Holly Springs Rd. corridor will transform into a two-lane divided road connecting the NC-55 Bypass to NC-540 while also providing enhanced safety and pedestrian features. Additionally, recent developments with the NCDOT's State Transportation Improvement Program (STIP) have identified \$20.2 million to design and construct Avent Ferry Road Phase 2 improvements. These two projects are transformational in how motorists will experience these two roads and will significantly improve congestion in the two corridors.
- 5. New Town Facilities Coming Online** – Over the next two years, new staffing and operational resources will be necessary as the Town's new Operations Campus and Eagles Landing Park both open. These projects present a substantial growth in the footprint of Town-managed facilities and new capabilities to serve our residents. Investments over the next two years will need to include staffing, utility expenses, daily operating supplies, and maintenance for the new facilities.

Budget Message

Fiscal Year 2025-2026

6. Stormwater Management – In 2020, Town Council adopted a new Stormwater Fee to increase service levels for basic repairs and maintenance of the Town's Stormwater System. Since FY21, this fee has remained unchanged at \$5.20/month for residential units. Inflationary pressure, especially to maintenance and infrastructure projects, has increased expenses to the point that future projected revenues at the existing fee structure will be unable to meet expenses at the current level of service. Council has previously expressed interest in reviewing / revisiting the Stormwater Fee structure, and I am recommending a future review by your 2026 Annual Retreat.

7. UCWRF Beyond 8MGD – While design for upgrading the Utle Creek Water Reclamation Facility (UCWRF) to a treatment capacity of 8 MGD (Millions of Gallons a Day) is currently underway, we must also advance planning and decision-making for Phase 2 investments beyond 8 MGD to meet the demand from continued population, commercial, and industrial growth. Preliminary options include further expansion at the Town's treatment plant and/or partnerships with nearby municipalities. This is anticipated to be a multi-year effort and one that requires significant engagement with our other local, state, and federal funding partners.

Conclusion

Thank you for the opportunity to recommend to you the FY26 budget. I believe this budget reflects and represents the vision and goals of the Mayor and Town Council endorsed in the Strategic Plan. Furthermore, this is a budget specifically crafted to fit within reasonable means and with prudence for potential economic uncertainty.

I very much appreciate and value your leadership, discussion, and direction throughout the entire budget development process. Building a budget is a large and complex annual organization-wide effort and many team members have also contributed to this year's effort. In particular, I would like to recognize our department directors and staff from Budget, Innovation, and Strategy; Finance; and Human Resources along with our two Assistant Town Managers.

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 2025-2026



Recommended Budget Presentation Video

For more information and a video detailing the Manager's Recommended Budget for FY2025-26:
hollyspringsnc.gov/budget

Budget Approval Update

FY2025-26 budget is anticipated to be adopted on June 3, 2025. Any changes made between the recommended and approved budget will be recorded here.



Town of
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North Carolina

Strategic Plan



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Creating the Town's Strategic Plan

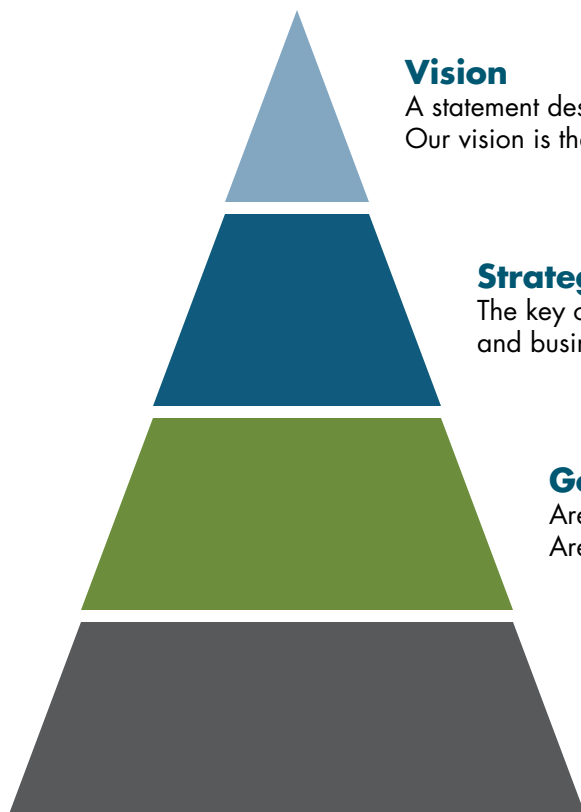
The Mayor and Town Council annually adopt a Strategic Plan for the Town of Holly Springs. The governing body establishes a vision and strategic priority areas that reflect the chief components of the Town's vision for success. The governing body determines goals for each strategic priority area and staff 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



Community Safety - Holly Springs is one of the safest communities in North Carolina built on a foundation of trust, respect, and community partnerships.



Growth Management & Economic Vitality - Holly Springs preserves its small-town charm, characteristics, and history through strategic transportation & land-use planning, economic development, and infrastructure management.



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



Vibrant Community - Holly Springs provides a high quality of life with abundant amenities, exceptional customer service, and superior public services.

Community Safety

Holly Springs is one of the safest communities in North Carolina built on a foundation of trust, respect, and community partnerships.

1. Maintain the Town's high level of public safety by applying professional best practices and policies.

- **Initiative 1.1:** Obtain Police Department CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation, recognizing commitment to professional policing and national best practices and standards.
- **Initiative 1.2:** 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:** Design and construct Fire Station 4.

3. Invest in innovative approaches to ensure a safe and welcoming community.

- **Initiative 3.1:** Promote a community-policing philosophy with an emphasis on purposeful policing building on “organic” partnerships, resident and business visibility and engagement, and unique approaches to address community needs and cultivate strong relationships.
- **Initiative 3.2:** Invest in data-driven, geo-based and analytical policing strategies to develop a more technologically advanced approach to crime prevention and investigations.
- **Initiative 3.3:** 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.

Strategic Plan

Growth Management & Economic Vitality



Growth Management & Economic Vitality

Holly Springs preserves its small-town charm, characteristics, and history through strategic transportation & land-use planning, economic development, and infrastructure management.

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

- **Initiative 1.1:** Concentrate business recruitment efforts and site-readiness programs 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:** 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 the public spaces and character of the downtown area through investments in signage, streetscapes, branding, and civic spaces as outlined in the Downtown Area Plan.
- **Initiative 2.3:** Explore partnerships and funding opportunities to advance investments in the downtown such as a public market, additional downtown parking, creating a festival street, and further development of Mims Park.
- **Initiative 2.4:** Advance feasibility analysis and design for a festival street investment on Avent Ferry Rd.

3. Plan, maintain, and invest in sustainable and resilient water, sewer, and stormwater infrastructure.

- **Initiative 3.1:** Develop a coordinated long-range master plan for water, wastewater, reclaimed, and stormwater systems.
- **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.

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

- **Initiative 4.1:** Pursue a residential/non-residential tax base ratio of 70%/30%.
- **Initiative 4.2:** 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 4.3:** 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 4.4:** 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 4.5:** Develop policies, procedures, and/or mitigation strategies for management of property nuisance abatement.

Strategic Plan

Growth Management & Economic Vitality (continued)

5. Partner with neighbors to promote smart regional transportation infrastructure investments.

- **Initiative 5.1:** Complete the Main St. right turn lane, NC-55 Bypass right turn lane, Avent Ferry Rd pedestrian improvements, and Holly Springs Rd. Phase II bond projects.
- **Initiative 5.2:** Support an efficient and connected local and regional multi-modal transportation system through engagement on projects including the NC-540 Southeast Extension and Wake Transit Plan.
- **Initiative 5.3:** Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
- **Initiative 5.4:** Develop a network for an innovative and intelligent transportation system with NCDOT to assist in managing traffic congestion.
- **Initiative 5.5:** Complete construction of Holly Springs Rd “Central” widening (Flint Point Lane to Main St).
- **Initiative 5.6:** Complete design of Holly Springs Rd “West” widening (NC-55 Bypass to Main St).
- **Initiative 5.7:** Explore roadway priority investments to include Cass Holt Rd, Sunset Lake Rd, and Main St “diet” streetscape (on-street parking / pedestrian improvements).
- **Initiative 5.8:** Seek financial and implementation partnerships for the creation of a micro-transit transportation mobility option.

Strategic Plan

Organizational Excellence



Organizational Excellence

Holly Springs is a leader in responsible and responsive 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 skills training and leadership development at all levels in the organization.
- **Initiative 1.2:** Provide competitive pay and benefits and fulfilling workplace experiences that attracts and retains top talent.
- **Initiative 1.3:** Expand employee diversity and inclusion.

2. Leverage technology and innovative business approaches to improve business efficiencies.

- **Initiative 2.1:** Create and apply data-driven decision-making tools, including performance management and benchmarking, to enhance strategic and daily service delivery management.
- **Initiative 2.2:** Research and pilot Smart Cities initiatives that leverage data and technology to improve operational efficiencies and information sharing with residents.
- **Initiative 2.3:** Pursue professional accreditation of departments (Utilities and Infrastructure, Parks and Recreation, and Public Works).

3. Leverage community engagement opportunities to expand resident connections with their town government and community.

- **Initiative 3.1:** Plan and create a town-wide celebration of the sesquicentennial (150th) anniversary (In 2026).
- **Initiative 3.2:** Expand sense of place and belonging through celebrations, branding, and unique engagement experiences.

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:** Develop new Town-wide risk management program and reduce the Town's risk exposure and actual risk liability experiences.

5. Establish sustainability and resiliency practices that balance the protection and preservation of historical and environmental assets with fiscal and operational efficiency.

- **Initiative 5.1:** Engage staff and community partners to increase awareness and understanding of sustainability opportunities and practices.
- **Initiative 5.2:** Identify opportunities to transition Town light duty non-public safety vehicles to hybrid or electric, as appropriate.
- **Initiative 5.3:** Reduce Town facility energy consumption by 10% over the next 5 years (by 2028).

Vibrant Community

Holly Springs provides a high quality of life with abundant amenities, exceptional customer service, and superior public services.

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 concept plan and pursue amenity construction. .
- **Initiative 1.2:** Advance design and construction of Eagles Landing Park to build the first park in Holly Springs west of Hwy 55.
- **Initiative 1.3:** Construct Utley Creek Phase 2 greenway.
- **Initiative 1.4:** Begin design and construction planning to complete Ting Park Connector and Middle Creek to Camp Branch Greenway segments to enhance connectivity of the greenway network.
- **Initiative 1.5:** Establish a funding strategy to advance priority park and greenway investments, including opportunities to leverage public-private and regional partnerships.
- **Initiative 1.6:** Conduct a Request for Proposal process to match desired uses for available Town-owned land at Ting Park with suitable private development that will further enhance the Ting Park area as a top destination area.
- **Initiative 1.7:** Enhance development community awareness of Ting Park area vision plan and identify opportunities to advance other private investment surrounding the athletic complex.

2. Provide a broad offering of cultural and recreational events and programming.

- **Initiative 2.1:** Install informational signage to bring community awareness to the unique natural resource areas throughout town.
- **Initiative 2.2:** Leverage mutually-beneficial partnerships to provide additional events and offerings to complement existing offerings by the Town.
- **Initiative 2.3:** Assess the Town's cultural and recreational offerings to ensure programming and resources align to meet the needs of a growing and changing population.

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

- **Initiative 3.1:** Identify innovative and receptive approaches to engage communities that are traditionally underserved.

4. Provide high quality public services and exceptional customer service.

- **Initiative 4.1:** Enhance resident notification capabilities for emergency situations and/or isolated customer service disruptions (e.g. watermain breaks, solid waste collection delays, etc.)
- **Initiative 4.2:** Implement final phase of 311 Customer Care Center technology capabilities through the implementation of AI generated “bot” interaction option for customer questions.
- **Initiative 4.3:** Establish facility management practices and procedures to maximize the life and return on investment for town owned facilities and assets.

Strategic Plan

Performance Management



Performance Management

The Town of Holly Springs embraces best practices in the management of public services and believes in being good stewards of the taxpayer's resources through performance management. Staff define performance management as a continuous process of using performance data for making management and policy decisions. A few examples of utilizing performance management includes:

- Directing operations
- Planning and budgeting
- Performance reporting
- Program evaluation
- Contract monitoring
- Testing new procedures/equipment
- Benchmarking with peer governments/services

The Town uses different types of performance measures and data throughout the organization to inform decision-making and improve operations. The Town uses business plans with performance measures for core services at the Department and below level to provide program managers the data for day-to-day organizational management, planning, and budgeting.

North Carolina Benchmarking Project & Department Performance Measures

Established in 1995, the North Carolina Benchmarking Project allows municipalities to compare their service and performance trends with other participating units. Benchmarking 2.0, launched in 2022, streamlines data collection and offers opportunities for robust analysis, peer conversations, and best-practice development. The Town of Holly Springs joined the UNC School of Government's North Carolina Benchmarking Project in 2023. For more information on the NC Benchmarking Project see here - <https://benchmarking.sog.unc.edu/about/>

Town departments submit their performance measures for inclusion in the [NC Benchmarking dashboard](#). The dashboard can be used for viewing and comparing Holly Springs performance data with other municipal partners in the program. Holly Springs submits performance measures for the following departments and services:

- Development Services (building inspections)
- Finance / Budget
- Fire
- Human Resources
- Parks and Recreation
- Police / E911
- Public Works (fleet, asphalt maintenance, and solid waste services)
- Utilities & Infrastructure (water and wastewater)

Strategic Measures

The Town's Strategic Plan is divided into four strategic areas of focus:

- Community Safety,
- Growth Management & Economic Vitality,
- Organizational Excellence, and
- Vibrant Community.

Each area includes goals and initiatives whose accomplishment seeks to positively affect the strategic area's outcome. To measure accomplishment towards achieving these outcomes, each focus area has strategic level performance measures. These strategic performance measures are meant to provide a long-term view of the Town's ability to achieve the vision of the Mayor and Town Council.



Town of
**HOLLY
SPRINGS**
North Carolina

Budget Summary

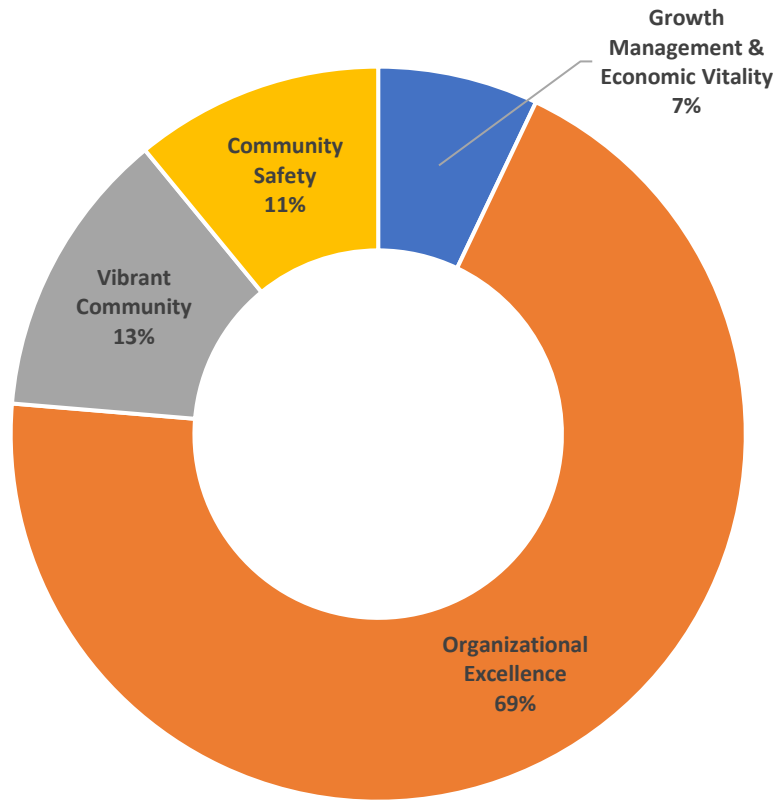


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Budget Summary

General Fund Changes by Strategic Priority Area

General Fund Changes by Strategic Priority Area



Operating Budget Changes by Strategic Area	
Community Safety	\$442,750
Growth Management & Economic Vitality	\$285,831
Organizational Excellence	\$2,803,215
Vibrant Community	\$515,243
TOTAL EXPENSE CHANGES	\$4,047,039

Budget Summary

General Fund Changes by Strategic Priority Area



Community Safety	
Police Records Management System	\$212,750
Fire Personal Protective Equipment Lifecycle Replacement	\$115,000
Police Software Services Contract Increases	\$38,000
Wake County Emergency Operations Center Cost Share	\$19,148
Fire Water Rescue Training	\$15,000
Wake County Dispatch Fees	\$15,000
Police Radio System Fees	\$10,106
Police Mental Health Services	\$10,000
Division of Criminal Information Access Fees	\$3,786
Contract Police Attorney Fee Increase	\$3,960
TOTAL EXPENSE CHANGES	\$442,750

Growth Management & Economic Vitality	
Town Utilities Increase	\$140,000
Microtransit Town Cost Share	\$128,500
Municipal Election Expenses	\$69,535
Development Services Development Engineer and Construction Division Manager Position	\$50,327
Parks and Recreation Credit Card Use Fees	\$30,000
Utilities and Infrastructure Reclass of Capital Project Administrator to Assistant Project Manager Position	\$4,034
Holly Springs Chamber Membership Fee Increase	\$1,465
Development Services Development Plans Reviewer Position Elimination	(49,046)
Development Services Building Code Inspector Position Elimination	(\$88,984)
TOTAL EXPENSE CHANGES	\$285,831

Budget Summary

General Fund Changes by Strategic Priority Area

Organizational Excellence	
General Employee Recruitment and Retention Market Based Adjustments (General Fund Portion)	\$1,012,148
Employee Pay for Performance Merit Increases (General Fund Portion)	\$981,291
Mandatory Town Contribution to LGERS (Local Government Employees Retirement System)	\$235,026
Employee Health Insurance Premium	\$144,885
Parks and Recreation Maintenance Technician Position	\$79,823
Finance Project Accountant Position	\$77,312
Annual Lease Contract for Town Hall Commons Space	\$70,680
Communications and Marketing Website Specialist Position	\$62,532
Fleet Management Equipment and Maintenance Software	\$56,000
Information Technology Technician II - Infrastructure Position	\$53,175
Cyber Security Equipment	\$40,600
Utilities and Infrastructure Life Cycle Asset Management Modeling	\$30,000
Human Resources Information System - Policy Management and E-Forms	\$20,322
Finance Audit and Annual Comprehensive Financial Report Fee Increases	\$19,000
Finance Professional Service Contract Increases	\$18,500
Printed Newsletter and Other Communications Products Contract Increases	\$15,000
CivicPlus Website ADA Compliance Software	\$6,500
Increase to Dental Insurance Premium	\$4,055
Financial Accounting Arbitrage Report	\$3,000
Adjustments to Governing Body Compensation	\$2,158
CivicClerk and Municode Contract Increases	\$1,000
Budget, Innovation, and Strategy Grants Coordinator Reclasp to Part-Time Position	(\$129,792)
TOTAL EXPENSE CHANGES	\$ 2,803,215

Vibrant Community	
Public Works Facilities, Maintenance and Repair Technician	\$117,558
Facilities Preventative Maintenance and Corrective Actions	\$100,000
Public Works Landscape Maintenance	\$70,000
Preparations for Town's Sesquicentennial (150th) Anniversary	\$50,000
Facilities Maintenance Janitorial Services	\$50,000
Park and Recreation Maintenance Part-Time Staff Increase	\$33,595
Public Works Solid Waste Landfill Fees and Fines	\$23,000
Parks and Recreation Part-Time Employee Retention Pay Adjustments	\$20,669
Facilities Consumable Products	\$20,000
Pedestrian Crosswalk Rectangular Rapid Flashing Beacon Repairs	\$12,000
Bass Lake Grounds Maintenance	\$7,500
Fleet Maintenance Supplies	\$6,200
Public Works Solid Waste Technician Reclasp to Solid Waste Crew Lead Position	\$4,721
TOTAL EXPENSE CHANGES	\$ 515,243

Budget Summary

Enterprise Fund Changes



Utility Fund Changes	
General Employee Recruitment and Retention Market Based Adjustments (Utility Fund Portion)	\$236,200
Employee Pay for Performance Merit Increases (Utility Fund Portion)	\$173,726
Growth Generated Utility Increases	\$157,500
Meter Cost and Install Increases	\$139,177
Pump Station Asset Protection & Repair	\$115,000
Bulk Water Purchase From Harnett County	\$100,000
Utility System Improvements and Equipment	\$100,000
Annual Lease Contract for Town Hall Commons Space	\$70,680
Utility System Control Sampling	\$53,450
Utility Technicians I/II/III-Collections Position	\$52,888
Development Services Development Engineer and Construction Division Manager Position	\$50,327
Mandatory Town Contribution to LGERS (Local Government Employees Retirement System)	\$45,211
Employee Health Insurance Premium	\$31,002
Position Reclass to Utility Crew Lead	\$18,954
Utility Fund Staff Technology and Equipment	\$18,600
Lab Testing Equipment for Environmental Compliance	\$15,500
Payment Portal Contract Increases	\$10,750
Monthly Utility Bill Printing	\$9,000
Land Development Travel and Training for Professional Certifications	\$8,500
Position Reclass to Utility Crew Lead-Pump Stations	\$3,730
Storage Rental Increases	\$2,025
Increase to Dental Insurance Premium	\$891
Development Services Development Plans Reviewer Position Elimination	\$(49,046)
Development Services Development Inspector Position Elimination	\$(98,833)
TOTAL EXPENSE CHANGES	\$1,265,232

Stormwater Fund Changes	
General Employee Recruitment and Retention Market Based Adjustments (Stormwater Fund Portion)	\$50,146
Employee Pay for Performance Merit Increases (Stormwater Fund Portion)	\$30,519
Mandatory Town Contribution to LGERS (Local Government Employees Retirement System)	\$7,898
Employee Health Insurance Premium	\$5,406
Increase to Dental Insurance Premium	\$136
Operational Cost-Savings	\$(40,500)
TOTAL EXPENSE CHANGES	\$53,605

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) 2025-26. 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).

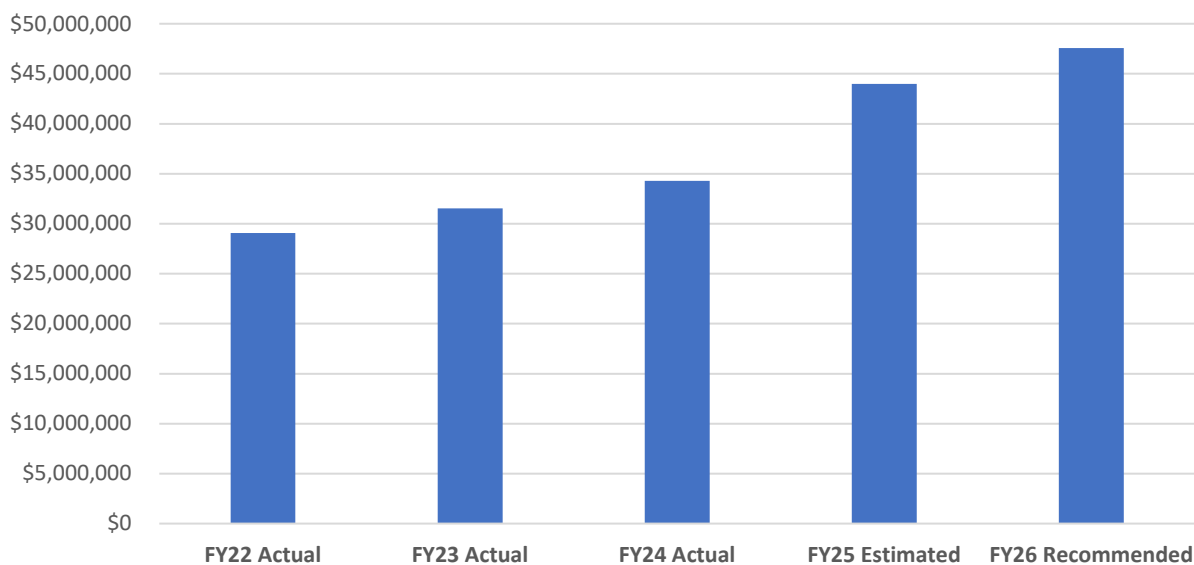
General Fund Summary

The General Fund Operating Budget for FY2025-26 totals \$65,131,081 compared to the FY2024-25 Amended Budget of \$64,127,587. There is a revenue increase of \$1,003,494 (1.6%) when compared to the FY2024-25 Amended Budget. Despite a conservative approach as a result of lingering uncertainty following COVID-19, rising interest rates, 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.

Ad Valorem Taxes: The budget is balanced with a property tax rate of 34.35 cents per \$100 valuation. In FY2025-26 the estimated total tax base for Holly Springs is just over \$14 billion. With a conservative 99.0% budgeted collection rate, the Town anticipates \$47.6 million in property tax revenue.

Ad Valorem represents 46.2% of the General Fund operating budget revenue. Holly Springs allocates approximately 63.14% (21.69 cents per \$100 valuation) of Ad Valorem to the General Fund and approximately 36.86% (12.66 cents per \$100 valuation) is dedicated to debt service. This distribution results in \$30.1 million in current year Ad Valorem for the General Fund and \$17.5 million for General Fund Debt Service. One cent on the Town's tax rate produces approximately \$1.4 million in revenue.

Ad Valorem Taxes



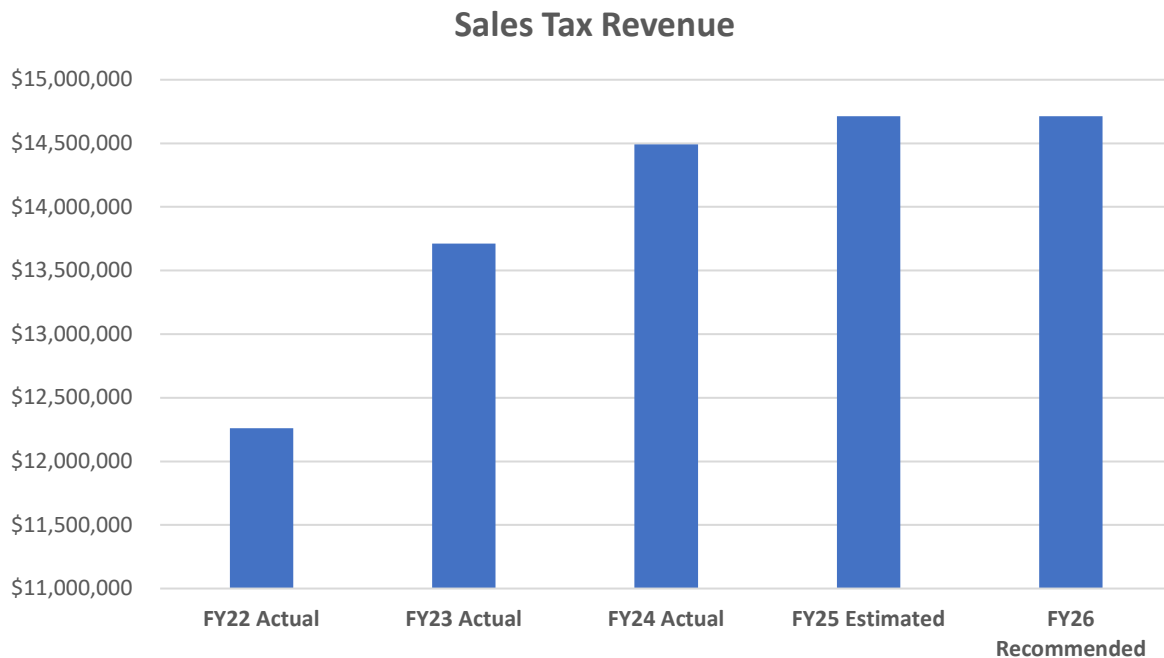
Budget Summary

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 are the second largest General Fund revenue source and represent \$14.7 million or approximately 22.6% of General Fund revenues for FY2025-26. There is no change from the FY2024-25 Amended Budget. 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 FY2025-26.



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 FY2025-26 budget anticipates \$2,900,000 in revenue, which is a small increase to the FY2024-25 projection of \$2.55 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 FY2025-26, \$2,388,500 is anticipated in permits and fees revenues or approximately 3.7% 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 FY2025-26 budget anticipates \$2,550,800 in Parks & Recreation revenues, which is 3.9% of General Fund revenue.

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 FY2025-26 budget the cumulative per user fee is \$21.88 per month, a \$0.59 increase from last year. The FY2025-26 budget includes \$4,350,034 in anticipated environmental fees, which is approximately 6.7% 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.

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 FY2025-26 the Town anticipates receiving \$1,529,896 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 \$31,135,985 in operating revenue related to water & sewer bills, fees, and other revenue sources. The FY2025-26 Recommended Budget implements adjusted water and sewer rates and invest in necessary infrastructure improvements to supply a growing town. The typical residential customer (estimated at 4,000 gal/month) will have a water and sewer bill increase of \$12.98 per month.

Stormwater Management Program Fund: The Stormwater Fund is comprised of \$1,931,737 in operating revenue related to user, and development fees. The FY2025-26 budget maintains the \$5.20 per equivalent residential unit (ERU) that was implemented as of January 2021.

Budget Summary

Operating Financial Forecast



Holly Springs Financial Forecasting Summary

The Town of Holly Springs recognizes the importance of long-range planning throughout the organization. The purpose of financial forecasting is to evaluate current and future fiscal conditions that will enable the governing body to make policy and strategic decisions. A financial forecast is a fiscal management tool that presents estimated information based on past, present, and projected financial conditions.

Holly Springs utilizes multiple financial forecast tools to assist in long-range planning efforts to include:

- Operating Financial Forecast Projections
- Five-Year Community Investment Plan (CIP)
- General Fund Debt Service Models
- Utility Fund Rate Model and Debt Service Models

Operating Financial Forecast

The operating financial forecast included in this document encompasses the Town's major operating funds: General Fund, Utility Fund, and Stormwater Fund. The operating forecast does not include debt service funds or capital funds as the Town's Financial Advisers incorporate capital/debt service needs in the Town's financial planning and debt service models. The Town employs a strategy of directly appropriating a portion of dedicated property tax to meet community investment needs and debt service obligations.

Forecasting Assumptions

The Town has embraced a conservative philosophy in revenue and expenditure estimations that aligns with the Strategic Plan goals of organizational excellence. These forecasts, based on current economic realities and historical data, provide a framework for anticipating budgetary challenges and opportunities while adjusting expenditure growth to economic conditions. Note, that this forecast is a projection of known conditions at a single point of time and provides a general snapshot of trends looking forward for three years. Holly Springs is a rapidly growing and changing municipality which can create volatility in the forecast model. Each operating fund included in the operating financial forecast comes with different assumptions based on projected growth, revenue/expense requirements, and economic trends.

Budget Summary

Operating Financial Forecast - General Fund

General Fund Forecast

Revenue	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Revenue Categories								
Ad Valorem Taxes	\$20,644,471	\$22,410,442	\$24,017,666	\$27,459,547	\$30,071,189	\$31,574,748	\$33,153,486	\$34,811,160
Sales Tax	\$12,261,390	\$13,711,816	\$14,491,894	\$14,712,051	\$14,712,051	\$15,153,413	\$15,608,015	\$16,076,255
Other Taxes and Licenses	\$3,423,404	\$3,667,641	\$4,000,100	\$3,957,485	\$4,388,850	\$4,476,627	\$4,566,160	\$4,657,483
Environmental Fees	\$3,306,669	\$3,589,222	\$4,360,310	\$4,258,912	\$4,350,034	\$4,658,886	\$4,989,667	\$5,343,934
Parks & Recreation Revenues	\$1,969,446	\$2,587,558	\$2,604,616	\$2,361,700	\$2,550,800	\$2,678,340	\$2,812,257	\$2,952,870
Other Financing Sources	\$2,736,750	\$4,113,201	\$5,633,181	\$1,666,799	\$2,467,423	\$2,000,000	\$2,000,000	\$2,000,000
Permits and Fees	\$2,601,694	\$2,723,138	\$2,326,132	\$2,724,500	\$2,388,500	\$2,552,793	\$2,552,793	\$2,552,793
Public Safety Revenues	\$993,170	\$1,142,339	\$1,582,781	\$1,738,588	\$1,950,144	\$1,950,144	\$1,950,144	\$1,950,144
Appropriated Fund Balance	\$0	\$0	\$0	\$4,209,279	\$1,190,000	\$1,000,000	\$1,000,000	\$1,000,000
Miscellaneous Revenues	\$629,159	\$1,430,492	\$1,973,192	\$1,015,726	\$1,038,290	\$1,217,372	\$1,217,372	\$1,217,372
Intergovernmental	\$23,510	\$24,299	\$22,517	\$23,000	\$23,800	\$23,800	\$23,800	\$23,800
Total Revenues	\$ 48,589,662	\$ 55,400,149	\$ 61,012,389	\$ 64,127,587	\$ 65,131,081	\$ 67,286,123	\$ 69,873,693	\$ 72,585,810

Expenses	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Expense Categories								
Salaries and Benefits	\$24,078,262	\$30,296,000	\$33,313,193	\$40,232,388	\$43,889,437	\$43,527,975	\$45,201,896	\$46,956,388
Operating Expenditures	\$11,967,293	\$21,019,797	\$14,719,972	\$16,800,340	\$16,974,934	\$16,835,133	\$17,482,548	\$18,161,126
Transfers Out	\$7,441,788	\$3,665,744	\$3,908,941	\$4,671,110	\$2,140,210	\$2,122,584	\$2,204,210	\$2,289,766
Capital Outlay	\$2,806,741	\$1,872,986	\$2,442,828	\$2,423,749	\$2,126,500	\$2,108,987	\$2,190,090	\$2,275,098
Total Expenditures	\$ 46,294,084	\$ 56,854,527	\$ 54,384,935	\$ 64,127,587	\$ 65,131,081	\$ 64,594,678	\$ 67,078,745	\$ 69,682,378

Fund Balance / Net	\$ 2,295,578	\$ (1,454,378)	\$ 6,627,454	\$ -	\$ -	\$ 2,691,445	\$ 2,794,948	\$ 2,903,432
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Assumptions

- (1) Holly Springs is experiencing approximately 5-7% annual growth.
- (2) Ad valorem growth has typically mirrored expected population increases.
- (3) Sales tax has grown significantly during the early 2020s but in recent years slowed; future years project 3% annual growth.
- (4) Environmental fee growth based on population and inflation.
- (5) Other growth based on expected population increase.

Town of
**HOLLY
SPRINGS**
North Carolina

Revenue								
Revenue Categories	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Water Sales	\$9,416,194	\$10,478,472	\$13,124,304	\$13,558,734	\$15,688,023	\$17,256,825	\$18,982,508	\$20,880,759
Wastewater Charges	\$7,882,984	\$8,034,104	\$9,713,680	\$11,557,461	\$13,767,962	\$15,144,758	\$16,659,234	\$18,325,157
Other Operating Revenues	\$1,064,052	\$909,675	\$874,322	\$898,500	\$797,500	\$877,250	\$964,975	\$1,061,473
Other Financing Sources	\$6,215,618	\$3,049,848	\$1,325,000	\$568,441	\$580,500	\$500,000	\$500,000	\$500,000
Miscellaneous Revenues	\$88,062	\$461,006	\$298,038	\$201,000	\$271,000	\$263,000	\$263,000	\$263,000
Development Fees	\$119,942	\$81,071	\$67,101	\$50,000	\$31,000	\$70,000	\$70,000	\$70,000
Appropriated Fund Balance	\$0	\$0	\$0	\$455,753	\$0	\$0	\$0	\$0
Total Revenues	\$ 24,786,851	\$ 23,014,176	\$ 25,402,445	\$ 27,289,889	\$ 31,135,985	\$ 34,111,834	\$ 37,439,717	\$ 41,100,389

Expenses								
Expense Categories	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Operating Expenditures	\$ 7,926,189	\$ 7,875,093	\$ 10,334,664	\$ 12,066,389	\$ 12,134,952	\$ 11,965,284	\$ 13,132,594	\$ 14,416,635
Salaries and Benefits	\$ 5,489,692	\$ 6,888,116	\$ 7,603,321	\$ 9,221,550	\$ 9,967,980	\$ 9,828,610	\$ 10,787,470	\$ 11,842,216
Transfers Out	\$ 9,590,618	\$ 15,384,259	\$ 3,078,279	\$ 5,233,485	\$ 8,352,553	\$ 8,235,770	\$ 9,039,235	\$ 9,923,047
Capital Outlay	\$ 1,164,360	\$ 445,679	\$ 957,701	\$ 768,465	\$ 680,500	\$ 670,985	\$ 736,445	\$ 808,451
Total Expenditures	\$ 24,170,859	\$ 30,593,147	\$ 21,973,966	\$ 27,289,889	\$ 31,135,985	\$ 30,700,650	\$ 33,695,745	\$ 36,990,350

Net Position	\$ 615,993	\$ (7,578,971)	\$ 3,428,480	\$ -	\$ -	\$ 3,411,183	\$ 3,743,972	\$ 4,110,039
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- (1) Projected increases to water and sewer fees to match the Town's rate model.
- (2) Projected growth in reclaimed water sales to match development of the West side of Town.
- (3) Projected growth in permit fees to match anticipated development.

Budget Summary

Operating Financial Forecast - Stormwater Fund

Stormwater Fund Forecast

Revenue	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Revenue Categories	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Environmental Fees	\$ 1,327,964	\$ 1,406,858	\$ 1,480,938	\$ 1,568,942	\$ 1,661,737	\$ 1,744,824	\$ 1,832,065	\$ 1,923,668
Permits and Fees	\$ 227,396	\$ 164,986	\$ 191,644	\$ 180,000	\$ 200,000	\$ 193,000	\$ 193,000	\$ 193,000
Miscellaneous Revenues	\$ 7,224	\$ 85,997	\$ 129,373	\$ 44,920	\$ 70,000	\$ 68,000	\$ 68,000	\$ 68,000
Appropriated Fund Balance	\$ -	\$ -	\$ -	\$ 238,513	\$ -	\$ -	\$ -	\$ -
Other Financing Sources	\$ 587,100	\$ 481,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 2,149,684	\$ 2,139,016	\$ 1,801,954	\$ 2,032,375	\$ 1,931,737	\$ 2,005,824	\$ 2,093,065	\$ 2,184,668

Expenses	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Revenue Categories	FY22 - Actual	FY23 - Actual	FY24 - Actual	FY25 - Amended	FY26 - Recommended	FY27 - Projected	FY28 - Projected	FY29 - Projected
Salaries and Benefits	\$ 563,621	\$ 880,403	\$ 1,303,591	\$ 1,544,084	\$ 1,630,187	\$ 1,608,073	\$ 1,678,015	\$ 1,751,453
Operating Expenditures	\$ 226,570	\$ 134,676	\$ 278,708	\$ 421,560	\$ 301,550	\$ 297,459	\$ 310,397	\$ 323,982
Transfers Out	\$ 1,126,622	\$ 481,176	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 35,642	\$ 66,373	\$ 556,269	\$ 62,731	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,952,456	\$ 1,562,628	\$ 2,138,568	\$ 2,032,375	\$ 1,931,737	\$ 1,905,533	\$ 1,988,412	\$ 2,075,435

Net Position	\$ 197,228	\$ 576,388	\$ (336,614)	\$ -	\$ -	\$ 100,291	\$ 104,653	\$ 109,233
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Assumptions

- (1) Moderate projected increases to stormwater fees to match anticipated development activity.
- (2) Projected growth in permit fees to match development activity.

Budget Summary

Economic Development



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 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 few years, the Mayor and Council have made strategic decisions to guide the Town's growth to obtaining a 30% commercial tax base. 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 Phase I					
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.				
	FY26	FY27	FY28	FY29	FY30
Estimated Property Tax Revenue	\$3,606,750	\$5,152,500	\$6,183,000	\$6,183,000	\$6,183,000
Estimated BIG Reimbursement	-	-	\$721,350	\$721,350	\$721,350
Net Town Revenue*	\$3,606,750	\$5,152,500	\$5,461,650	\$5,461,650	\$5,461,650

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Fujifilm Diosynth Biotechnologies - BIG Agreement Phase II					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of property tax associated with phase 2, commencing after the collection of \$20M in property tax by the Town. Reimbursement takes places over 6 years with a max amount of \$20,236,800.				
	FY26	FY27	FY28	FY29	FY30
Estimated Property Tax Revenue	-	-	\$4,122,000	\$4,122,000	\$4,122,000
Estimated BIG Reimbursement	-	-	-	-	-
Net Town Revenue*	-	-	\$4,122,000	\$4,122,000	\$4,122,000

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Amgen - BIG Agreement Phase I					
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.				
	FY26	FY27	FY28	FY29	FY30
Estimated Property Tax Revenue	\$1,866,923	\$1,901,273	\$1,901,273	\$1,901,273	\$1,901,273
Estimated BIG Reimbursement	\$924,970	\$942,145	\$942,145	\$942,145	\$942,145
Net Town Revenue	\$941,953	\$959,128	\$959,128	\$959,128	\$959,128

Amgen - BIG Agreement Phase II					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of property tax associated with phase 2. Reimbursement takes places over 6 years with a max amount of \$11,490,490.				
	FY26	FY27	FY28	FY29	FY30
Estimated Property Tax Revenue	-	\$690,435	\$1,779,330	\$2,919,750	\$3,465,915
Estimated BIG Reimbursement	-	\$345,218	\$889,665	\$1,459,875	\$1,732,958
Net Town Revenue	-	\$345,218	\$889,665	\$1,459,875	\$1,732,958

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 and other required infrastructure. Reimbursements will be capped at \$585,349.				
	FY26	FY27	FY28	FY29	FY30
Estimated Property Tax Revenue	\$135,897	\$135,897	\$135,897	\$135,897	\$135,897
Estimated BIG Reimbursement	\$100,795	\$100,795	\$50,398	\$50,398	\$50,398
Net Town Revenue	\$35,102	\$35,102	\$85,499	\$85,499	\$85,499

Budget Summary

Nonprofit Grant Programs



Community Nonprofit Grant Program

The Town of Holly Springs sets aside \$20,000 each budget year to assist local non-profit groups through a grant program. Eligible organizations may apply for up to \$2,500 once a year. Applicants may receive all, partial, or no funding. Grants must be used for a public purpose and serve the residents of Holly Springs.

Applications for the grants open in January of each year and close in March. The applications are reviewed and scored by the Town staff Grants Committee. Then applications are forwarded to the Council Grants Committee. The Council Grants Committee meets to evaluate applications and makes a recommendation to the full Council, who votes on appropriations. Below is a list of the grants awarded during FY24-25.

Community Nonprofit Grant Program FY 2024-2025	
Annual Recipient Organizations	Grant Amount Awarded
Christian Community in Action	\$2,500
Holly Springs Community Band	\$2,500
YMCA Camp GRACE	\$2,500
InterAct	\$2,000
Holly Grove Middle PTSA	\$1,500
Center for Volunteer Caregiving	\$1,000
For Girls Like Quaneisha	\$1,000
Hawktimus Prime	\$1,000
Holly Springs High School PTSA	\$1,000
Holly Strings Youth Orchestra	\$1,000
Military Missions in Action	\$1,000
Nepal Center of North Carolina	\$1,000
BeShe Inc.	\$500
Holly Springs Civitan	\$500
Holly Springs High School Band Boosters	\$500
Holly Springs Interfaith Alliance	\$500
TOTAL	\$20,000

Strategic Partners Nonprofit Grant Program

Town Council identifies long-standing grant recipients that demonstrate significant contributions to the Holly Springs community as strategic partners. Strategic partners receive non-profit grants directly through the Town's annual budget process and are not required to apply through the community grant process. In FY25-26 the following strategic partners are appropriated funds:

Strategic Partners Nonprofit Grant Program FY 2025-2026	
Strategic Partners	Grant Amount Awarded
Holly Springs Food Cupboard	\$5,000
Launch Holly Springs	\$5,000*
TOTAL	\$10,000

*Requires a 1:1 match, up to \$5,000

Budget Summary

Budget Overview - All Funds Revenues

Revenues & Sources	FY23 Actual	FY 24 Actual	FY25 Amended	FY26 Recommended
General Fund				
Ad valorem Taxes	\$22,410,442	\$24,017,666	\$27,459,547	\$30,071,189
Sales Tax	\$13,711,816	\$14,491,894	\$14,712,051	\$14,712,051
Other Taxes and Licenses	\$3,667,641	\$4,000,100	\$3,957,485	\$4,388,850
Environmental Fees	\$3,589,222	\$4,360,310	\$4,258,912	\$4,350,034
Parks & Recreation Revenues	\$2,587,558	\$2,604,616	\$2,361,700	\$2,550,800
Other Financing Sources	\$4,113,201	\$5,633,181	\$1,666,799	\$2,467,423
Permits and Fees	\$2,723,138	\$2,326,132	\$2,724,500	\$2,388,500
Public Safety Revenues	\$1,142,339	\$1,582,781	\$1,738,588	\$1,950,144
Appropriated Fund Balance	-	-	\$4,209,279	\$1,190,000
Miscellaneous Revenues	\$1,430,492	\$1,973,192	\$1,015,726	\$1,038,290
Intergovernmental	\$24,299	\$22,517	\$23,000	\$23,800
GENERAL FUND SUB-TOTAL	\$55,400,149	\$61,012,389	\$64,127,587	\$65,131,081
Utility Fund				
Water Sales	\$10,478,472	\$13,124,304	\$13,558,734	\$15,688,023
Sewer Charges	\$8,034,104	\$9,713,680	\$11,557,461	\$13,767,962
Other Operating Revenues	\$909,675	\$874,322	\$898,500	\$797,500
Other Financing Sources	\$3,049,848	\$1,325,000	\$568,441	\$580,500
Miscellaneous Revenues	\$461,006	\$298,038	\$201,000	\$271,000
Development Fees	\$81,071	\$67,101	\$50,000	\$31,000
Appropriated Fund Balance	-	-	\$455,753	-
UTILITY FUND SUB-TOTAL	\$23,014,176	\$25,402,445	\$27,289,889	\$31,135,985
Stormwater Fund				
Environmental Fees	\$1,406,858	\$1,480,938	\$1,568,942	\$1,661,737
Permits and Fees	\$164,986	\$191,644	\$180,000	\$200,000
Miscellaneous Revenues	\$85,997	\$129,373	\$44,920	\$70,000
Appropriated Fund Balance	-	-	\$238,513	-
Other Financing Sources	\$481,176	-	-	-
STORMWATER FUND SUB-TOTAL	\$2,139,016	\$1,801,954	\$2,032,375	\$1,931,737
Other Funds				
Powell Bill Revenue	\$1,243,335	\$1,424,125	\$1,488,284	\$1,529,896
Emergency Telephone System Fund	\$111,704	\$10,110	\$246,216	\$246,216
OTHER MINOR FUNDS SUB-TOTAL	\$1,355,039	\$1,434,235	\$1,734,500	\$1,776,112
Debt Service Funds				
General Debt Service Revenues	\$9,620,297	\$11,209,998	\$10,147,122	\$17,713,816
Utility Debt Service Revenues	\$6,961,826	\$4,063,495	\$4,618,802	\$4,977,892
DEBT SERVICE FUNDS SUB-TOTAL	\$16,582,123	\$15,273,493	\$14,765,924	\$22,691,708
TOTAL REVENUES & SOURCES	\$98,490,503	\$104,924,517	\$109,950,275	\$122,666,623

Budget Summary

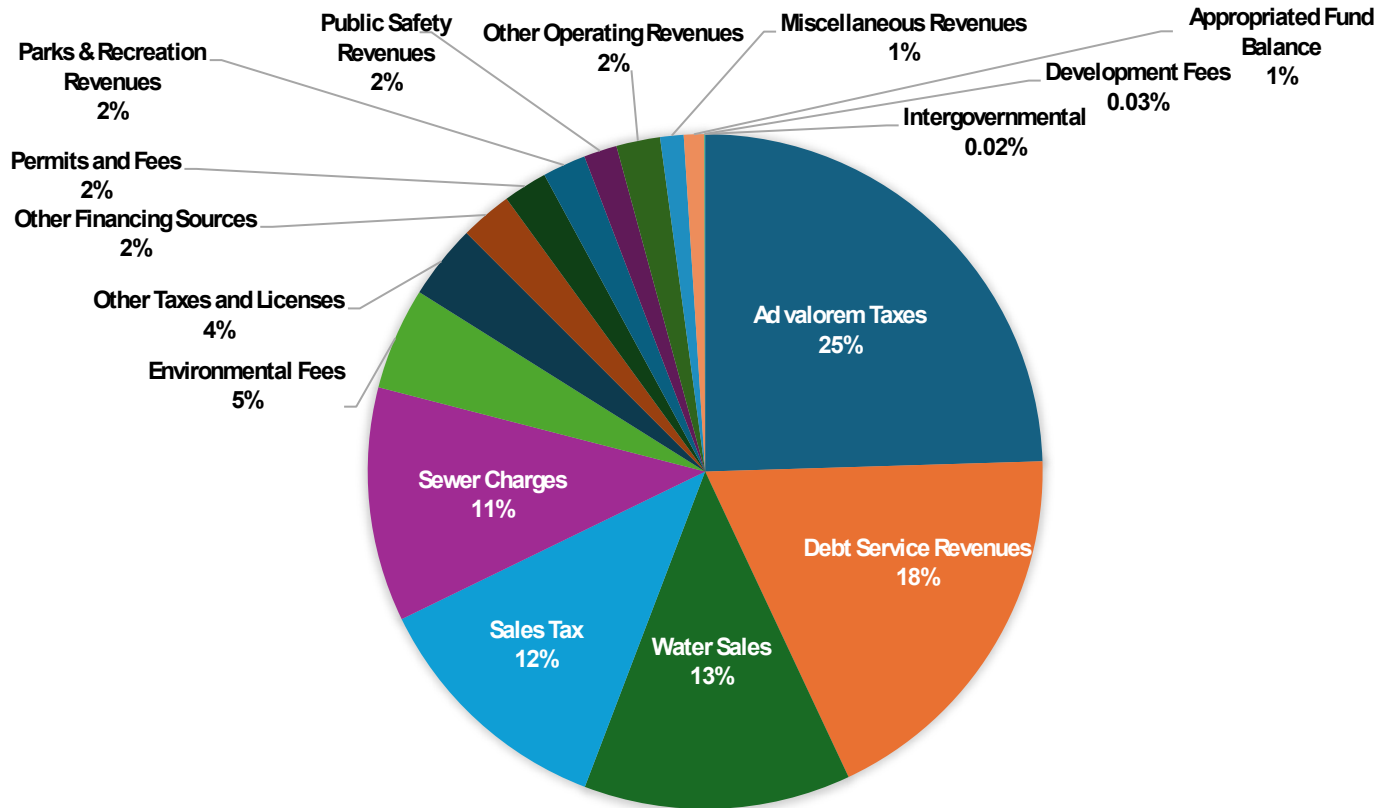
Budget Overview - All Funds Expenditures & Uses



Expenditures & Uses	FY23 Actual	FY 24 Actual	FY25 Amended	FY26 Recommended
General Fund				
Salaries and Benefits	\$30,296,000	\$33,313,193	\$40,232,388	\$43,889,437
Operating Expenditures	\$21,019,797	\$14,719,972	\$16,800,340	\$16,974,934
Capital Outlay	\$1,872,986	\$2,442,828	\$2,423,749	\$2,126,500
Transfers Out	\$3,665,744	\$3,908,941	\$4,671,110	\$2,140,210
EXPENSES TOTAL	\$56,854,527	\$54,384,935	\$64,127,587	\$65,131,081
Utility Fund				
Salaries and Benefits	\$6,888,116	\$7,603,321	\$9,221,550	\$9,967,980
Operating Expenditures	\$7,875,093	\$10,334,664	\$12,066,389	\$12,134,952
Capital Outlay	\$445,679	\$957,701	\$768,465	\$680,500
Transfers Out	\$15,384,259	\$3,078,279	\$5,233,485	\$8,352,553
UTILITY FUND SUB-TOTAL	\$30,593,147	\$21,973,966	\$27,289,889	\$31,135,985
Stormwater Fund				
Salaries and Benefits	\$880,403	\$1,303,591	\$1,544,084	\$1,630,187
Operating Expenditures	\$134,676	\$278,708	\$421,560	\$301,550
Capital Outlay	\$66,373	\$556,269	\$62,731	-
Transfers Out	\$481,176	-	\$4,000	-
STORMWATER FUND SUB-TOTAL	\$1,562,628	\$2,138,568	\$2,032,375	\$1,931,737
Other Minor Funds				
Powell Bill Fund	\$197,002	\$1,464,735	\$1,488,284	\$1,529,896
Emergency Telephone System (911) Fund	\$99,316	\$580,552	\$246,216	\$246,216
OTHER MINOR FUNDS SUB-TOTAL	\$296,318	\$2,045,287	\$1,734,500	\$1,776,112
Debt Service Funds				
General Fund Debt Service	\$7,292,736	\$9,537,045	\$10,147,122	\$17,713,816
Utility Fund Debt Service	\$4,202,127	\$3,963,544	\$4,618,802	\$4,977,892
DEBT SERVICE FUNDS SUB-TOTAL	\$11,494,863	\$13,500,589	\$14,765,924	\$22,691,708
TOTAL EXPENSES & USES	\$100,801,482	\$94,043,344	\$109,950,275	\$122,666,623

Budget Summary

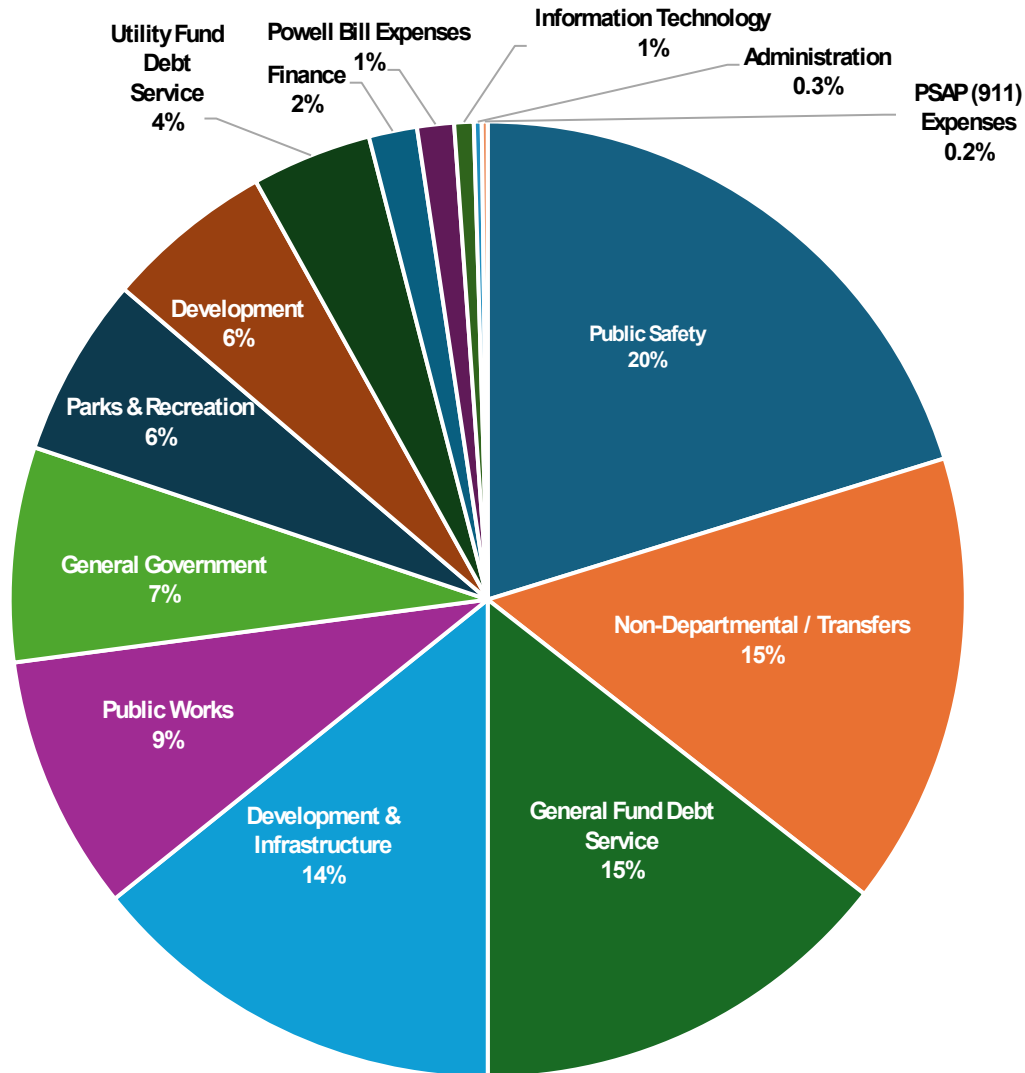
Revenues & Sources - All Operating Funds



Revenues & Sources - All Funds	FY26 Recommended
Ad valorem Taxes	\$30,071,189
Debt Service Revenues	\$22,691,708
Water Sales	\$15,688,023
Sales Tax	\$14,712,051
Sewer Charges	\$13,767,962
Environmental Fees	\$6,011,771
Other Taxes and Licenses	\$4,388,850
Other Financing Sources	\$3,047,923
Permits and Fees	\$2,588,500
Parks & Recreation Revenues	\$2,550,800
Public Safety Revenues	\$1,950,144
Other Operating Revenues	\$2,573,612
Miscellaneous Revenues	\$1,379,290
Appropriated Fund Balance	\$1,190,000
Development Fees	\$31,000
Intergovernmental	\$23,800
TOTAL REVENUES & SOURCES	\$122,666,623

Budget Summary

Expenditures & Uses - All Operating Funds



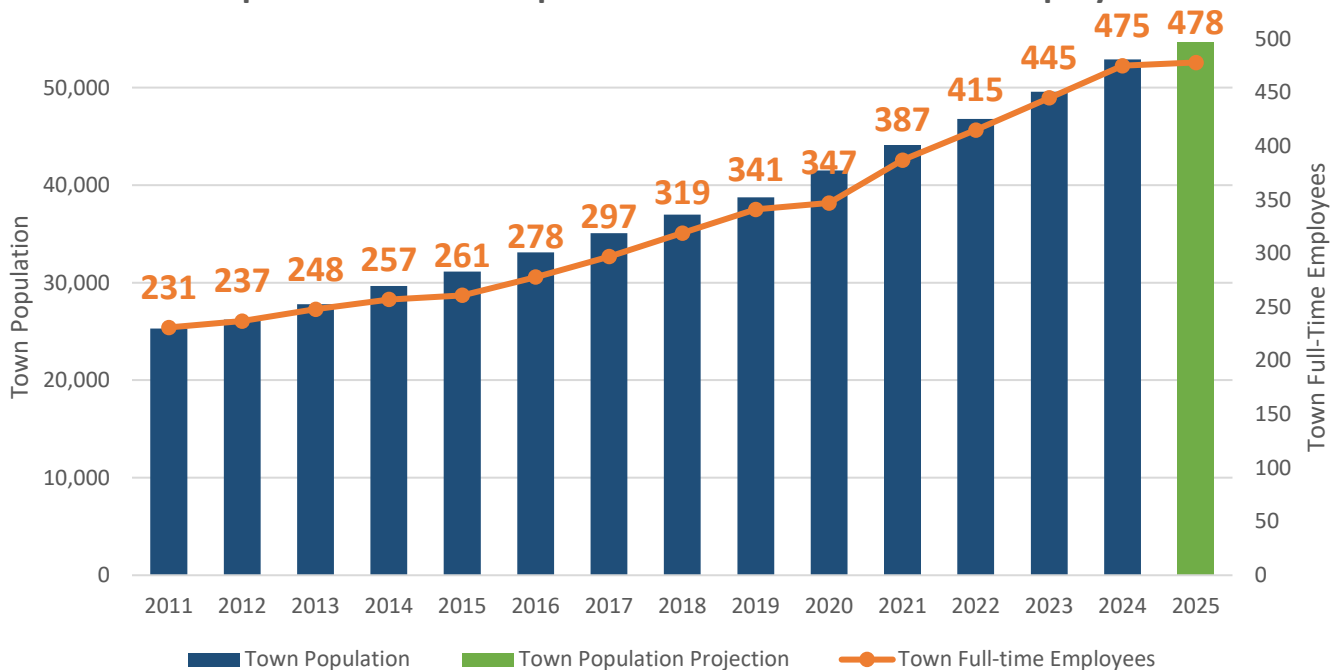
Expenditures & Uses - All Funds	FY26 Recommended
Public Safety	\$24,814,251
Non-Departmental / Transfers	\$18,804,436
General Fund Debt Service	\$17,713,816
Development & Infrastructure	\$17,468,335
Public Works	\$10,618,851
General Government	\$8,905,689
Parks and Recreation	\$7,469,942
Development	\$6,985,971
Utility Fund Debt Service	\$4,977,892
Finance	\$2,000,279
Powell Bill Expenses	\$1,529,896
Information Technology	\$806,883
Administration	\$324,166
PSAP (911) Expenses	\$246,216
TOTAL EXPENDITURES & USES	\$122,666,623

Budget Summary

Position Summary

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Recommended
Authorized Full-Time Positions By Department/Office					
Police	91	93	99	107	107
Fire & Rescue	71	71	73	85	85
Utilities & Infrastructure	58	66	72	75	76
Development Services	46	49	55	56	54
Public Works	39	41	46	48	49
Parks & Recreation	37	39	42	43	44
Finance	19	19	19	19	20
Information Technology	9	10	11	13	14
Human Resources	3	4	4	6	6
Town Manager's Office	5	4	4	3	3
Budget, Strategy, and Innovation	n/a	4	4	4	3
Office of Customer Care	n/a	4	4	4	4
Communications & Marketing	3	4	4	4	5
Town Attorney	2	3	3	3	3
Economic Development	2	2	3	3	3
Town Clerk	2	2	2	2	2
TOTAL AUTHORIZED POSITIONS	387	415	445	475	478

Comparison of Town Population Growth to Full-Time Employees



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
 - Transportation - 011
- 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

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*

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
 - Business Asset Management - 005
 - Water Resource Administration – 030
 - Waste Water Treatment Plant – 035
 - Compliance/Lab – 040
 - Distributions & Water Storage – 045
 - Collections – 050
 - Pump Stations – 055
 - Utility Engineering - 060
- 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
 - Stormwater Environmental - 065
 - Stormwater Utility Operations - 070
- Development Services - 460

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	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Ad valorem Taxes	\$19,088,514	\$20,644,471	\$22,410,442	\$24,017,666	\$27,459,547	\$30,071,189
Sales Tax	\$10,162,152	\$12,261,390	\$13,711,816	\$14,491,894	\$14,712,051	\$14,712,051
Other Taxes and Licenses	\$3,094,605	\$3,423,404	\$3,667,641	\$4,000,100	\$3,957,485	\$4,388,850
Environmental Fees	\$3,311,437	\$3,306,669	\$3,589,222	\$4,360,310	\$4,258,912	\$4,350,034
Parks & Recreation Revenues	\$1,718,936	\$1,969,446	\$2,587,558	\$2,604,616	\$2,361,700	\$2,550,800
Other Financing Sources	(\$1,594,162)	\$2,736,750	\$4,113,201	\$5,633,181	\$1,666,799	\$2,467,423
Permits and Fees	\$3,910,672	\$2,601,694	\$2,723,138	\$2,326,132	\$2,724,500	\$2,388,500
Public Safety Revenues	\$900,542	\$993,170	\$1,142,339	\$1,582,781	\$1,738,588	\$1,950,144
Appropriated Fund Balance	-	-	-	-	\$4,209,279	\$1,190,000
Miscellaneous Revenues	(\$2,047,770)	\$629,159	\$1,430,492	\$1,973,192	\$1,015,726	\$1,038,290
Intergovernmental	\$867,826	\$23,510	\$24,299	\$22,517	\$23,000	\$23,800
TOTAL REVENUES	\$39,412,753	\$48,589,662	\$55,400,149	\$61,012,389	\$64,127,587	\$65,131,081

EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Public Safety	\$13,503,386	\$15,444,872	\$17,009,019	\$17,820,221	\$23,611,798	\$24,814,251
Public Works	\$5,697,146	\$7,362,056	\$8,523,280	\$9,676,492	\$10,172,434	\$10,471,251
General Government	\$3,763,899	\$5,000,674	\$14,440,174	\$7,732,894	\$7,849,822	\$8,905,689
Parks and Recreation	\$5,122,978	\$5,101,948	\$6,224,916	\$6,264,703	\$7,183,969	\$7,469,942
Development	\$3,680,055	\$3,757,346	\$4,378,309	\$5,314,606	\$6,562,459	\$6,985,971
Non-Departmental / Transfers	\$6,072,985	\$9,627,187	\$6,278,829	\$7,576,018	\$8,747,105	\$6,483,977
TOTAL EXPENDITURES	\$37,840,450	\$46,294,084	\$56,854,527	\$54,384,935	\$64,127,587	\$65,131,081

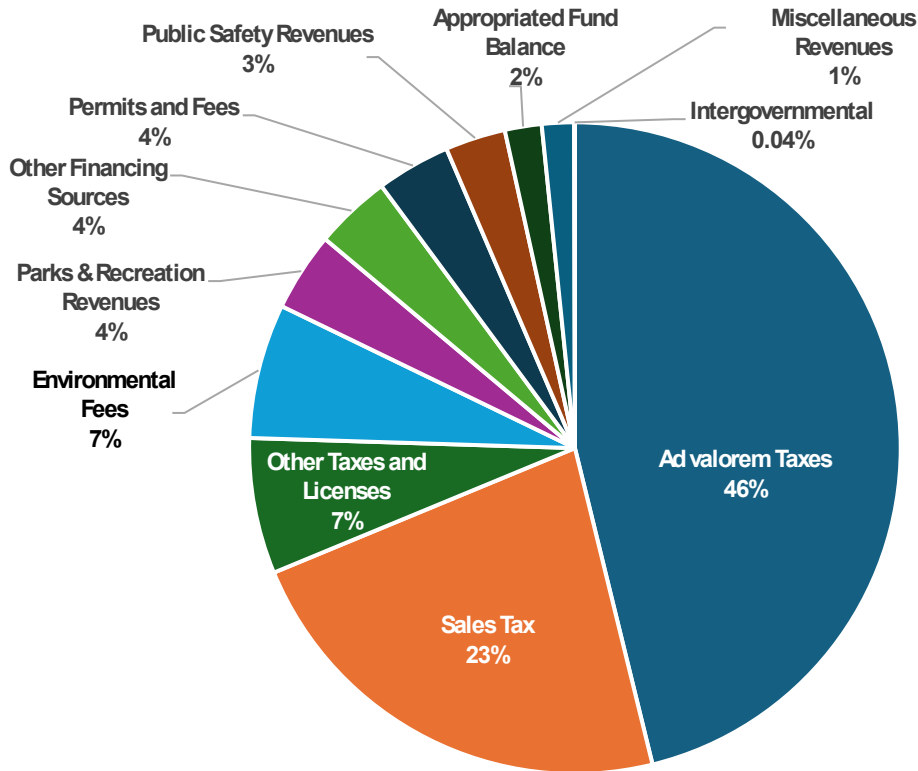
TOTAL REVENUES	\$39,412,753	\$48,589,662	\$55,400,149	\$61,012,389	\$64,127,587	\$65,131,081
TOTAL EXPENDITURES	\$37,840,450	\$46,294,084	\$56,854,527	\$54,384,935	\$64,127,587	\$65,131,081
NET FUND SAVINGS/(DEFICIT)	\$1,572,304	\$2,295,578	(\$1,454,378)	\$6,627,454	-	-

General Fund

FY2025-26 Summary by Function



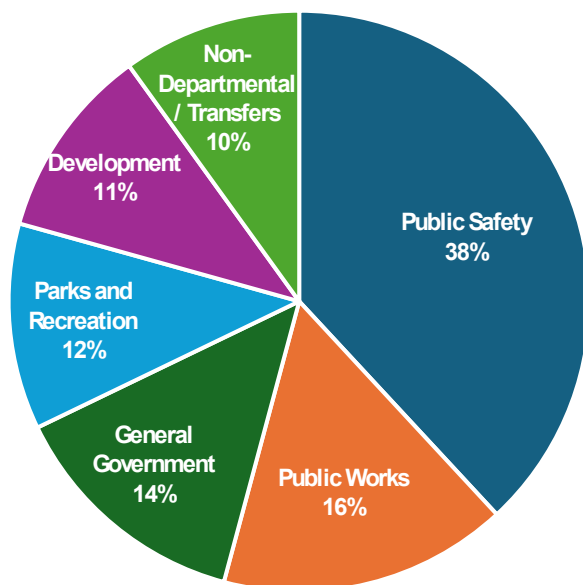
Revenues



REVENUES:	%	FY26
Ad valorem Taxes	46.2%	\$30,071,189
Sales Tax	22.6%	\$14,712,051
Other Taxes and Licenses	6.7%	\$4,388,850
Environmental Fees	6.7%	\$4,350,034
Parks & Recreation Revenues	3.9%	\$2,550,800
Other Financing Sources	3.8%	\$2,467,423
Permits and Fees	3.7%	\$2,388,500
Public Safety Revenues	3.0%	\$1,950,144
Appropriated Fund Balance	1.8%	\$1,190,000
Miscellaneous Revenues	1.6%	\$1,038,290
Intergovernmental	0.04%	\$23,800
TOTAL REVENUES	100.0%	\$65,131,081

Expenditures

EXPENDITURES:	%	FY26
Public Safety	38.1%	\$24,814,251
Public Works	16.1%	\$10,471,251
General Government	13.7%	\$8,905,689
Parks and Recreation	11.5%	\$7,469,942
Development	10.7%	\$6,985,971
Non-Departmental / Transfers	10.0%	\$6,483,977
TOTAL EXPENDITURES	100.0%	\$65,131,081



General Fund

Communications & Marketing Department

Mission Statement

The Communications & Marketing Department acts as an information superhighway that connects the Town of Holly Springs with residents, businesses, and the media. The department acts as an internal marketing agency and communications engine for all Town departments to best inform and educate the public about their local government.

Major Services Provided

- Conducts extensive strategic planning to ensure that Town Council approved projects and initiatives are rolled out to the public in easy to understand and compelling formats
- Disseminates information accurately and effectively to the public and media during crisis situations
- Creates impactful marketing materials and ensures the Holly Springs brand is used effectively
- Manages the Town website, which receives more than 4 million page views per year
- Utilizes multiple communications tools to give the public a variety of ways to get information, including monthly print newsletter, bimonthly digital newsletter, e-mail and text message communications, and more
- Develops engaging videos and social media content to tell the story of how Town services impact the community and why they are important

Communications and Marketing Department Budget Summary					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$275,558	\$380,045	\$436,544	\$456,576	\$569,012
Operating Expenditures	\$105,969	\$110,469	\$124,489	\$101,268	\$171,468
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$381,527	\$490,514	\$561,032	\$557,844	\$740,480

Budget Changes

- Communications and Marketing Website Specialist Position (\$62,532)
- Printed Newsletter and Other Communications Products Contract Increases (\$15,000)
- Preparations for Town's Sesquicentennial (150th) Anniversary (\$50,000)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$609,991	\$606,544	\$710,110	\$713,036	\$687,356
Operating Expenditures	\$157,834	\$76,002	\$59,990	\$246,340	\$271,172
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$767,825	\$682,547	\$770,100	\$959,376	\$958,528

Budget Changes

- None

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	-	\$125,550	\$171,772	\$182,946	\$182,561
Operating Expenditures	-	\$8,206	\$7,797	\$10,600	\$10,600
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	-	\$133,756	\$179,569	\$193,546	\$193,161

Budget Changes

- None

General Fund

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

Budget, Innovation, and Strategy Budget Summary

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	-	\$426,952	\$513,901	\$456,263	\$397,460
Operating Expenditures	-	\$38,533	\$29,585	\$13,664	\$13,664
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	-	\$465,485	\$543,486	\$469,927	\$411,124

Budget Changes

- Budget, Innovation, and Strategy Grants Coordinator Reclass to Part-Time Position (-\$129,792)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$285,953	\$346,027	\$458,338	\$496,102	\$859,279
Operating Expenditures	\$105,610	\$158,628	\$80,642	\$344,698	\$284,092
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$391,563	\$504,655	\$538,980	\$840,800	\$1,143,371

Budget Changes

- Human Resources Information System - Policy Management and E-Forms (\$20,322)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$223,420	\$308,369	\$440,262	\$427,608	\$460,214
Operating Expenditures	\$121,706	\$8,021,930	\$8,696	(\$2,450)	(\$2,450)
Capital Outlay	\$12,280	-	-	-	-
EXPENSE TOTALS	\$357,406	\$8,330,298	\$448,958	\$425,158	\$457,764

Budget Changes

- None

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$185,857	\$213,449	\$231,880	\$223,886	\$242,254
Operating Expenditures	\$140,184	\$134,119	\$213,834	\$137,134	\$213,534
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$326,041	\$347,568	\$445,714	\$361,020	\$455,788

Budget Changes

- Municipal Election Costs (\$69,535)
- Adjustments to Governing Body Compensation (\$2,158)
- Holly Springs Chamber Membership Fee Increase (\$1,465)
- CivicClerk and Municode Contract Increases (\$1,000)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$619,895	\$924,490	\$898,374	\$917,434	\$1,112,514
Operating Expenditures	\$79,574	\$109,125	\$140,885	\$137,416	\$157,246
Capital Outlay	\$6,050	-	\$23,215	-	-
EXPENSE TOTALS	\$705,520	\$1,033,615	\$1,062,475	\$1,054,850	\$1,269,760

Budget Changes

- Finance Project Accountant Position (\$77,312)
- Finance Audit and Annual Comprehensive Financial Report Fee Increases (\$19,000)
- Finance Professional Services Contract Increases (\$18,500)
- Finance Accounting Arbitrage Report (\$3,000)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$621,509	\$783,113	\$837,050	\$1,035,880	\$1,197,801
Operating Expenditures	\$1,161,117	\$1,323,009	\$1,393,395	\$1,451,054	\$1,506,649
Capital Outlay	\$0	\$0	\$540,572	\$0	\$0
EXPENSE TOTALS	\$1,782,626	\$2,106,122	\$2,771,017	\$2,486,934	\$2,704,450

Budget Changes

- Information Technology Technician II - Infrastructure Position (\$53,175)
- Cyber Security Equipment (\$40,600)
- CivicPlus Website ADA Compliance Software (\$6,500)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$228,658	\$277,739	\$352,402	\$415,817	\$496,713
Operating Expenditures	\$59,508	\$67,876	\$59,162	\$84,550	\$74,550
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$288,166	\$345,615	\$411,564	\$500,367	\$571,263

Budget Changes

- 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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$7,501,189	\$8,589,226	\$9,094,091	\$11,667,504	\$12,646,437
Operating Expenditures	\$598,723	\$821,532	\$935,789	\$1,223,712	\$1,121,330
Capital Outlay	\$1,060,365	\$482,910	\$295,980	\$890,502	\$1,227,000
EXPENSE TOTALS	\$9,160,278	\$9,893,667	\$10,325,860	\$13,781,718	\$14,994,767

Budget Changes

- Police Records Management System (\$212,750)
- Police Software Services Contract Increases (\$8,000)
- Wake County Emergency Operations Center Cost Share (\$9,148)
- Wake County Dispatch Fees (\$5,000)
- Police Radio System Fees (\$10,106)
- Police Mental Health Services (\$10,000)
- Contract Police Attorney Fee Increase (\$3,960)
- Division of Criminal Information Access Fees (\$3,786)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$5,247,976	\$6,564,497	\$6,860,083	\$8,502,145	\$9,061,634
Operating Expenditures	\$521,548	\$500,202	\$616,827	\$1,156,145	\$757,850
Capital Outlay	\$515,071	\$50,653	\$17,450	\$171,790	-
EXPENSE TOTALS	\$6,284,595	\$7,115,351	\$7,494,361	\$9,830,080	\$9,819,484

Budget Changes

- Fire Personal Protective Equipment Lifecycle Replacement (\$115,000)
- Fire Water Rescue Training (\$15,000)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$2,275,490	\$2,903,565	\$3,439,248	\$4,044,115	\$4,443,218
Operating Expenditures	\$4,279,031	\$4,534,776	\$4,927,203	\$5,080,057	\$5,279,533
Capital Outlay	\$807,535	\$1,084,939	\$1,310,041	\$1,048,262	\$748,500
EXPENSE TOTALS	\$7,362,056	\$8,523,280	\$9,676,492	\$10,172,434	\$10,471,251

Budget Changes

- Public Works Facilities, Maintenance and Repair Technician (\$117,558)
- Facilities Preventative Maintenance and Corrective Actions (\$100,000)
- Annual Lease Contract for Town Hall Commons Space (\$70,680)
- Public Works Landscape Maintenance (\$70,000)
- Fleet Management Equipment and Maintenance Software (\$56,000)
- Facilities Maintenance Janitorial Services (\$50,000)
- Public Works Solid Waste Landfill Fees and Fines (\$23,000)
- Facilities Consumable Products (\$20,000)
- Pedestrian Crosswalk Rectangular Rapid Flashing Beacon Repairs (\$12,000)
- Fleet Maintenance Supplies (\$6,200)
- Public Works Solid Waste Technician Reclass to Solid Waste Crew Lead Position (\$4,721)

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, after school 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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$3,237,989	\$3,973,265	\$4,304,940	\$4,833,384	\$5,239,334
Operating Expenditures	\$1,826,109	\$2,037,203	\$1,909,888	\$2,098,026	\$2,079,608
Capital Outlay	\$37,851	\$214,448	\$49,875	\$252,559	\$151,000
EXPENSE TOTALS	\$5,101,948	\$6,224,916	\$6,264,703	\$7,183,969	\$7,469,942

Budget Changes

- Parks and Recreation Maintenance Technician Position (\$79,823)
- Park and Recreation Maintenance Part-Time Staff Increase (\$33,595)
- Parks and Recreation Credit Card Use Fees Increase (\$30,000)
- Parks and Recreation Part-Time Employee Retention Pay Adjustments (\$20,669)
- Bass Lake Grounds Maintenance (\$7,500)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$699,714	\$1,152,624	\$1,278,658	\$1,878,815	\$2,085,522
Operating Expenditures	\$116,180	\$90,157	\$138,851	\$206,235	\$282,325
Capital Outlay	\$15,000	-	\$56,920	\$2,636	-
EXPENSE TOTALS	\$830,893	\$1,242,781	\$1,474,429	\$2,087,686	\$2,367,847

*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 Changes

- Utilities and Infrastructure Life Cycle Asset Management Modeling Maintenance (\$30,000)
- Utilities and Infrastructure Reclass of Capital Project Administrator to Assistant Project Manager Position (\$4,034)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$2,033,660	\$2,660,619	\$3,222,353	\$3,910,877	\$4,128,128
Operating Expenditures	\$540,204	\$434,873	\$469,433	\$505,896	\$489,996
Capital Outlay	\$352,589	\$40,036	\$148,774	\$58,000	-
EXPENSE TOTALS	\$2,926,453	\$3,135,528	\$3,840,560	\$4,474,773	\$4,618,124

*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 Changes

- Microtransit Town Cost Share (\$128,500)
- Development Services Development Engineer and Construction Division Manager Position (\$50,327)
- Development Services Development Plans Reviewer Position Elimination (-\$49,046)
- Development Services Building Code Inspector Position Elimination (-\$88,984)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Operating Expenditures	\$2,185,399	\$2,613,085	\$3,667,076	\$4,075,995	\$4,343,767
EXPENSE TOTALS	\$2,185,399	\$2,613,085	\$3,667,076	\$4,075,995	\$4,343,767

Budget Changes

- Town Utilities Increase (\$140,000)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Transfers / Other Financing Uses	\$7,441,788	\$3,665,744	\$3,908,941	\$4,671,110	\$2,140,210
EXPENSE TOTALS	\$7,441,788	\$3,665,744	\$3,908,941	\$4,671,110	\$2,140,210



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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	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Water Sales	\$9,416,194	\$8,310,591	\$10,478,472	\$13,124,304	\$13,558,734	\$15,688,023
Wastewater Charges	\$7,882,984	\$6,851,004	\$8,034,104	\$9,713,680	\$11,557,461	\$13,767,962
Other Operating Revenues	\$1,064,052	\$1,171,819	\$909,675	\$874,322	\$898,500	\$797,500
Other Financing Sources	\$6,215,618	\$500,000	\$3,049,848	\$1,325,000	\$568,441	\$580,500
Miscellaneous Revenues	\$88,062	\$123,853	\$461,006	\$298,038	\$201,000	\$271,000
Development Fees	\$119,942	\$2,912,564	\$81,071	\$67,101	\$50,000	\$31,000
Appropriated Fund Balance	-	-	-	-	\$455,753	-
TOTAL REVENUES	\$24,786,851	\$19,869,830	\$23,014,176	\$25,402,445	\$27,289,889	\$31,135,985

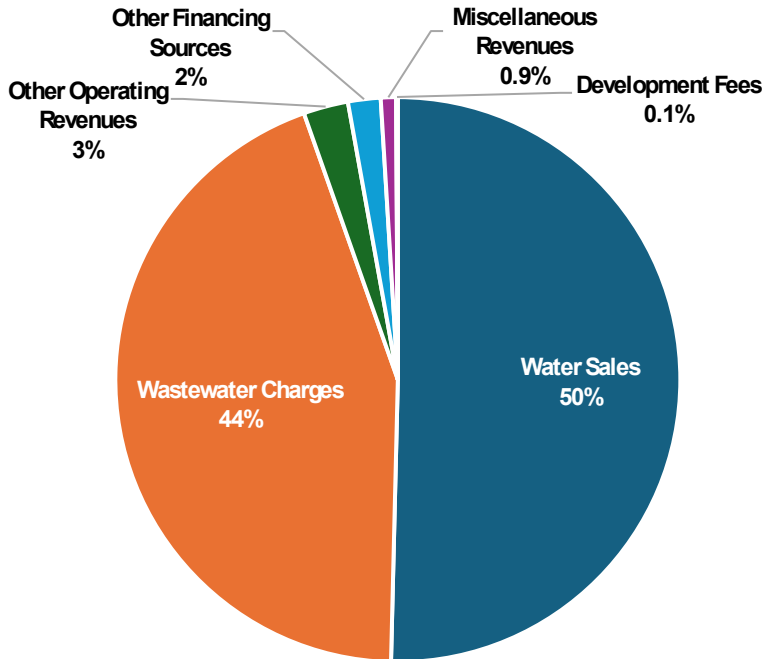
EXPENSES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Development & Infrastructure	\$8,695,186	\$10,785,734	\$10,818,170	\$13,140,937	\$15,509,566	\$15,785,467
Non-Departmental / Transfers	\$6,843,360	\$4,091,000	\$12,361,566	\$3,078,279	\$5,233,485	\$8,352,553
Central Services	\$1,667,506	\$7,670,101	\$5,423,324	\$3,506,532	\$3,528,357	\$3,719,037
Finance	\$1,193,011	\$985,682	\$1,180,682	\$1,316,052	\$1,721,931	\$2,000,279
Information Technology	\$196,553	\$370,386	\$466,102	\$532,315	\$839,850	\$806,883
Administration	\$166,092	\$100,334	\$239,037	\$291,427	\$309,100	\$324,166
Public Works	\$95,338	\$167,621	\$104,266	\$108,423	\$147,600	\$147,600
TOTAL EXPENSES	\$18,857,045.12	\$24,170,858.64	\$30,593,146.77	\$21,973,965.56	\$27,289,889.00	\$31,135,985.00

TOTAL REVENUES	\$24,786,851	\$19,869,830	\$23,014,176	\$25,402,445	\$27,289,889	\$31,135,985
TOTAL EXPENSES	\$18,857,045	\$24,170,859	\$30,593,147	\$21,973,966	\$27,289,889	\$31,135,985
NET FUND SAVINGS/(DEFICIT)	\$5,929,806	(\$4,301,029)	(\$7,578,971)	\$3,428,480	-	-

Utility Fund

FY2025-26 Summary by Function

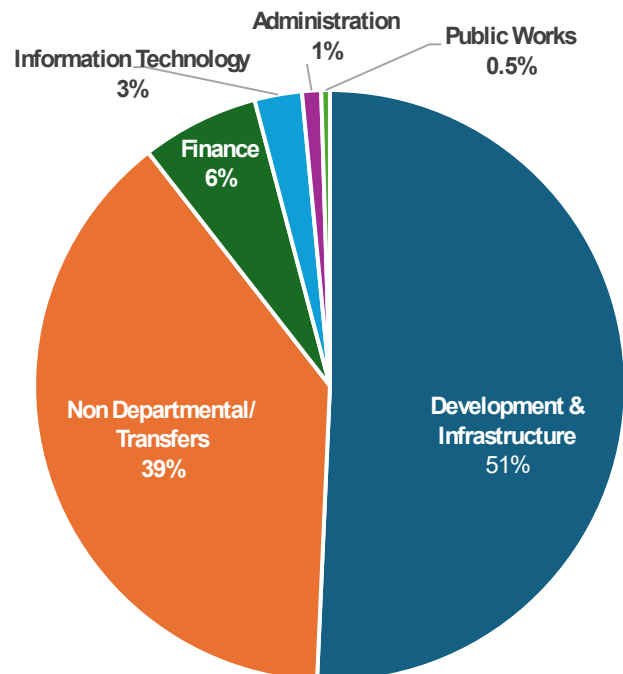
Revenues



REVENUES:	%	FY26
Water Sales	50.4	\$15,688,023
Sewer Charges	44.2	\$13,767,962
Other Operating Revenues	2.6	\$797,500
Other Financing Sources	1.9	\$580,500
Miscellaneous Revenues	<1	\$271,000
Development Fees	<1	\$31,000
TOTAL REVENUES	100	\$31,135,985

Expenditures

EXPENDITURES:	%	FY26
Development & Infrastructure	50.7	\$15,785,467
Non-Departmental / Transfers	38.8	\$12,071,590
Finance	6.4	\$2,000,279
Information Technology	2.6	\$806,883
Administration	1.0	\$324,166
Public Works	<1	\$147,600
TOTAL REVENUES	100	\$31,135,985



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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$90,259	\$112,364	\$119,148	\$124,654	\$140,105
Operating Expenditures	\$10,075	\$1,126	\$509	\$1,500	\$1,500
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$100,334	\$113,491	\$119,656	\$126,154	\$141,605

Budget Changes

- Annual Lease Contract for Town Hall Commons Space (\$70,680)

Office of Customer Care Budget Summary					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	-	\$125,546	\$171,771	\$182,946	\$182,561
Operating Expenditures	-	-	-	-	-
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	-	\$125,546	\$171,771	\$182,946	\$182,561

Budget Changes

- 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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$551,410	\$650,840	\$668,225	\$757,712	\$865,883
Operating Expenditures	\$422,161	\$484,582	\$647,827	\$936,989	\$1,094,396
Capital Outlay	\$12,111	\$45,260	-	\$27,230	\$40,000
EXPENSE TOTALS	\$985,682	\$1,180,682	\$1,316,052	\$1,721,931	\$2,000,279

Budget Changes

- Meter Cost and Install Increases (\$139,177)
- Payment Portal Contract Increases (\$10,750)
- Monthly Utility Bill Printing (\$9,000)
- Storage Rental Increases (\$2,025)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$230,387	\$279,067	\$343,199	\$451,827	\$490,874
Operating Expenditures	\$139,999	\$187,035	\$189,116	\$388,023	\$316,009
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$370,386	\$466,102	\$532,315	\$839,850	\$806,883

Budget Changes

- Utility Fund Staff Technology and Equipment (\$18,600)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$2,946,072	\$3,865,135	\$4,206,690	\$4,786,835	\$5,231,212
Operating Expenditures	\$5,368,867	\$5,034,634	\$6,315,938	\$7,899,140	\$7,681,130
Capital Outlay	\$1,074,526	\$319,748	\$748,482	\$741,235	\$592,000
EXPENSE TOTALS	\$9,389,465	\$9,219,516	\$11,271,110	\$13,427,210	\$13,504,342

*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 Changes

- Growth Generated Utility Increases (\$157,500)
- Pump Station Asset Protection & Repair (\$115,000)
- Bulk Water Purchase From Harnett County (\$100,000)
- Utility System Improvements and Equipment (\$100,000)
- Utility System Control Sampling (\$53,450)
- Utility Technicians I/II/III-Collections Position (\$52,888)
- Position Reclass to Utility Crew Lead (\$18,954)
- Lab Testing Equipment for Environmental Compliance (\$15,500)
- Position Reclass to Utility Crew Lead-Pump Stations (\$3,730)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$1,210,475	\$1,437,071	\$1,561,212	\$1,945,456	\$2,085,225
Operating Expenditures	\$108,072	\$80,912	\$99,397	\$136,900	\$147,400
Capital Outlay	\$77,722	\$80,671	\$209,219	-	\$48,500
EXPENSE TOTALS	\$1,396,269	\$1,598,654	\$1,869,827	\$2,082,356	\$2,281,125

*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 Changes

- Development Services Development Engineer and Construction Division Manager Position (\$50,327)
- Land Development Travel and Training for Professional Certifications (\$8,500)
- Development Services Development Plans Reviewer Position Elimination (-\$49,046)
- Development Services Development Inspector Position Elimination (-\$98,833)

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	-	-	-	-	-
Operating Expenditures	\$167,621	\$104,266	\$108,423	\$147,600	\$147,600
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$167,621	\$104,266	\$108,423	\$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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Operating Expenditures	\$2,170,483	\$2,400,630	\$3,506,532	\$3,528,357	\$3,719,037
Transfers	\$5,499,618	\$3,022,693	-	-	-
EXPENSE TOTALS	\$7,670,101	\$5,423,324	\$3,506,532	\$3,528,357	\$3,719,037

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Transfers / Other Financing Uses	\$4,091,000	\$12,361,566	\$3,078,279	\$5,233,485	\$8,352,553
EXPENSE TOTALS	\$4,091,000	\$12,361,566	\$3,078,279	\$5,233,485	\$8,352,553



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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	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Environmental Fees	\$1,006,512	\$1,327,964	\$1,406,858	\$1,480,938	\$1,568,942	\$1,661,737
Permits and Fees	\$252,895	\$227,396	\$164,986	\$191,644	\$180,000	\$200,000
Miscellaneous Revenues	\$4,630	\$7,224	\$85,997	\$129,373	\$44,920	\$70,000
Appropriated Fund Balance	-	-	-	-	\$238,513	-
Other Financing Sources	\$100,000	\$587,100	\$481,176	-	-	-
TOTAL REVENUES	\$1,364,038	\$2,149,684	\$2,139,016	\$1,801,954	\$2,032,375	\$1,931,737

EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Development & Infrastructure	\$819,989	\$721,664	\$953,448	\$1,990,211	\$1,723,178	\$1,682,868
Non-Departmental / Transfers	\$91,701	\$1,230,792	\$581,525	\$109,944	\$268,869	\$248,869
Administration	-	-	\$27,655	\$38,413	\$40,328	-
TOTAL EXPENSES	\$911,690	\$1,952,456	\$1,562,628	\$2,138,568	\$2,032,375	\$1,931,737

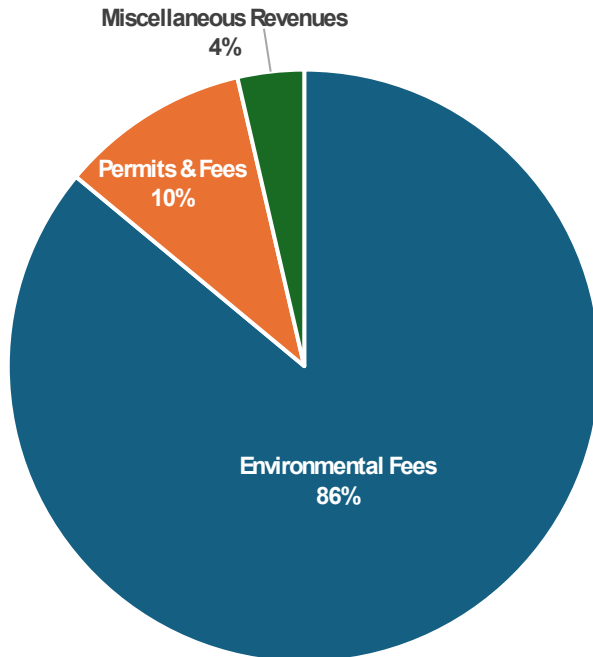
TOTAL REVENUES	\$1,364,038	\$2,149,684	\$2,139,016	\$1,801,954	\$2,032,375	\$1,931,737
TOTAL EXPENSES	\$911,690	\$1,952,456	\$1,562,628	\$2,138,568	\$2,032,375	\$1,931,737
SAVINGS/(DEFICITS)	\$452,348	\$197,228	\$576,388	(\$336,614)	-	-

Stormwater Fund

FY2025-26 Summary by Function

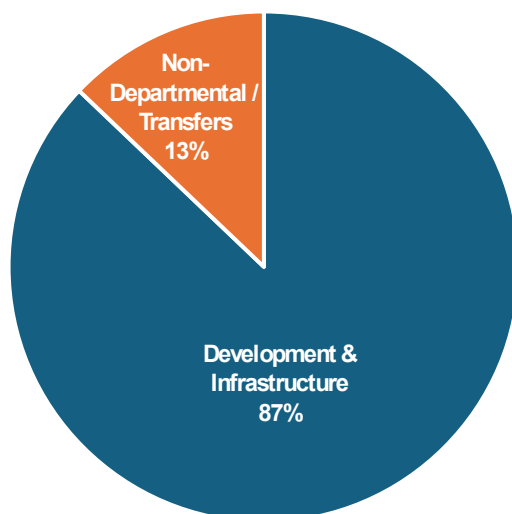


Revenues



REVENUES:	%	FY26
Environmental Fees	86	\$1,661,737
Permits and Fees	10	\$200,000
Miscellaneous Revenues	4	\$70,000
TOTAL REVENUES	100	\$1,931,737

Expenditures



EXPENDITURES	%	FY26
Development	87	\$1,682,868
Administration	-	-
Non-Departmental	13	\$248,869
TOTAL EXPENDITURES	100.0	\$1,931,737

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$522,570	\$680,866	\$988,636	\$1,090,851	\$1,188,714
Operating Expenditures	\$159,999	\$64,194	\$190,521	\$257,184	\$154,174
Capital Outlay	\$35,642	\$66,373	\$556,269	\$62,731	\$0
EXPENSE TOTALS	\$718,211	\$811,433	\$1,735,426	\$1,410,766	\$1,342,888

*In the FY22 Budget the Engineering Department Stormwater Management Program reorganized under the Utilities & Infrastructure Department

Budget Changes

- None

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Salaries & Benefits	\$2,771	\$138,973	\$250,423	\$298,812	\$328,380
Operating Expenditures	\$690	\$3,041	\$4,363	\$13,600	\$11,600
Capital Outlay	-	-	-	-	-
EXPENSE TOTALS	\$3,461	\$142,015	\$254,786	\$312,412	\$339,980

Budget Changes

- 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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Operating Expenditures	\$104,170	\$100,349	\$109,944	\$264,869	\$248,869
Transfers Out	\$587,100	\$481,176	-	-	-
EXPENSE TOTALS	\$691,270	\$581,525	\$109,944	\$264,869	\$248,869

Budget Changes

- None

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					
	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Other Financing Uses	\$539,522	-	-	\$4,000	-
EXPENSE TOTALS	\$539,522	-	-	\$4,000	-

Budget Changes

- None



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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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Powell Bill Street Maintenance Fund Budget Summary					
Revenue	\$1,208,297.74	\$1,243,335.30	\$1,424,124.98	\$1,488,284.00	\$1,529,896.00
Expense	\$1,120,526.76	\$197,001.58	\$1,464,734.88	\$1,488,284.00	\$1,529,896.00
SAVINGS / (DEFICITS)	\$87,770.98	\$1,046,333.72	(\$40,609.90)	-	-

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)

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
Emergency Telephone System (911) Fund Budget Summary					
Revenue	\$249,939.70	\$111,703.99	\$10,110.43	\$246,216.00	\$246,216.00
Expense	\$3,867.72	\$99,315.96	\$580,551.70	\$246,216.00	\$246,216.00
SAVINGS / (DEFICITS)	\$246,072	\$12,388	(\$570,441)	-	-

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

	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Amended	FY26 Recommended
General Fund Debt Service Budget Summary					
Revenue	\$8,688,889	\$9,620,297	\$11,209,998	\$10,147,122	\$17,713,816
Expense	\$15,821,683	\$7,292,736	\$9,537,045	\$10,147,122	\$17,713,816
SAVINGS / (DEFICITS)	(\$7,132,793)	\$2,327,561	\$1,672,953	-	-
Utility Fund Debt Service Budget Summary					
Revenue	\$4,091,709	\$6,961,826	\$4,063,495	\$4,618,802	\$4,977,892
Expense	\$12,332,109	\$4,202,127	\$3,963,544	\$4,618,802	\$4,977,892
SAVINGS / (DEFICITS)	(\$8,240,400)	\$2,759,699	\$99,950	-	-

Debt Service Funds - Principal and Interest

General Fund Debt Service Principal and Interest							
DEBT TYPE	FY26	FY27	FY28	FY29	FY30	Future Years	Totals
Principal	\$9,922,876	\$10,400,153	\$9,977,875	\$9,474,952	\$9,489,357	\$109,238,001	\$158,503,214
Interest	\$6,372,331	\$6,343,731	\$5,861,585	\$5,385,234	\$4,939,091	\$31,112,686	\$60,014,658
GEN. FUND TOTAL	\$16,295,207	\$16,743,884	\$15,839,460	\$14,860,186	\$14,428,448	\$140,350,687	\$218,517,872
Utility Fund Debt Service Principal and Interest							
DEBT TYPE	FY26	FY27	FY28	FY29	FY30	Future Years	Totals
Principal	\$3,584,450	\$5,745,186	\$5,887,177	\$5,916,481	\$4,111,811	\$81,476,870	\$106,721,975
Interest	\$4,466,392	\$4,336,329	\$4,148,650	\$3,955,063	\$3,765,071	\$43,323,622	\$63,995,127
UTILITY FUND TOTAL	\$8,050,842	\$10,081,515	\$10,035,827	\$9,871,544	\$7,876,882	\$124,800,492	\$170,717,102
TOTALS (ALL FUNDS)	\$13,234,664	\$12,519,876	\$12,843,288	\$12,024,847	\$11,341,985	\$75,784,288	\$137,748,948

Budget Summary

Debt Management

Debt Management

The Town strategically manages its long-term financing needs using various debt financing options available such as General Obligation Bonds, Limited Obligation Bonds, Revenue Bonds and Installment Purchase Agreements. Debt service expenditures include principal and interest payments, which are budgeted in the corresponding town departments.

Rating

Bond ratings are measures of the town's credit worthiness. The rating agencies analyze the economic condition, debt management, administrative leadership and fiscal planning and management to determine the quality of the town's credit. The town has an "AAA" rating from Moody's Investor Service and "AAA" ratings from Standard and Poor's, indicating that the town has a good credit worthiness.

Summary of Outstanding Debt Issuance (Including Interest)	
General Fund	As of June 30, 2025
General Obligation Bonds	\$136,495,229
Limited Obligation Bonds	\$77,515,475
Installment Purchase Agreement	\$3,738,614
Other Financing Arrangements	\$768,555
TOTAL GENERAL FUND DEBT PAYMENT	\$218,517,873
Utility Fund	As of June 30, 2025
General Obligation Bonds	\$126,015,785
Limited Obligation Bonds	\$6,744,905
Installment Purchase Agreements	\$30,258,925
Other Financing Arrangements	\$645,408
Revenue Bonds	\$7,052,079
TOTAL UTILITY FUND DEBT PAYMENT	\$170,717,102
TOTAL OUTSTANDING DEBT - ALL FUNDS	\$389,234,975

Legal Debt Limit

The Town is subject to the Local Government Bond Act. This act limits the net bonded debt that the town may have outstanding to eight (8%) percent of the assessed value of property subject to taxation. The total net debt applicable to the limit in FY26 is forecasted at \$268,517,873. The projected statutory limit for bonded debt in FY26 is forecasted at \$1,117,610,000 providing a debt margin of approximately \$849,092,127.

Outstanding General Obligations Debt Authorizations

The Town has been to authorized to issue \$100 million in Parks and Recreation improvements. To date the Town has issued \$50 million leaving an available authorization of \$50 million.

Budget Summary

Debt Management



Types of Debt Financing

The following is a common list of financing options used by local governments in North Carolina to issue debt.

General Obligation Bonds

General Obligation (GO) bonds require voter approval because the debt is secured by the taxing power of the local government. When a local government issues GO bonds, they promise to pay back the loan by using all revenue available at its disposal, including its ability to raise taxes. GO bonds in North Carolina require approval of the North Carolina Local Government Commission (LGC). GO bonds typically have the lowest interest rates and twenty-year terms.

Revenue Bonds

Revenue bonds are secured and repaid from specific revenues and can only be used to finance revenue-producing projects. Revenues earned from these projects repay the bond. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements.

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. This type of obligation is privately placed with a financial institution or vendor. The security for the obligation is the asset being purchased or constructed. This type of financing is typically used for items such as large equipment and some facilities. For large IP agreements, the LGC must approve the debt.

Certificates of Participation

Certificates of Participation (COPs) operate similar to an IP except that the debt is publicly traded rather than privately placed. COPs typically have higher interest rates than GO bonds because the debt is secured by a pledge of the asset being purchased or constructed and funds resulting from the project being financed and cannot be secured by the "full faith and credit" of the government. The local government uses revenue to pay off debt on a capital project. Unlike revenue bonds, local governments can use the revenue from the entire unit to pay off the debt and are not limited to using revenue only produced by the financed project. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing

Tax Increment Financing (TIF) also referred to as "project development financing" are a higher risk for investors because the debt is secured on anticipated increases in property value. A TIF project begins by designating an area as a TIF district and determining a base property value. The base valuation is set for a specific number of years, during which time public and private investments should improve the property. The increase in value over the base valuation is the increment. Local governments continue to accrue taxes levied on the base valuation for normal operations. Additional taxes levied on the increment are for the repayment of debt service or other qualifying needs associated with the TIF. At the end of the specified time, all debt associated with the TIF is amortized and all tax revenues can be used at the discretion of the local government. A successful TIF project is dependent upon an increase in the property value of the designated district. The inherent risk in TIF is the assumption that property values will increase enough to repay the associated debt.

Special Revenue and Debt Service Funds

General Debt Schedule Summary

General Fund Debt by Purpose as of 6/30/2025					
SERIES	Purpose	Type	Final Maturity	Original Par	Outstanding Par
2008A	Green Oaks Parkway	Installment Purchase Agreement	06/17/2026	\$6,366,000	\$353,667
2014	Law Enforcement Center, Athletic Complex, Transportation Improvements	Limited Obligation Bond	10/01/2032	\$17,105,000	\$8,080,000
2020A	Vehicles and Equipment	Installment Purchase Agreement	10/16/2025	\$550,000	\$113,630
2020C	Fire Truck	Installment Purchase Agreement	08/01/2030	\$1,200,000	\$738,918
2020D	Hunt Center Refunding 2009	Installment Purchase Agreement	10/22/2027	\$3,070,118	\$1,027,402
2021	Vehicles and Equipment	Installment Purchase Agreement	10/29/2025	\$695,182	\$87,956
2021	Town Hall, Land Purchase	Limited Obligation Bond	04/01/2041	\$18,270,000	\$17,195,000
2021	Transportation Improvements, Parks and Recreation Projects	General Obligation Bond	06/01/2041	\$30,000,000	\$24,000,000
2022	Vehicles and Equipment	Installment Purchase Agreement	06/25/2027	\$1,581,000	\$632,400
2022	Refunding 2012	General Obligation Bond	02/01/2037	\$7,381,542	\$5,769,918
2023	Fire Station 3, Replacement Fire Truck, PW/ Operation Center Complex Ph 1	Limited Obligation Bond	10/01/2043	\$12,565,000	\$12,565,000
2023 IF	Vehicles and Equipment	Installment Purchase Agreement	06/26/2027	\$460,000	\$239,037
2024	Vehicles and Equipment	Installment Purchase Agreement	10/22/2029	\$1,241,874	\$1,110,288
2024	Operations Center Complex	Limited Obligation Bond	10/01/2044	\$18,590,000	\$18,590,000
2025	Parks and Recreation / Transportation	General Obligation Bond	02/01/2045	\$68,000,000	\$68,000,000
Totals:				\$187,075,715	\$158,503,214

Special Revenue and Debt Service Funds

Utility Debt Schedule Summary



Utility Fund Debt by Purpose as of 6/30/2025					
SERIES	Purpose	Type	Final Maturity	Original Par	Outstanding Par
2010	Utley Creek Wastewater Treatment Plant	Other Debt Financing Arrangements	05/01/2030	\$17,500,000	\$4,375,000
2011	Water System	Other Debt Financing Arrangements	05/01/2030	\$33,534	\$8,338
2020	Water and Sewer Re-funding 2010	Revenue Bond	07/14/2028	\$5,242,436	\$2,700,687
2020A	Refunding 2008	Revenue Bond	08/12/2028	\$9,040,907	\$4,473,454
2020B	Avery Ferry Force Main	Installment Purchase Agreement	09/01/2035	\$3,045,650	\$2,170,608
2021	Vehicles and Equipment	Installment Purchase Agreement	10/29/2025	\$716,068	\$90,598
2022	Refunding 2012B, Re-funding 2006, Refunding 2012A	General Obligation Bond	02/01/2037	\$7,183,458	\$5,615,082
2023	PW/Operation Center Complex Ph 1	Limited Obligation Bond	10/01/2043	\$1,325,000	\$1,325,000
2024	Vehicles and Equipment	Installment Purchase Agreement	10/22/2029	\$568,438	\$508,207
2024	Sanford Water Capacity and Linework	Revenue Bond	11/01/2053	\$66,865,000	\$66,865,000
2024	Operations Center Complex	Limited Obligation Bond	10/01/2044	\$18,590,000	\$18,590,000
Utility Fund Total				\$130,110,490	\$106,721,975



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



FY2025-2026 CIP Projects by Strategic Priority Area

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2025-26 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	FY26
Community Safety	\$4,320,000
Growth Management & Economic Vitality	\$144,246,182
Organizational Excellence	\$650,000
Vibrant Community	\$18,593,000
TOTAL	\$167,809,182

Community Safety	FY26
Fire Station 4 (Design)	\$1,550,000
Replacement Fire Apparatus (#245)	\$1,300,000
Public Safety Vehicle Replacements	\$1,227,000
Sidewalk, Pedestrian & Bike Safety Improvements	\$225,000
Neighborhood Traffic Safety/Calming	\$18,000
TOTAL	\$4,320,000

Community Investment Plan (CIP)

Projects by Strategic Priority Area

Growth Management & Economic Vitality	FY26
UCWRF Upgrade to 8 MGD (Millions of Gallons a Day)	\$98,483,200
Sanford Water Capacity Partnership	\$16,397,000
Harnett County Booster Station Upgrade	\$8,550,000
Holly Springs - Fuquay-Varina Water Line and Storage Facilities	\$5,866,982
Holly Springs Road Widening (Central)	\$4,500,000
Holly Springs Road Widening (West)	\$3,000,000
Avent Ferry Road Widening - Phase 2	\$3,000,000
Elevated Water Tank on New Hill Road	\$1,000,000
Utility System Vehicle Replacements	\$580,500
Utility System Maintenance and Repair	\$500,000
Middle Creek Manhole and Outfall Restoration	\$500,000
UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	\$500,000
Holly Springs Business Park Wastewater Pump Station Upgrade	\$300,000
New Hill Holleman Road / US-1 Bridge Replacement Partnership	\$250,000
Utility System Risk and Resiliency Implementation Plan	\$250,000
Wastewater Utility System Regionalization Study	\$250,000
ESRI Utility Network	\$193,500
Utility System - Strategic Asset Management Plan (SAMP)	\$100,000
Downtown Investment Grant Program (DIG)	\$25,000
TOTAL	\$144,246,182

Organizational Excellence	FY26
Enterprise Resource Planning (ERP) Software Replacement	\$500,000
Town Hall Renovations / Improvements	\$150,000
TOTAL	\$650,000

Vibrant Community	FY26
Eagles Landing Park	\$13,312,000
Sugg Farm Program Pavilion & Restroom	\$1,650,000
Priority Greenways	\$900,000
Basketball Courts at Womble Park	\$900,000
Public Works Equipment and Vehicle Replacements	\$685,000
Avent Ferry - Festival Street (Design)	\$500,000
General Government Facility Maintenance and Repair	\$400,000
Parks and Recreation Equipment and Vehicle Replacements	\$131,000
Playground Rehabilitation, Sunshades, and Amenities	\$115,000
TOTAL	\$18,593,000

Community Investment Plan (CIP)

5-Year CIP Funding Summary



GENERAL PROJECTS								
DESCRIPTION	PRIOR FYs	FY26	FY27	FY28	FY29	FY30	TOTALS	Future FYs
USES								
General Government	-	-	-	-	-	-	-	-
Public Safety	\$500,000	\$2,850,000	\$2,650,000	\$12,870,000	-	\$13,450,000	\$32,320,000	-
Parks and Recreation	\$97,380,000	\$16,762,000	\$850,000	\$6,025,000	\$5,000,000	-	\$126,017,000	-
Public Works	-	-	-	-	-	-	-	-
PAYGO	\$2,909,587	\$1,058,000	\$893,000	\$993,000	\$1,043,000	\$1,093,000	\$7,989,587	-
Streets / Transportation	\$15,826,750	\$11,250,000	\$3,900,000	\$10,500,000	\$44,385,000	-	\$85,861,750	-
Fleet Replacement	-	\$2,043,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,043,000	-
TOTAL USES:	\$116,616,337	\$33,963,000	\$10,293,000	\$32,388,000	\$52,428,000	\$16,543,000	\$262,231,337	-
SOURCES								
Operating Revenues	\$3,909,587	\$1,558,000	\$993,000	\$993,000	\$1,043,000	\$1,093,000	\$9,589,587	-
Future Financing Sources	-	\$4,893,000	\$4,650,000	\$18,145,000	\$7,000,000	\$15,450,000	\$50,138,000	-
General Obligation Bond Proceeds	\$103,773,957	\$15,910,000	\$750,000	\$2,750,000	-	-	\$123,183,957	-
Parks and Recreation Reserves	\$800,000	\$900,000	-	-	-	-	\$1,700,000	-
Streets Reserves	\$3,818,297	\$2,350,000	-	-	-	-	\$6,168,297	-
Intergovernmental / Grants	\$4,314,496	\$8,200,000	\$1,900,000	\$10,500,000	\$42,385,000	-	\$67,299,496	-
Powell Bill	-	-	\$2,000,000	-	\$2,000,000	-	\$4,000,000	-
Other Governmental Sources	-	\$152,000	-	-	-	-	\$152,000	-
TOTAL SOURCES:	\$116,616,337	\$33,963,000	\$10,293,000	\$32,388,000	\$52,428,000	\$16,543,000	\$262,231,337	-

Community Investment Plan (CIP)

5-Year CIP Funding Summary

UTILITY PROJECTS								
DESCRIPTION	PRIOR FYs	FY26	FY27	FY28	FY29	FY30	TOTALS	Future FYs
USES								
PAYGO	\$3,450,475	\$2,668,500	\$1,250,000	\$850,000	\$850,000	\$850,000	\$9,918,975	-
Water and Sewer	\$333,994,000	\$130,597,182	\$20,750,000	-	-	\$8,400,000	\$493,741,182	\$7,000,000
Utility Fleet Replacement	-	\$580,500	\$500,000	\$500,000	\$500,000	\$500,000	\$2,580,500	-
TOTAL USES:	\$337,444,475	\$133,846,182	\$22,500,000	\$1,350,000	\$1,350,000	\$9,750,000	\$506,240,657	\$7,000,000
SOURCES								
Operating Rev /Reserves	\$18,544,475	\$4,841,521	\$1,250,000	\$850,000	\$850,000	\$850,000	\$27,185,996	\$7,000,000
Financing Sources	\$285,000,000	\$121,982,735	\$21,250,000	\$500,000	\$500,000	\$8,900,000	\$438,132,735	-
Intergovernmental / Grants	\$33,900,000	\$7,021,926	-	-	-	-	\$40,921,926	-
TOTAL SOURCES:	\$337,444,475	\$133,846,182	\$22,500,000	\$1,350,000	\$1,350,000	\$9,750,000	\$506,240,657	\$7,000,000

STORMWATER PROJECTS								
DESCRIPTION	PRIOR FYs	FY26	FY27	FY28	FY29	FY30	TOTALS	Future FYs
USES								
Stormwater Projects	-	-	-	-	-	-	-	-
TOTAL USES:	-	-	-	-	-	-	-	-
SOURCES								
Transfers In / Reserves	-	-	-	-	-	-	-	-
TOTAL SOURCES:	-	-	-	-	-	-	-	-

TOTAL CIP (ALL FUNDS)								
DESCRIPTION	PRIOR FYs	FY26	FY27	FY28	FY29	FY30	TOTALS	Future FYs
TOTAL USES:	\$454,060,812	\$167,809,182	\$32,793,000	\$33,738,000	\$53,778,000	\$26,293,000	\$768,471,994	\$7,000,000
TOTAL SOURCES:	\$454,060,812	\$167,809,182	\$32,793,000	\$33,738,000	\$53,778,000	\$26,293,000	\$768,471,994	\$7,000,000

Community Investment Plan (CIP)

Project Descriptions



FY2025-26 Community Investment Plan Projects (Current Year Expenses Only)

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the current budget 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)

Utle Creek Water Reclamation Facility (UCWRF) Upgrade to 8 MGD (Millions of Gallons a Day) (\$98,483,200) – Upgrading the facility from a treatment capacity of 6 millions of gallons a day (MGD) of wastewater to 8 MGD.

Sanford Water Capacity Partnership (\$16,397,000) – 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.

Eagles Landing Park (\$13,312,000) – Construction funding for the new park and recreational amenities off Cass Holt Road as part of the 2023 voter-approved Park Bond.

Harnett County Booster Station Upgrade (\$8,550,000) – Upgrading the existing water supply line from Harnett County from a capacity of 5 MGD to 10 MGD.

Holly Springs-Fuquay Varina Water Line and Storage Facilities (\$5,866,982) – Holly Springs portion of the construction cost for the water conveyance line from the new water treatment plant in Sanford.

Holly Springs Road Widening (Central) (\$4,500,000) – Construction funding to widen Holly Springs Road to a 4-lane median section with sidewalk from Flint Point Lane to Main St. This project will use part of the 2018 Transportation Bond.

Holly Springs Road Widening (West) (\$3,000,000) – Funding for design to widen Holly Springs Road to a 4-lane median section with sidewalk from Main St. to NC-55 Bypass.

Avent Ferry Road Widening - Phase 2 (\$3,000,000) – Funding for design to widen Avent Ferry Road and provide intersection improvements from Cass Holt Road to NC-55 Bypass. This is a NCDOT funded project to be administered by Town staff.

Fire Station 4 (Design) (\$1,550,000) – Funding for design of Fire Station #4 to serve the Northeast portion of Holly Springs and the surrounding Wake County area.

Elevated Water Tank on New Hill Road (\$1,000,000) – providing a drinking water storage facility with a 1 MGD capacity to serve the west side of Holly Springs.

Holly Springs Business Park Wastewater Pump Station Upgraded (\$300,000) – Additional funding for upgrading the wastewater pump station serving the Holly Springs Business Park.

New Hill Holleman Road / US-1 Bridge Replacement Partnership (\$250,000) – Holly Springs portion of funding for a partnership with the Town of Apex to construct a bridge replacement at New Hill Holleman Road / US-1.

LEVEL-B (Moderate Consideration for Funding)

Sugg Farm Program Pavilion & Restroom(\$1,650,000) – Construct a shelter / event pavilion and restroom facilities at Sugg Farm as part of the 2023 voter-approved Park Bond.

Priority Greenways (\$900,000) – Construction of the priority greenway segment connecting the Oak Hall neighborhood to Ting Park (this project previously funded the Jones Park to Holly Springs Road connector greenway segment).

Community Investment Plan (CIP)

Project Descriptions

Basketball Courts at Womble Park (\$900,000) – Construct outdoor basketball courts at Womble Park as part of the 2023 voter-approved Park Bond.

Avent Ferry - Festival Street (Design) (\$500,000) – Funding for design to convert a portion of Avent Ferry Road in the downtown area to a pedestrian friendly Festival Street.

LEVEL-C (Lower Consideration for Funding)

No proposed FY2025-26 Level - C projects.

General Fund PAYGO (Pay-as-you-go funding)

- General Government Facility Maintenance and Repair (\$400,000)
- Enterprise Resource Planning (ERP) Software Replacement (Cost-share with Utility Fund) (\$250,000)
- Sidewalk, Pedestrian, and Bike Safety Improvements (\$225,000)
- Playground Rehabilitation, Sunshades, and Amenities (\$115,000)
- Town Hall Renovations / Space Enhancements (Cost-share with Utility Fund) (\$25,000)
- Downtown Investment Grant Program (\$25,000)
- Neighborhood Traffic Safety/Calming (\$18,000)

Utility Fund PAYGO

- Utility System Maintenance and Repair (\$500,000)
- Middle Creek Manhole and Outfall Restoration (\$500,000)
- UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades (\$500,000)
- Enterprise Resource Planning (ERP) Software Replacement (Cost-share with General Fund) (\$250,000)
- Utility System Risk and Resiliency Implementation Plan (\$250,000)
- Wastewater Utility System Regionalization Study (\$250,000)
- ESRI Utility Network (\$193,500)
- Town Hall Renovations / Space Enhancements (Cost-share with General Fund) (\$125,000)
- Utility System - Strategic Asset Management Plan (SAMP) (\$100,000)

Fleet Replacement

- Replacement Fire Apparatus (#245) (\$1,300,000)
- Public Safety Vehicle Replacements (\$1,227,000)
- Public Works Equipment and Vehicle Replacements (\$685,000)
- Utility System Vehicle Replacements (\$580,500)
- Parks and Recreation Equipment and Vehicle Replacements (\$131,000)

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.

Operations Campus (\$48,547,480) - Construction is underway for a new public services Operations Campus. The initial phase of construction will include a 42,200 sqft Administration Building and a 26,000 sqft Operations Building with anticipated completion in 2026.

Holly Springs Road Widening - East (\$35,349,413) - 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.

NC 55 Bypass Right Turn Lane (\$3,000,000) - Construction is underway to add 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.

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.

Main Street Right Turn Lane (\$2,115,000) - Construction is underway to add a northbound right turn lane on Main Street at Holly Springs Road. This project will use part of the 2018 Transportation Bond.

Avent Ferry Road Sidewalk (\$642,964) - Construction is underway to add a sidewalk connection along Avent Ferry Road to provide connectivity from GB Alford Hwy to downtown Holly Springs.

Community Investment Plan (CIP)

Funding Level Summary FY2025-2026

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	FY2025-2026 Capital Cost
LEVEL A			
Water and Wastewater	UCWRF Upgrade to 8 MGD (Millions of Gallons a Day)	H-1	\$98,483,200
Water and Wastewater	Sanford Water Capacity Partnership	H-1	\$16,397,000
Parks and Recreation	Eagles Landing Park	H-1	\$13,312,000
Water and Wastewater	Harnett County Booster Station Upgrade	H-1	\$8,550,000
Water and Wastewater	Holly Springs - Fuquay-Varina Water Line and Storage Facilities	H-1	\$5,866,982
Public Safety	Fire Station 4 (Design)	H-1	\$1,550,000
Water and Wastewater	Elevated Water Tank on New Hill Road	H-1	\$1,000,000
Streets	Holly Springs Road Widening (Central)	H-2	\$4,500,000
Streets	Holly Springs Road Widening (West)	H-2	\$3,000,000
Streets	Avent Ferry Road Widening - Phase 2	H-2	\$3,000,000
Water and Wastewater	Holly Springs Business Park Wastewater Pump Station Upgrade	H-2	\$300,000
Streets	New Hill Holleman Road / US-1 Bridge Replacement Partnership	H-2	\$250,000
LEVEL B			
Parks and Recreation	Sugg Farm Program Pavilion & Restroom	H-3	\$1,650,000
Parks and Recreation	Basketball Courts at Womble Park	H-3	\$900,000
Streets	Avent Ferry - Festival Street (Design)	H-4	\$500,000
Parks and Recreation	Priority Greenways	H-4	\$900,000
LEVEL C			
n/a	n/a	n/a	n/a

Community Investment Plan (CIP)

Funding Level Summary FY2025-2026



Functional Area	Project Name	Priority Type	FY2025-2026 Capital Cost
Fleet Replacement			
Fleet Replacement	Replacement Fire Apparatus (#245)	Fleet Replacement	\$1,300,000
Fleet Replacement	Public Safety Vehicle Replacements	Fleet Replacement	\$1,227,000
Fleet Replacement	Public Works Equipment and Vehicle Replacements	Fleet Replacement	\$685,000
Fleet Replacement	Utility System Vehicle Replacements	Fleet Replacement	\$580,500
Fleet Replacement	Parks and Recreation Equipment and Vehicle Replacements	Fleet Replacement	\$131,000
General PAYGO			
General	General Government Facility Maintenance and Repair	PAYGO	\$400,000
General	Enterprise Resource Planning (ERP) Software Replacement (Cost-share with Utility Fund)	PAYGO	\$250,000
General	Sidewalk, Pedestrian & Bike Safety Improvements	PAYGO	\$225,000
General	Playground Rehabilitation, Sunshades, and Amenities	PAYGO	\$115,000
General	Town Hall Renovations / Space Enhancements (Cost-share with Utility Fund)	PAYGO	\$25,000
General	Downtown Investment Grant Program (DIG)	PAYGO	\$25,000
General	Neighborhood Traffic Safety/Calming	PAYGO	\$18,000
Utility PAYGO			
Utility	Utility System Maintenance and Repair	Utility PAYGO	\$500,000
Utility	Middle Creek Manhole and Outfall Restoration	Utility PAYGO	\$500,000
Utility	UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	Utility PAYGO	\$500,000
Utility	Enterprise Resource Planning (ERP) Software Replacement (Cost-share with General Fund)	Utility PAYGO	\$250,000
Utility	Utility System Risk and Resiliency Implementation Plan	Utility PAYGO	\$250,000
Utility	Wastewater Utility System Regionalization Study	Utility PAYGO	\$250,000
Utility	ESRI Utility Network	Utility PAYGO	\$193,500
Utility	Town Hall Renovations / Space Enhancements (Cost-share with General Fund)	Utility PAYGO	\$125,000
Utility	Utility System - Strategic Asset Management Plan (SAMP)	Utility PAYGO	\$100,000
TOTAL			\$167,809,182

Community Investment Plan (CIP)

Parks and Recreation Summary - By Project

PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
Eagles Landing Park	\$96,730,000	\$13,312,000	-	-	-	-	-	\$110,042,000
Sugg Farm Program Pavilion & Restroom	-	\$1,650,000	-	-	-	-	-	\$1,650,000
Priority Greenways	\$650,000	\$900,000	-	-	-	-	-	\$1,550,000
Basketball Courts at Womble Park	-	\$900,000	-	-	-	-	-	\$900,000
Future Carolina Springs Area Master Park Plan & Preliminary Design	-	-	\$100,000	-	-	-	-	\$100,000
Greenway Connections (Bond Funded)	-	-	\$750,000	\$6,025,000	\$5,000,000	-	-	\$11,775,000
TOTALS	\$97,380,000	\$16,762,000	\$850,000	\$6,025,000	\$5,000,000	-	-	\$126,017,000

Community Investment Plan (CIP)

Streets / Transportation Summary - By Project



PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
Holly Springs Road Widening (Central)	\$15,826,750	\$4,500,000	-	-	-	-	-	\$20,326,750
Holly Springs Road Widening (West)	-	\$3,000,000	-	\$6,000,000	\$24,000,000	-	-	\$33,000,000
Avent Ferry Road Widening - Phase 2	-	\$3,000,000	\$1,900,000	-	\$18,385,000	-	-	\$23,285,000
Avent Ferry - Festival Street (Design)	-	\$500,000	-	\$4,500,000	-	-	-	\$5,000,000
New Hill Holleman Road / US-1 Bridge Replacement	-	\$250,000	-	-	-	-	-	\$250,000
Street Resurfacing (Powell Bill)	-	-	\$2,000,000	-	\$2,000,000	-	-	\$4,000,000
TOTALS	\$15,826,750	\$11,250,000	\$3,900,000	\$10,500,000	\$44,385,000	\$0	\$0	\$85,861,750

Community Investment Plan (CIP)

Public Safety Summary - By Projects

PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
Fire Station 4 (Design)	\$500,000	\$1,550,000	-	\$10,400,000	-	-	-	\$12,450,000
Replacement Fire Apparatus (#245)	-	\$1,300,000	-	-	-	-	-	\$1,300,000
Replacement Fire Heavy Rescue (#1043)	-	-	\$2,000,000	-	-	-	-	\$2,000,000
Fire Station 5 and New Fire Apparatus	-	-	\$650,000	\$2,470,000	-	\$13,450,000	-	\$16,570,000
TOTALS	\$500,000	\$2,850,000	\$2,650,000	\$12,870,000	\$0	\$13,450,000	\$0	\$32,320,000

Community Investment Plan (CIP)

Water and Wastewater Summary - By Projects



PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
UCWRF Upgrade to 8 MGD (Millions of Gallons a Day)	\$195,700,000	\$98,483,200	-	-	-	-	-	\$294,183,200
Sanford Water Capacity Partnership	\$65,400,000	\$16,397,000	-	-	-	-	-	\$81,797,000
Harnett County Booster Station Upgrade	\$12,000,000	\$8,550,000	-	-	-	-	-	\$20,550,000
Holly Springs - Fuquay-Varina Water Line and Storage Facilities	\$51,300,000	\$5,866,982	-	-	-	-	-	\$57,166,982
Elevated Water Tank on New Hill Road	\$1,500,000	\$1,000,000	\$20,750,000	-	-	-	-	\$23,250,000
Holly Springs Business Park Wastewater Pump Station Upgrade	\$7,500,000	\$300,000	-	-	-	-	-	\$7,800,000
East Regional Wastewater Pump Station	-	-	-	-	-	\$8,400,000	-	\$8,400,000
Bass Lake Wastewater Pump Station - Phase 2 Upgrade	\$394,000	-	-	-	-	-	\$3,000,000	\$3,394,000
Elevated Reclaim Water Storage Tank	\$200,000	-	-	-	-	-	\$4,000,000	\$4,200,000
TOTALS	\$333,994,000	\$130,597,182	\$20,750,000	\$0	\$0	\$8,400,000	\$7,000,000	\$500,741,182

Community Investment Plan (CIP)

Pay-As-You-Go (PAYGO)- General Fund

PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
General Government Facility Maintenance and Repair (Additional Supplement)	-	\$275,000	-	-	-	-	-	\$275,000
Enterprise Resource Planning (ERP) Software Replacement (General Fund Portion)	-	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	-	\$850,000
Sidewalk, Pedestrian & Bike Safety Improvements	\$990,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	-	\$2,115,000
General Government Facility Maintenance and Repair	\$519,893	\$125,000	\$200,000	\$300,000	\$350,000	\$400,000	-	\$1,894,893
Playground Rehabilitation, Sunshades, and Amenities	\$569,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	-	\$944,000
Playground Rehabilitation, Sunshades, and Amenities (Additional Supplement)	-	\$40,000	-	-	-	-	-	\$40,000
Downtown Investment Grant Program (DIG)	\$135,694	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	-	\$260,694
Town Hall Renovations / Space Enhancements (General Fund Portion)	\$100,000	\$25,000	-	-	-	-	-	\$125,000
Neighborhood Traffic Safety/Calming	\$140,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	-	\$230,000
ADA Improvements	\$455,000	-	\$200,000	\$200,000	\$200,000	\$200,000	-	\$1,255,000
TOTALS	\$2,909,587	\$1,058,000	\$893,000	\$993,000	\$1,043,000	\$1,093,000	\$0	\$7,989,587

Community Investment Plan (CIP)

Pay-As-You-Go (PAYGO)- Utility Fund



PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
Utility System Maintenance and Repair	\$1,163,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	-	\$3,663,000
Middle Creek Manhole and Outfall Restoration	-	\$500,000	-	-	-	-	-	\$500,000
UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	\$1,430,975	\$500,000	-	-	-	-	-	\$1,930,975
Utility System Risk and Resiliency Implementation Plan	\$450,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	-	\$1,500,000
Enterprise Resource Planning (ERP) Software Replacement (Utility System)	-	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	-	\$850,000
Utility System Regionalization Study	-	\$250,000	-	-	-	-	-	\$250,000
ESRI Utility Network	\$106,500	\$193,500	-	-	-	-	-	\$300,000
Town Hall Renovations / Improvements (Utility System)	-	\$125,000	-	-	-	-	-	\$125,000
Utility System - Strategic Asset Management Plan (SAMP)	\$300,000	\$100,000	\$400,000	-	-	-	-	\$800,000
TOTALS	\$3,450,475	\$2,668,500	\$1,250,000	\$850,000	\$850,000	\$850,000	\$0	\$9,918,975

Community Investment Plan (CIP)

Fleet Replacement

PROJECT TITLE	Prior FYs	FY26	FY27	FY28	FY29	FY30	Future FYs	TOTALS
General Fund Vehicle Replacements	-	\$2,043,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	-	\$10,043,000
Utility System Vehicle Replacements	-	\$580,500	\$500,000	\$500,000	\$500,000	\$500,000	-	\$2,580,500
TOTALS	\$0	\$2,623,500	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$0	\$12,623,500



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Town of
**HOLLY
SPRINGS**
North Carolina

Salary & Position List



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Salary & Position List

Standard Salary Schedule

Salary Schedule (Non-Public Safety)		
2025-2026 Fiscal Year		
Salary Grade	Minimum	Maximum
Pay Grade	Minimum	Maximum
C	43,266.48	64,899.72
D	45,867.44	68,801.16
E	48,626.72	72,940.08
F	51,521.71	77,282.57
G	54,620.25	81,930.38
H	57,899.72	86,849.58
I	61,382.76	92,074.13
J	65,069.34	97,604.01
K	68,959.47	103,439.21
L	73,075.78	109,613.67
M	77,463.50	116,195.25
N	82,100.00	123,150.00
O	87,053.14	130,579.70
P	92,277.68	138,416.52
Q	97,818.87	146,728.31
R	103,676.70	155,515.04
S	109,897.30	164,845.95
SLT 1	131,876.76	197,815.13
SLT 2	145,064.43	217,596.65
SLT 3	159,570.88	239,356.31

Salary & Position List

Fire Department Titles by Salary Grade



Fire Salary Schedule and Position Titles			
2025-2026 Fiscal Year			
Salary Grade	Title	Minimum	Maximum
F1	Fire Cadet	\$45,522.41	\$45,522.41
F2	Firefighter	\$53,555.77	\$80,333.66
F3	Hold for future use	\$56,769.12	\$85,153.68
F4	Firefighter/ Relief Driver, Fire Inspector	\$60,175.27	\$90,262.90
F5	Fire Engineer	\$63,785.79	\$95,678.68
F6	Fire Lieutenant, Fire Life Safety Educator	\$67,612.93	\$101,419.39
F7	Fire Captain, Fire Training Coordinator	\$71,669.71	\$107,504.57
F8	Battalion Chief	\$84,570.26	\$126,855.38
F9	Assistant Fire Chief	\$99,792.90	\$149,689.35

Note - the above salary schedule is utilized only for certified firefighting positions, including cadets in a training environment. Other non-firefighting positions and the Department Chief are included in the general employee salary schedule.

Salary & Position List

Police Department Titles by Salary Grade

Police Salary Schedule and Position Titles			
2025-2026 Fiscal Year			
Salary Grade	Title	Minimum	Maximum
P1	Police Cadet	\$50,774.99	\$50,774.99
P2	Police Officer	\$60,000.00	\$89,602.93
P3	Senior Police Officer	\$63,319.40	\$94,979.11
P4	Master Police Officer	\$67,118.57	\$100,677.85
P5	Police Corporal, Police Investigator	\$71,145.69	\$106,718.54
P6	Police Sergeant	\$75,414.43	\$113,121.64
P7	Police Lieutenant	\$84,464.16	\$126,696.24
P8	Police Captain	\$99,667.71	\$149,501.57

Note - the above salary schedule is utilized only for sworn law enforcement officer positions, including cadets in a training environment. Other non-sworn positions, the Deputy Chief, and the Police Chief are included in the general employee salary schedule.

Salary & Position List

New Positions



New Positions		
Department	Job Title	Salary Grade
General Fund		
Public Works	Maintenance Tech I - Facilities	C
Parks and Recreation	Park Maintenance Tech I/II/III	F
Finance	Accountant - Projects	K
Communications and Marketing	Communications and Marketing Specialist - Website	K
Information Technology	IT Technician II	K
Development Services	Division Manager - Engineering and Construction	Q
Utility Fund		
Utilities and Infrastructure	Utility Technician I	C

The FY2025-26 Budget authorizes the Town Manager to recruit for Eagles Landing Park Manager with an anticipated start date of July 1, 2026.

Salary & Position List

Position Changes / Reclassifications

Position Changes / Reclassifications				
Position Number	Current Title	Current Salary Grade	Proposed Title	Proposed Salary Grade
422-073	PW Technician II - Solid Waste	D	PW Crew Leader - Solid Waste	G
425-012	Maintenance Tech II - Parks	D	Maintenance Technician III - Parks	F
450-003	Program Specialist	E	Utility Accounting Specialist	F
422-041	PW Crew Leader - Solid Waste	F	Public Works Crew Leader - Solid Waste	G
417-011	Development Technician	E	Planning Technician	G
422-057	PW Crew Leader - Streets	F	Public Works Crew Leader - Streets	G
422-039	Meter Services Technician-Lead	E	Meter Services Technician - Lead	G
413-005	Payroll Specialist	F	Payroll Specialist	G
434-009	PW Crew Leader - Streets	F	Public Works Crew Leader - Streets	G
422-012	PW Crew Leader - Streets	F	Public Works Crew Leader - Streets	G
432-019	Utility Permitting Specialist	E	Utility Assest Specialist	H
418-039	Telecommunicator Shift Spv	G	Telecommunications Shift Supervisor	I
418-041	Telecommunicator Shift Spv	G	Telecommunications Shift Supervisor	I
434-005	Meter Services Supervisor	H	Lead Utility Billing Specialist	H
418-096	Emergency Management Specialist	H	Emergency Management Specialist	I
422-002	Asset Management/ADA Coord	I	Asset Management/ADA Coordinator	M
460-009	Building Codes Inspector I (temporary)	I	Building Codes Inspector I	I
411-003	Comm. & Marketing Specialist	K	Digital Media Specialist	J
412-007	Human Resources Analyst	K	Human Resources Analyst	M
412-010	Human Resources Analyst	K	Human Resources Analyst	M
412-012	Human Resources Analyst	K	Human Resources Analyst	M
416-002	Economic Dev. Program Coord.	L	Economic Development Program Coordinator	N
418-045	Telecommunications Manager	M	Telecommunications Manager	O
411-005	Senior Comm & Marketing Spclst	M	Lead Communications & Marketing Specialist	N
460-006	Plans Reviewer III - Building (temporary)	M	Plans Reviewer III - Building	M
414-007	GIS Developer	N	IT Developer	O
460-003	DS Mgr. Development Engineering	P	D. S. Manager - Development Engineering	Q
450-008	Capital Projects Administrator	L	Assistant Project Manager	M
460-009	Building Codes Inspector I (temporary)	I	Building Codes Inspector I	I
432-021	Development Inspector II	K	(Position Eliminated in Budget)	n/a
460-008	Building Codes Inspector I	I	(Position Eliminated in Budget)	n/a
432-022	Plans Reviewer I -Development	K	(Position Eliminated in Budget)	n/a
412-017	Grants Writer	J	(Position Eliminated in Budget)	n/a
Utility Fund				
422-046	Utility Technician I	C	Utility Crew Leader	G
434-006	Utility Technician III	E	Utility Crew Leader	G

Salary & Position List

General Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
C	Grade Min:	\$43,266.48	Grade Max: \$64,899.72
	Meter Services Technician		
	Maintenance Technician I - Facilities		
	Maintenance Technician I - Parks		
	Public Works Technician I - Solid Waste		
	Public Works Technician I - Streets		
	Utility Technician I		
D	Grade Min:	\$45,867.44	Grade Max: \$68,801.16
	Animal Control Officer		
	Customer Service Representative		
	Maintenance Technician II - Parks		
	Customer Service Representative		
	Public Works Technician II - Streets		
	Public Works Technician II - Solid Waste		
	Maintenance Technician II - Facilities		
	Utility Technician II		
E	Grade Min:	\$48,626.72	Grade Max: \$72,940.08
	Administrative Assistant		
	Customer Accounts Specialist		
	Customer Service Representative - Lead		
	Customer Service Specialist		
	Equipment Operator		
	Permit Technician		
	Police Records Technician		
	Public Works Technician III - Concrete		
	Telecommunicator I		
	Utility Locator		
	Utility Technician III		

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
F	Grade Min:	\$51,521.71	Grade Max: \$77,282.57
	Accounting Specialist		
	Accounts Payable Specialist		
	Fleet Mechanic I		
	Maintenance Technician III - Facilities		
	Maintenance Technician III - Parks		
	Park and Recreation Program Assistant		
	Public Works Technician IV - Concrete Finisher		
	Quartermaster		
	Reservation Specialist		
	Telecommunicator II / Senior		
	Utility Accounting Specialist		
	Utility Billing Specialist		
G	Grade Min:	\$54,620.25	Grade Max: \$81,930.38
	Backflow Technician		
	Fleet Mechanic II		
	Meter Services Technician - Lead		
	Paralegal		
	Park Maintenance Crew Leader		
	Payroll Specialist		
	Planning Technician		
	Public Works Crew Leader - Concrete		
	Public Works Crew Leader - Solid Waste		
	Public Works Crew Leader - Streets		
	Stormwater Crew Leader		
	Utility Crew Leader		
	Water Facility Mechanic/Operator I		

Salary & Position List

General Position Titles by Salary Grade



Position Titles by Salary Grade				
Grade	Position Title			
H	Grade Min:	\$57,899.72	Grade Max:	\$86,849.58
	Animal Control Supervisor			
	Customer Service Supervisor			
	Deputy Clerk			
	Development Review Coordinator			
	Fleet Mechanic III			
	Lab Analyst			
	Lead Utility Billing Specialist			
	Meter Services Supervisor			
	Park Naturalist			
	Project Management Specialist			
	Purchasing Agent			
	Recreation Program Specialist			
	Theater Production Specialist			
	Utility Asset Specialist			
	Water Facility Mechanic/Operator II			
I	Grade Min:	\$61,382.76	Grade Max:	\$92,074.13
	Building Codes Inspector I			
	Development Inspector I			
	Electrical & Instrumentation Technician			
	Emergency Management Specialist			
	Land Acquisition Agent			
	Marketing & Special Events Coordinator			
	Permit Supervisor			
	Reclaimed Water Coordinator			
	Telecommunications Shift Supervisor			
	Water Facility Mechanic/Operator III			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	Position Title			
J	Grade Min:	\$65,069.34	Grade Max:	\$97,604.01
	Crime Analyst			
	Digital Media Specialist			
	Grant Writer			
	GIS Technician			
	IT Technician I			
	Planner I - Development			
	Public Works Supervisor - Facilities Maintenance			
	Public Works Supervisor - Solid Waste			
	Public Works Supervisor - Concrete			
	Public Works Supervisor - Street			
	Public Works Supervisor - Fleet			
	Recreation Program Supervisor			
	Zoning Compliance Officer			
K	Grade Min:	\$68,959.47	Grade Max:	\$103,439.21
	Accountant			
	Accountant - Projects			
	Budget Analyst			
	Building Code Inspector II			
	Communications & Marketing Specialist			
	Communications & Marketing Specialist - Website			
	Development Inspector II			
	Engineering Technician			
	Environmental Technician			
	Erosion Control Inspector			
	IT Technician II			
	Performance Administrator			
	Planner II - Development			
	Plans Reviewer I - Development			
	Sustainability Coordinator			

Salary & Position List

General Position Titles by Salary Grade



Position Titles by Salary Grade				
Grade	Position Title			
L	Grade Min:	\$73,075.78	Grade Max:	\$109,613.67
	Building Codes Inspector III			
	Capital Projects Inspector			
	Chief Operator			
	Compliance Supervisor			
	Development Business Manager			
	Environmental Specialist			
	Field Supervisor - Water Distribution			
	Field Supervisor - Water Collections			
	Field Supervisor - Pump Maintenance			
	Field Supervisor - Stormwater			
	GIS Analyst			
	Industrial Maintenance Supervisor			
	Engineer I			
	Parks and Recreation Manager - Administrative Services			
	Parks and Recreation Manager - Sports Complex			
	Parks and Recreation Manager - Bass Lake			
	Plans Reviewer II - Building			
	Plans Reviewer II - Development			
	Police Administrative Services Manager			
	Small Business and Downtown Coordinator			
M	Grade Min:	\$77,463.50	Grade Max:	\$116,195.25
	Asset Management/ADA Coordinator			
	Assistant Project Manager			
	Business Analyst			
	Business Systems Analyst			
	Development Services Supervisor - Building Inspections			
	Development Services Supervisor - Development Inspections			
	Human Resources Analyst			
	Parks and Recreation Manager - Cultural Center			
	Parks and Recreation Manager - Hunt Center			
	Parks and Recreation Manager - Park Maintenance			
	Parks Planner			
	Planner III - Development			
	Plans Reviewer III - Building			
	Senior Budget Analyst			
	Systems Administrator			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	Position Title			
N	Grade Min:	\$82,100.00	Grade Max:	\$123,150.00
	Accounting & Finance Manager			
	Customer Service Manager			
	Development Review Engineer			
	Development Services Manager - Building Inspections			
	Development Services Manager - Building Plans Review			
	Development Services Manager - Development Construction			
	Economic Development Program Coordinator			
	Engineer II			
	Lead Communications & Marketing Specialist			
	Project Manager			
	Public Works Manager - Solid Waste			
	Public Works Manager - Fleet			
	Public Works Manager - Business Manager			
	Public Works Manager - Facilities			
	Public Works Manager - Streets			
	Purchasing Manager			
	Risk Manager			
	Senior Planner			
	Stormwater Administrator			
O	Grade Min:	\$87,053.14	Grade Max:	\$130,579.70
	Customer Care Manager			
	Development Services Division Manager - Customer Service & Compliance			
	Environmental and Stormwater Manager			
	GIS Manager			
	IT Developer			
	Senior Project Manager			
	Telecommunications Manager			
	Utilities Manager - Environmental Compliance			
	Utilities Manager - Water Facility Operations			
	Utilities Manager - Collections & Distribution			

Salary & Position List

General Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
P	Grade Min:	\$92,277.68	Grade Max: \$138,416.52
	Business Asset Management Division Manager		
	Engineer III		
Q	Grade Min:	\$97,818.87	Grade Max: \$146,728.31
	Chief Building Official		
	Development Services Division Manager - Planning		
	Development Services Manager - Development Engineering		
	Development Services Division Manager - Engineering and Construction		
	Engineering Manager		
R	Grade Min:	\$103,676.70	Grade Max: \$155,515.04
	Assistant Director of Parks & Recreation		
	Assistant Director Development Services		
	Assistant Director of Parks & Recreation		
	Assistant Director of Information Technology		
	Assistant Finance Director		
	Assistant Town Attorney		
	Assistant Human Resource Director		
	Assistant Director Facilities and Stormwater		
	Assistant Director Transportation		
S	Grade Min:	\$109,897.30	Grade Max: \$164,845.95
	Deputy Police Chief		
	Deputy Director U&I - Water Resources		

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	Position Title			
SLT 1	Grade Min:	\$131,876.76	Grade Max:	\$197,815.13
	Budget, Innovation, and Strategy Director			
	Communications and Marketing Director			
	Human Resources Director			
	Economic Development Director			
	Finance Director			
	Parks & Recreation Director			
	Development Services Director			
	Public Works Director			
	Chief Information Officer			
SLT 2	Grade Min:	\$145,064.43	Grade Max:	\$217,596.65
	Executive Director of Utilities & Infrastructure			
	Fire Chief			
	Police Chief			
SLT 3	Grade Min:	\$159,570.88	Grade Max:	\$239,356.31
	Assistant Town Manager			
Council Determined Pay				
	Town Attorney			
	Town Clerk			
	Town Manager			

Salary & Position List

Position Titles by Department



	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Town Manager's Office			
Town Manager	N/A	1	1
Assistant Town Manager	SLT 3	2	2
Total		3	3
Budget, Innovation, and Strategy			
Budget, Innovation, and Strategy Director	SLT 1	1	1
Sustainability Coordinator	K	1	1
Senior/Budget Analyst	M/K	1	1
Grant Writer	J	1	0
Total		4	3
Office of Customer Care (OCC)			
Customer Care Manager	O	1	1
Customer Service Supervisor	H	1	1
Customer Service Specialist	E	2	2
Total		4	4
Town Attorney			
Town Attorney	N/A	1	1
Assistant Town Attorney	R	1	1
Paralegal	G	1	1
Total		3	3
Town Clerk			
Town Clerk	N/A	1	1
Deputy Clerk	H	1	1
Total		2	2
Human Resources			
Human Resources Director	SLT 1	1	1
Assistant Human Resources Director	R	1	1
Human Resources Analyst	M	3	3
Risk Manager	N	1	1
Total		6	6
Information Technology			
Chief Information Officer	SLT 1	1	1
Assistant Director of Information Technology	R	1	1
GIS Manager	O	1	1
IT Developer	O	0	1
GIS Developer	N	1	0
Systems Administrator	M	1	1
Business Systems Analyst	M	2	2

Salary & Position List

Position Titles by Department

	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Information Technology (Continued)			
Business Analyst	M	1	1
GIS Analyst	L	1	1
IT Technician I/II	J/K	3	4
GIS Technician	J	1	1
Total		13	14
Communications and Marketing			
Communications and Marketing Director	SLT 1	1	1
Lead Communications & Marketing Specialist	N	0	1
Senior Marketing and Communications Specialist	M	1	0
Digital Media Specialist	J	0	1
Communications and Marketing Specialist	K	2	2
Total		4	5
Finance			
Finance Director	SLT 1	1	1
Assistant Finance Director	R	1	1
Accounting and Finance Manager	N	1	1
Purchasing Manager	N	1	1
Customer Service Manager	N	1	1
Business Analyst	M	1	1
Accountant	K	2	3
Lead Utility Billing Specialist	H	0	1
Meter Services Supervisor	H	1	0
Purchasing Agent	H	1	1
Accounting Specialist	F	1	1
Accounts Payable Specialist	F	1	1
Utility Billing Specialist	F	1	1
Payroll Specialist	G	1	1
Customer Accounts Specialist	E	1	1
Meter Services Technician - Lead	G	1	1
Customer Service Representative	D	1	1
Meter Services Technician	C	2	2
Total		19	20
Economic Development			
Economic Development Director	SLT 1	1	1
Economic Development Program Coordinator	N	1	1
Small Business and Downtown Coordinator	L	1	1
Total		3	3

Salary & Position List

Position Titles by Department



	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Police			
Police Chief	SLT 2	1	1
Deputy Police Chief	S	1	1
Police Captain	P8	3	3
Police Lieutenant	P7	5	5
Police Sergeant	P6	8	8
Telecommunications Manager	O	1	1
Police Administrative Services Manager	L	1	1
Police Investigator	P5	8	8
Police Corporal	P5	6	6
Crime Analyst	J	1	1
Police Officer/ Senior / Master	P2/3/4	52	52
Animal Control Supervisor	H	1	1
Emergency Management Specialist	I	1	1
Telecommunications Shift Supervisor	I	2	2
Quartermaster	F	1	1
Telecommunicator I/ II/ Senior	E/F	12	12
Police Records Technician	E	1	1
Animal Control Officer	D	2	2
Total		107	107
Fire and Rescue			
Fire Chief	SLT 2	1	1
Assistant Fire Chief	F9	3	3
Fire Battalion Chief	F8	3	3
Fire Captain	F7	10	10
Fire Training Coordinator	F7	1	1
Fire Lieutenant	F6	9	9
Fire Life Safety Educator	F6	1	1
Fire Engineer	F5	15	15
Fire Inspector	F4	2	2
Firefighter / Relief Driver	F2/4	39	39
Administrative Assistant	E	1	1
Total		85	85
Parks and Recreation			
Parks & Recreation Director	SLT 1	1	1
Assistant Director of Parks & Recreation	R	2	2
Parks and Recreation Manager - Culture Center	M	1	1
Parks and Recreation Manager - Park Maintenance	M	1	1

Salary & Position List

Position Titles by Department

	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Parks and Recreation (Continued)			
Parks and Recreation Manager - Hunt Center	M	1	1
Planner - Parks I/II/III	J/K/M	1	1
Parks and Recreation Manager - Administrative Services	L	1	1
Parks and Recreation Manager - Sports Complex	L	1	1
Parks and Recreation Manager - Bass Lake	L	1	1
Performance Administrator	K	1	1
Recreation Program Supervisor	J	1	1
Marketing & Special Events Coordinator	I	1	1
Park Naturalist	H	1	1
Recreation Program Specialist	H	7	7
Theater Production Technician	H	1	1
Park Maintenance Crew Leader	G	3	3
Reservation Specialist	F	1	1
Parks & Recreation Program Assistant	F	2	2
Customer Service Representative - Lead	E	2	2
Customer Service Representative	D	2	2
Maintenance Technician - Parks I/II/III	C/D/F	11	12
Total		43	44
Public Works			
Public Works Director	SLT 1	1	1
Public Works Manager - Fleet	N	1	1
Public Works Manager - Solid Waste	N	1	1
Public Works Manager - Business Manager	N	1	1
Public Works Manager - Facilities	N	1	1
Public Works Manager - Streets	M	1	1
Public Works Supervisor - Facilities Maintenance	J	1	1
Public Works Supervisor - Concrete	J	1	1
Public Works Supervisor - Fleet	J	1	1
Public Works Supervisor - Street	J	1	1
Public Works Supervisor - Solid Waste	J	1	1
Fleet Mechanic I/II/III	F/G/H	3	3
Public Works Crew Leader - Concrete	G	1	1
Public Works Crew Leader - Streets	G	3	3
Public Works Crew Leader - Solid Waste	G	1	2
Public Works Technician - Concrete III/IV	E/F	3	3

Salary & Position List

Position Titles by Department



	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Public Works (Continued)			
Administrative Assistant	E	1	1
Equipment Operator	E	1	1
Maintenance Technician - Facilities I/II/III	C/D/F	3	4
Public Works Technician - Solid Waste I/II	C/D	15	14
Public Works Technician - Streets I/II	C/D	6	6
Total		48	49
Utilities and Infrastructure			
Executive Director of Utilities & Infrastructure Services	SLT 2	1	1
Deputy Director U&I - Water Resources	S	1	1
Assistant Director U&I - Transportation	R	1	1
Assistant Director U&I - Facilities/Stormwater	R	1	1
Engineering Manager	Q	2	2
Business Asset Management Division Manager	P	1	1
Engineer I/II/III	L/N/P	5	5
Sr. Project Manager	O	1	1
Utilities Manager - Collections & Distribution	O	1	1
Utilities Manager - Environmental Compliance	O	1	1
Utilities Manager - Water Facility Operations	O	1	1
Environmental and Stormwater Manager	O	1	1
Project Manager	N	4	4
Stormwater Administrator	N	1	1
Assistant Project Manager	M	1	2
Asset Management/ADA Coordinator	M	1	1
Chief Operator	L	1	1
Field Supervisor - Pump Maintenance	L	1	1
Field Supervisor - Stormwater	L	1	1
Field Supervisor - Water Collections	L	1	1
Field Supervisor - Water Distribution	L	1	1
Industrial Maintenance Supervisor	L	1	1
Capital Projects Administrator	L	1	0
Environmental Specialist	L	1	1
Engineering Technician	K	1	1
Environmental Technician	K	2	2

Salary & Position List

Position Titles by Department

	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Utilities and Infrastructure (Continued)			
Erosion Control Inspector	K	1	1
Electrical & Instrumentation Technician	I	1	1
Land Acquisition Agent	I	2	2
Reclaimed Water Coordinator	I	1	1
Water Facility Mechanic/Operator I/II/III	G/H/I	6	6
Lab Analyst	H	2	2
Project Management Specialist	H	1	1
Stormwater Crew Leader	G	1	1
Backflow Technician	G	1	1
Utility Crew Leader	G	2	4
Utility Accounting Specialist	F	0	1
Utilities Locator	E	3	3
Utility Permitting Specialist	H	1	1
Program Specialist	E	1	0
Utility Technician I/II/III	C/D/E	17	16
Total		75	76
Development Services			
Development Services Director	SLT 1	1	1
Assistant Director Development Services	R	1	1
Development Services Division Manager - Engineering and Construction	Q	0	1
Chief Building Official	Q	1	1
Development Services Division Manager - Planning	Q	1	1
Development Services Manager - Development Engineering	Q	1	1
Development Services Division Manager - Customer Service & Compliance	O	1	1
Development Review Engineer	N	2	2
Development Services Manager - Building Inspections	N	1	1
Development Services Manager - Building Plans Review	N	1	1
Development Services Manager - Development Construction	N	1	1
Senior Planner	N	2	2
Development Services Supervisor - Development Inspections	M	2	2
Development Services Supervisor - Building Inspections	M	2	2

Salary & Position List

Position Titles by Department



	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Development Services (Continued)			
Compliance Supervisor	L	1	1
Development Business Manager	L	1	1
Plans Reviewer I/II/III - Development	K/L/M	5	4
Plans Reviewer I/II/III - Building	K/L/M	2	2
Planner I/II/III - Development	J/K/M	4	4
Building Code Inspector I/II/III	I/K/L	9	8
Zoning Compliance Officer	J	3	3
Development Inspector I/II	I/K	7	6
Permit Supervisor	I	1	1
Development Review Coordinator	H	2	2
Planning Technician	G	1	1
Development Technician	G	1	1
Permit Technician	E	2	2
Total		56	54
Total Positions (All Departments)		475	478



Town of
**HOLLY
SPRINGS**
North Carolina

Fee Schedule



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Fee Schedule

Finance/Utility Fees		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Water/Sewer Rates - Approved water and sewer rate changes effective August 1, 2025. Monthly rates consist of monthly access fee (based on meter size, charged per meter/per unit) plus Water and Sewer Rate tiers.		
Access Fees for Meter Size		
3/4" (Multi-unit dwellings will be charged this access fee per meter/per unit)	\$16.05	\$18.46
1"	\$26.76	\$30.77
1 1/2"	\$53.53	\$61.56
2"	\$85.64	\$98.49
3"	\$171.26	\$196.95
4"	\$267.59	\$307.73
6"	\$535.19	\$615.47
8"	\$856.29	\$984.73
10"	\$2,247.72	\$2,584.88
12"	\$2,836.21	\$3,261.64
Water Rates*		
Water - In Town Rates		
0-2,000 Gallons	\$5.32 per 1,000 Gallons	\$6.12 per 1,000 Gallons
2,001-5,000 Gallons	\$6.93 per 1,000 Gallons	\$7.97 per 1,000 Gallons
5,001-9,000 Gallons	\$8.53 per 1,000 Gallons	\$9.81 per 1,000 Gallons
9,001-14,000 Gallons	\$10.13 per 1,000 Gallons	\$11.65 per 1,000 Gallons
14,001 Gallons and over	\$11.73 per 1,000 Gallons	\$13.49 per 1,000 Gallons
*Water Out-of-Town Access Fees and Volume Rates are Two Times the In-Town Rates		
Sewer Rates*		
Sewer In-Town Rates	\$16.74 Monthly access fee	\$19.25 Monthly Access Fee
0-2,000 Gallons	\$7.29 per 1,000 Gallons	\$8.38 per 1,000 Gallons
2,001-5,000 Gallons	\$7.29 per 1,000 Gallons	\$8.38 per 1,000 Gallons
5,001-9,000 Gallons	\$7.29 per 1,000 Gallons	\$8.38 per 1,000 Gallons
9,001-14,000 Gallons	\$7.29 per 1,000 Gallons	\$8.38 per 1,000 Gallons
14,001 Gallons and over	\$7.29 per 1,000 Gallons	\$8.38 per 1,000 Gallons
*Sewer Out-of-Town Access Fees and Volume Rates are Two Times the In-Town Rates		
*Town Rate (Internal only) and Industrial Water/Sewer Rate (Applicable Monthly Access Fee per meter/per unit) plus consumption billed at In-Town 0-2,000 Gallon tier		
Irrigation Meters (Monthly Access Fee plus rate per 1,000 gallons)		
Regular Water Use	\$16.05 monthly access fee; \$10.65 per 1,000 Gallons	\$18.46 monthly access fee; \$12.25 per 1,000 gallons
Residential/Commercial Reuse	\$8.03 monthly access fee; \$5.32 per 1,000 Gallons	\$9.24 monthly access fee; \$6.12 per 1,000 gallons
Bulk/Industrial Reuse	\$8.03 monthly access fee; \$3.55 per 1,000 Gallons	\$9.24 monthly access fee; \$4.08 per 1,000 gallons

Fee Schedule



Finance/Utility Fees (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Garbage, Recycling		
Garbage fee	\$9.80	\$10.22
Recycling fee	\$3.99	\$4.16
Garbage Container	\$75	\$75
Recycling Bin	\$45	\$45
Yard Waste Fees		
Yard Waste Fee	\$7.50	\$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: \$80, Level II: \$160, Level III: \$240	Level I: \$80, Level II: \$160, Level III: \$240
Additional Yard Waste Collection (per cart)	\$15	\$15
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	\$15
Meter Reading Fee	\$40 per trip if no fault of the Town (Leak/Plumbing problem) \$80 per trip if no fault of the Town, outside of Town business \$0 if the problem is on the Town's side	\$40 per trip if no fault of the Town (Leak/Plumbing problem) \$80 per trip if no fault of the Town, outside of Town business \$0 if the problem is on the Town's side
Meter Data Reading	\$50	\$50
New Meter Installation Revisit	\$75 first/\$150 second/ \$250 third	\$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

Fee Schedule

Finance/Utility Fees (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Hydrant Meter Fees (continued)		
Hydrant Meter Modification Trip Fee	\$15	\$15
Monthly Adaptor Fee	\$25	\$25
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
Miscellaneous Water Fees		
Bulk Water Fee (no charge for reclaimed)	\$25 + \$9.26/1,000 gals	\$25 + \$10.65/1,000 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 + \$9.26/1,000 gals \$12.50 + \$4.63/1,000 gals	\$25 + \$10.65/1,000 gals \$12.50 + \$5.32/1,000 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-Payment Fee	\$25	\$35
Motor Vehicle Fee	\$25	\$25

Fee Schedule



Development Services Fees		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
^Denotes fee includes 3 submittals for Development Services related fees		
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
Zone Map Amendment – Conditional Zoning District (CD) [Option 1 Development Plan/Major Subdivision Plan]^	N/A	\$1500 + \$10/acre* + Development Plan Fee
Zone Map Amendment – Conditional Zoning District (CD) or Legacy PUD Master Plan Major Amendment^	\$1500 + \$10/acre*	\$1500 + \$10/acre*
Legacy PUD Master Plan – Minor Amendment^	\$500	\$500
Development Plans: *Round acreage to the nearest tenth; ex. (0.0 acres)		
Major Subdivision (Residential or Non-residential): New or Major Amendment^	\$1100+\$5/lot	\$1100+\$5/lot or dwelling unit
Development Plan for Apartment Dwellings: New or Major Amendments^	\$1,500 + \$5/Unit (+ each dwelling unit if multiple units on a single lot)	Remove Fee
Dev Plan – New or Major Amendment^	\$1100+\$5/lot	\$1100+\$5/lot or dwelling unit
Development Plan/Major Subdivision Plan with Zone Map Amendment – Conditional Zoning District (CD) Option 1	N/A	\$600
Platting: (2 paper reviews + 1 mylar)		
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 FY2024-25	Rec. Fee FY2025-26
Other Permits and Procedures		
Minor Plan Amendment ^A	\$450	\$450
Minor Plan Amendment Additional Review Fee	\$200	\$200
Additional Plan Review Fee (PUD, Subdivision, Development Plan, and Platting)	½ Original Fee	½ Original Fee part parcel fees apply
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	\$100
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	\$150	\$150
Administrator's Interpretation	\$150	\$150
Quasi-Judicial Petitions		
Special Use Permit	\$500 + other required applications/fees	\$500 + other required applications/fees
Special Use Permit After-the-Fact	\$1,000 + other required applications/fees	\$1,000 + other required applications/fees
Appeal of Administrative Decision	\$350	\$350
Variance of Development Standards	\$350	\$350
Variance of Development Standards – After the Fact	\$500	\$500
Variance of Development Standards – 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 FY2024-25	Rec. Fee FY2025-26
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^	\$1,100 +\$50 per lot	\$1,100 +\$50 per lot
Site^ Covers	\$1,100 +\$30 per acre	\$1,100 +\$30 per acre
Major Plan Revisions^	\$1,500	\$1,500
Other ex. Utility or Roadway^	\$2,000	\$2,000
Subsequent Plan Review (includes utility plan review)	\$450	\$450
Minor Revisions Plan Review^	\$900	\$900
Revisions Subsequent Plan Reviews	\$450	\$450
Timbering Review Per Project	\$500	\$500
Irrigation Well Review	\$200	\$200
Preliminary Pump Station Site Plan review^	\$1,000	\$1,000
Construction Drawing Pump Station Review^	\$1,500	\$1,500
Construction As-built Review Fee	\$200	\$200

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Environmental Plan Review		
Subdivision/Site^	\$750/acre	\$750/acre
Subsequent Plan Reviews & Plan Revision	\$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^	\$1000+\$25 per lot	\$1000+\$25 per lot
NPDES— Stormwater Subsequent Reviews/Revisions (per rev) (site and subdivision)	\$450	\$450
NPDES-Site	<20 Acres \$1300 >20 Acres \$1650	<20 Acres \$1300 >20 Acres \$1650
Stormwater As-built / Engineer Certification Administration	\$200	\$200
Utility Permit Fees - Due with Permit Application		
Water Permit Application Review (Delegated)	\$600^	\$600^
Sewer Permit Application Review (Delegated)	\$600^	\$600^
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	\$600^	\$600^
Reclaimed Water Conjunctive Use Permit Application Review (Non res <5 acres, delegated)	\$600	\$600
Water Permit Processing	\$200	\$200
Wastewater Permit Processing	\$200	\$200
Reclaimed Water Permit Processing	\$200	\$200
Landscaping Watering Exception Permit (30 day permit)	\$250 res / \$650 non-res	\$250 res / \$650 non-res

Fee Schedule



Development Services Fees (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Special Engineering Study Review Fees^		
Utility Studies		
Fire Flow Analysis^	\$2,500	\$2,500
Sewer Study^	\$1,200	\$1,200
Sewer Study (with Pump Station Analysis)^	\$2,500	\$2,500
Reclaimed Water Model Analysis/Update^	\$1,200	\$1,200
Utility Studies Subsequent Review		
Fire Flow Analysis Subsequent Review	\$1,000	\$1,000
Sewer Study Subsequent Review	\$500	\$500
Sewer Study (with Pump Station Analysis) Subsequent Review	\$1,000	\$1,000
Reclaimed Water Model Analysis/Update Subsequent Review	\$500	\$500
Traffic Studies		
Tier 1 - Trip Generation and Distribution Assessment (TGDA)^	\$2,500	\$2,500
Tier 2 - Site Specific Traffic Assessment (SSTA)^	\$3,500	\$3,500
Tier 3 - Traffic Impact Analysis (TIA)^	\$5,000	\$5,000
Traffic Studies Subsequent Review		
Tier 1 - Trip Generation and Distribution Assessment (TGDA)	\$1,000	\$1,000
Tier 2 - Site Specific Traffic Assessment (SSTA)	\$1,500	\$1,500
Tier 3 - Traffic Impact Analysis (TIA)	\$2,500	\$2,500
Flood Studies		
Local Flood Study^	\$1,500	\$1,500
FEMA Flood Study^	\$1,500	\$1,500
Flood Studies Additional Review		
Local Flood Study	\$1,000	\$1,000
FEMA Flood Study	\$1,000	\$1,000
Special Study Verification Letter (Internal review only)	\$100	\$100
Land Disturbance Fee		
Environmental Development Permit	\$400 x _____ acres	\$400 x _____ acres
NPDES Stormwater Fee for Stormwater Permit		
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 FY2024-25	Rec. Fee FY2025-26
Stormwater Fee-in-Lieu		
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.
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
Storm Drainage Pipe	\$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
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

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
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

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
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	\$2,000	\$2,000
Backflow Inspection Fee	\$25	\$25
Service Reconnection fee for lapse in annual backflow certification	\$50	\$50
Service Availability Verification	\$200	\$200
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 Developer Installed	\$90/unit	\$90/unit
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
Re-Inspection Fee (Engineering Driveway and Engineering Site Finals)	\$75 per reinspection	\$100 per reinspection
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 FY2024-25	Rec. Fee FY2025-26
General Fees: Refund Policy: A refund will be issued when requested minus a \$50.00 processing fee for any permit, which has not expired, and construction has not started		
General 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	\$100
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	Remove Fee
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	Remove Fee
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 FY2024-25	Rec. Fee FY2025-26
Residential New Dwellings - Each Dwelling Unit		
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
Manufactured and Modular Homes		
Manufactured Homes (inc piers, tie-downs, 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
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 FY2024-25	Rec. Fee FY2025-26
Non-Residential Plan Review Fee		
0-5,000 sf	\$150	\$160
5,001-10,000 sf	\$200	\$240
10,001-25,000 sf	\$250	\$320
>25,000 sf	\$300	Remove Fee
25,001-50,000 sf	N/A	\$480
50,001-100,000 sf	N/A	\$800
100,001-500,000 sf	N/A	\$1,280
500,001 sf and above	N/A	\$2,080
At-Risk Building (Design/Build) Plan Review	N/A	Non-Residential Plan Review Fees plus \$200 per submission
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 FY2024-25	Rec. Fee FY2025-26
Scholarships (See Parks and Rec Policy - % dependent upon eligibility)	50% Discount	50% Discount
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 UDO Chapter 4, Table 4.2-A 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 UDO Chapter 4, Table 4.2-A 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 UDO Chapter 4, Table 4.2-A 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)	\$40/\$60	\$40/\$60
Room Set Up Fee for facility rentals	\$25/\$38	\$25/\$38
In Honor of / Memorial Tree Purchase with Personalized Plaque	\$250	\$250
In Honor of / Memorial Bench Purchase with Personalized Plaque	\$1,900	\$1,900
Annual Photography Permit (Valid 1 year)	\$100	\$100
Photography Permit (Daily)	\$25	\$25
Youth Athletics		
Youth Athletic Fee, except Football , per Individual / Non Res Fee	\$70/\$105	\$70/\$105
Non-league Youth Athletic Fees (intro programs)	\$60/\$90	Remove Fee
Athletics Activity Late Fee, per Individual / Non Res Fee	\$10/\$15	\$10/\$15
Multi-child Fee Reduction	\$5	\$5
Adult Athletics Fees are established yearly with consideration for individual sport expenses and implementation costs.		
Adult Athletics Late Fee, per team	\$25	\$25

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Before School/After School/Track Out/Summer Camp Programs		
After School Fee / Non Res Fee (per month)	\$144/\$216	\$151/\$227
Track Out Fee / Non Res Fee (weekly rate)	\$175/\$262	\$184/\$275
Track Out Session Rate / Non Res Fee	\$453/\$680	\$476/\$714
Before School Fee / Non Res Fee (per month)	\$117/\$176	\$123/\$185
Before and After School Fee / Non Res Fee (per month)	\$227/\$341	\$238/\$358
Summer Camp Fees – (per week)		
Basic Camp / Non Res	\$104/\$156	\$130/\$195
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	\$31/\$46	\$31/\$46
3 Months (10% Discount)	\$83/\$125	\$83/\$125
6 Months (20% Discount)	\$148/\$222	\$148/\$222
Annual Pass / Non Res Fee	\$225/\$338	\$225/\$338
Membership discount available to Youth (age 13-21), Seniors (age 55+) and Military	20%	20%
Replacement Cards	\$5	\$5
HS Business Corporate Membership (10 annual transferable memberships)	\$2725/year	\$2725/year
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 FY2024-25	Rec. Fee FY2025-26
Hunt Center Facility Rentals		
Program Rooms (1-5) See Parks & Recreation Policy Manual for Equipment Available for Rental		
Room Deposit	\$40	\$40
Rooms (1-5) Per Hour/Per Room	\$30/\$45	\$30/\$45
Community Room and Multipurpose Room (Up/Down)		
Room Deposit	\$50	\$50
Rental Per Hour / Non Res fee	\$60/\$90	\$60/\$90
Multipurpose Room I & II		
Room Deposit	\$50	Remove Fee
Room Deposit	\$50/\$75	Remove Fee
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	\$50/\$75	\$50/\$75
Multipurpose field lining / Non Res Fee (excluding football)	\$90/\$135	\$90/\$135
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)	\$50/\$75	\$50/\$75
Tournament Rentals – Baseball/Softball Fields: Damage deposit of \$100 is required. EXCLUDES Ting BASEBALL STADIUM and HSBS Baseball		
Full wheel (4 fields) - per day	\$1,200	\$1,200
Field Preparation (per application)	\$50 per field	\$50 per field
Score Tower Daily/Weekend Rate	\$360/\$720	\$360/\$720

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Tennis Courts (1-hour minimum)		
Tennis Court Rental per hour / Non Res Fee	\$8/\$12	\$8/\$12
Turf Soccer Field Rates – Womble and Ting – Damage deposit of \$100 is required		
Field Preparation per field (excluding football)	\$90/\$135	\$90/\$135
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	\$20/\$30	\$20/\$30
Small Group Training (1/2 quad @ Womble Mon-Fri before 5pm)	\$18/\$27	\$18/\$27
Turf Soccer Tournament Rates – Womble or Ting Turf Fields – Damage deposit of \$100 is required		
Whole Complex, per day	\$1,500	\$1,500
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 FY2024-25	Rec. Fee FY2025-26
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)		
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	\$100 - \$200	\$100 - \$200
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
Event Sponsorship Packages (each event will specify what is included for each tier offered)		
Tier 1	\$150	\$150
Tier 2	\$350	\$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	\$5,000	\$5,000
Tier 10	\$7,500	\$7,500
Advertising/Signage Fees		
Baseball/Softball/Soccer (excludes Ting Stadium)		
Field Advertisement Signs – per Field (2'x3')	\$600	\$600

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Bass Lake Park & Retreat Center		
Weekend (Friday - Sunday) Conference Room Rental - 3 hour minimum		
Deposit (Required) / Min. 3-hour rental	\$300	Combined with other fee
Alcohol Deposit	\$300	Combined with other fee
Conference Room 3-Hour Rental (Room only includes AV & Room set-up) (\$300 deposit)	\$291/\$437	\$100 per hr / \$150 per hr
Conference Room and Deck Rental (\$400 deposit)	new fee	\$160 per hr / \$240 per hr
Additional Hourly Rental / Non-Res Fee	\$77/\$116	Combined with other fee
Evening Weekday (Monday - Thursday) Conference Room Rental - 3 hour minimum		
Deposit (Required)	\$100	Combined with other fee
M-F Conference room rental rate (\$200 refundable deposit) (includes room set-up and A/V equipment for up to 3-hours of use)	\$185/\$278	\$70 per hr / \$105 per hr
Conference Room and Deck Rental (\$250 deposit)	new fee	\$100 / \$150 per hr
Conference Room and Deck Rental		
Deposit (Required)	\$400	Combined with other fee
3-Hour Rental (Room and deck includes AV, Room set-up and outside lights)	\$481/\$722	Combined with other fee
Additional Hourly Rental	\$107/\$161	Combined with other fee
Rental Packages		
Bass Lake Birthday Party Package / Non-Res Fee per hour (\$60 deposit)	\$300/\$450	Removed Fee
Weekend Wedding Package / Non Res Fee (\$400 deposit)	\$2,200/\$3,300	\$2,400 / \$3,600
4-Hour Wedding Package / Non-Res Fee (\$200 Deposit) Monday-Thursday Only	\$325/\$488	Removed Fee
Weekday (Monday-Friday) (8am - 5pm) Business Package / Non Res Fee (\$200 deposit)	\$275/\$413	\$300 / \$450
Weekday (Monday-Friday) (8am - 5pm) Business Package and Deck / Non Res Fee (\$250 deposit)	\$110/\$165	\$400/\$600
Extra Fees		
After-hours staffing fees	\$40/\$60	\$40/\$60
Overtime fee	\$35 per 15 minute interval	\$35 per 15 minute interval
Alcohol Deposit (Refundable)	new fee	\$300
Boats & Canoes Rentals		
Canoe or Jon Boat Hourly Rental (non motorized)	\$10	\$10
Gheenoe Hourly Motor Rental (in conjunction with a boat rental) (motorized)	\$15	\$15
Summer Camp Fees		
Specialty Camp per week	\$206/\$309	\$206/\$309

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Sugg Farm at Bass Lake		
Event Rental Deposit	20% of rental fee	20% of rental fee
General Event (Includes a set up day, event day, and breakdown day)	\$2,500	\$2,500
General Event - Extra Day	\$825	\$825
Single Day Rental - During Park Operating Hours	new fee	\$1,000
Per-Extra-Day—Set-up or Breakdown	\$413	Combined with other fee
5K Race Rental (Includes one day for set up)	\$1,000	\$1,200
5K Race Rental Extra Day	\$330	\$500
5K Race Rental Extra Day for Set Up or Break Down	\$165	Combined with other fee
High School Cross Country Weekend Meet	\$500	\$500/day
High School Cross Country Weekday Meet	new fee	\$250/day
High School Cross Country Team Charge for Weekday Practices and Weekday Meets (Team who participate in 2 or more meets or practices per Fall season)	\$150	\$25/practice or \$150 for the season
Greenway Fees (extra fees may apply depending upon need)		
Womble Park (per event) rental /non-resident	\$250/\$375 per event	\$250
Fun Run - 5K Race event (does not include park rental)	new fee	\$500
6K - 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
Community Garden Plot (10month)	\$40	\$40

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Cultural Center		
Room Rental - 2 hour minimum		
Room Deposit (per room)	\$50	\$100
Hourly Fee per room / Non Res Fee	\$30/\$45	\$35/\$53
Hourly Kitchen (Rm #126) / Non Res Fee	\$10/\$15	\$10/\$15
Alcohol Deposit	\$300	\$300
Theatre Rentals (Private Events) - 3 hour minimum		
Theater Deposit	\$300	\$300
Deluxe Performance Package - rehearsal time, 4 hr performance, & tech	new fee	\$600
Budget Performance Package - no rehearsal, 4 hr performance, no tech	new fee	\$375
Non-Performance Package - 3 hrs, basic lighting, podium/mic	new fee	\$250
Private Movie Party - 3 hrs, 20 attendees	new fee	\$150
Extra Rental Times for Packages above	new fee	\$85/hr
After Hours Staff for performances, meetings, presentations (tech)	new fee	\$60/hr
After Hours Staff for rehearsals or front desk staff	new fee	\$45/hr
Fee for Exceeding Booked Time	new fee	\$70 per 30 minutes
Grand Piano Use - must remain stationary during performance	new fee	\$75/day
Hourly Theatre Fee (private events, recitals, special events) / Non-Res Fee	\$150/\$225	Combined with other fee
Hourly Technical Staffing Fee (per employee) / Non-Res Fee	\$40/\$60	Combined with other fee
Cultural Center Outdoor Venue		
Hourly Springs Outdoor Stage Fee / Non Res Fee	\$50/\$60 per hour	\$50/\$60 per hour
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)
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$40/\$60	\$40/\$60

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
Farmers Market (Traditional Season)		
Vendor – Weekly	\$250	\$287
Vendor – Alternative A/B Week Schedule	\$150	\$172
Vendor – Daily/Substitute	\$20	\$20
Vendor – Seasonal Produce	\$60	\$60
Farmers Market (Winter Season)		
Winter Vendor – Full Season	\$180	\$207
Winter Vendor – One Saturday per month	\$90	\$103
Winter Vendor – daily/substitute	\$20	\$20
Annual Farmers Market		
Vendor – Extended Season Weekly	\$385	\$442
Vendor – Extended Season Alternative A/B Week Schedule	\$230	\$264
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
Application Fee	new fee	\$20
Night Market Vendor Fee	\$10	Removed Fee

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 FY2024-25	Rec. Fee FY2025-26
Industrial Use Permit		
Permit Application	\$500	\$500
Permit Renewal	\$250	\$250
Permit Modification	\$250	\$250
Annual Administrative Fee	\$250	\$250
Lab Analysis Fees		
Biological Oxygen Demand (BOD)	\$39	\$39
Total Suspended Solids (TSS)	\$14	\$14
Ammonia	\$22	\$22
Total Phosphorus	\$39	\$39
Conductivity / pH	\$6 each	\$6 each
Fecal Coliform	\$50	\$50
Total Coliform	\$50	\$50
Dissolved Oxygen	\$6	\$6
Orthophosphorus	\$39	\$39
Total Nitrogen	\$50	\$60
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	\$4.17 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)	\$150.00	\$150.00
Grease Interceptor Missing Components – NOV	\$150.00	\$150.00
Food Serve Establishment with no Grease Interceptor/unapproved grease interceptor – NOV	\$1,000.00	\$1,000.00
Failure to implement expected action from NOV – Second NOV	\$500.00	\$500.00
Failure to implement expected action from second NOV (Third NOV)	Utility Service suspended with \$500 reconnection fee plus \$150/day out of compliance	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)	\$300 per day out of compliance	\$300 per day out of compliance
Annual Administrative Fee	\$100.00	\$100.00

Fee Schedule

Fire Department Fees		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
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 FY2024-25	Rec. Fee FY2025-26
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 FY2024-25	Rec. Fee FY2025-26
Golf Cart Registration and Inspection Fee	\$50	\$50
Golf Cart Registration Renewal and Re-inspection Fee	\$20 Annually	\$20 Annually
Designated Dog Fee pursuant to Town Ordinance Article III Section 12-61	new fee	\$250

Fee Schedule

Miscellaneous Fees		
Description	Approved Fee FY2024-25	Rec. Fee FY2025-26
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	\$44	\$44
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 FY2024-25	Rec. Fee FY2025-26
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-11.3 Fiscal Policy Guidelines	
Administrative Rules	Prepared By:	Tina Stroupe
	Dept./Title:	Finance
	Date Approved:	June 3, 2025
	Effective Date:	June 3, 2025
	Supersedes Old #:	FN-11.2
Old Effective Date:	June 18, 2024	

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.

Fund Balance Policies

1. In accordance with governmental accounting standards the Town's total Fund Balance in the General Fund is comprised of five components:
 - a. Nonspendable Fund Balance represents resources that are physically or legally in a nonspendable form such as inventory, prepaid expenses or long-term receivables,
 - b. Restricted Fund Balance represents resources limited by state or federal law, or regulations, creditors or grantors. Included are unspent bond proceeds, grants earned but not spent, such as Powell Bill, or resources reported as "Stabilization by State Statute",
 - c. Committed Fund Balance represents resources formally committed by Council in the form of a resolution or ordinance for a particular purpose such as a project,
 - d. Assigned Fund Balance represents resources constrained by Council or the Town Manager informally for a specific future purpose, but not yet formally restricted or committed, such as for an anticipated project or appropriation in a subsequent fiscal year, and
 - e. Unassigned Fund Balance represents all remaining resources 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 to include transfers and debt service. 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 required to be reported.
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 fifty thousand dollars (\$50,000) between departments of the same fund 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-11.3

Approved by the Holly Springs Town Council, this, the 3rd day of June, 2025.

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



Ordinance No. 25-16

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**FISCAL YEAR 2025-26 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, 2025, and ending June 30, 2026; the same being adopted by fund and activity within each fund as listed.

SECTION 1:

General Fund	
Revenues:	
Ad Valorem Taxes	30,071,189
Sales Tax	14,712,051
Environmental Revenues	4,350,034
Other Taxes and Licenses	4,388,850
Parks & Recreation Revenues	2,550,800
Transfers In / Other Financing Sources	2,467,423
Permits & Fees	2,388,500
Public Safety Revenue	1,950,144
Appropriated Fund Balance	1,190,000
Miscellaneous Revenues	1,038,290
Intergovernmental / Grants	23,800
Total	65,131,081
Expenditures:	
Public Safety	24,814,251
Public Works	10,471,251
General Government	8,905,689
Parks & Recreation	7,469,942
Permitting, Planning, Inspections, & Development	6,985,971
Non-Departmental / Transfers Out	6,483,977
Total	65,131,081

Utility Fund	
Revenues:	
Water Sales	15,688,023
Waste Water Charges	13,767,962
Other Operating Revenues	797,500
Miscellaneous Revenues	271,000
Development Fees	31,000
Other Financing Sources	580,500
Total	31,135,985
Expenditures:	
Utility System Management & Development	15,785,467
Non-Departmental	8,352,553
Central Services	3,719,037
Finance	2,000,279
Information Technology	806,883
Administration	324,166
Public Works	147,600
Total	31,135,985
Stormwater Management Program Fund	
Revenues	1,931,737
Expenditures	1,931,737
Powell Bill Fund	
Revenues	1,529,896
Expenditures	1,529,896
Emergency Telephone System Fund	
Revenues	246,216
Expenditures	246,216
General Fund – Debt Service Fund	
Revenues	17,713,816
Expenditures	17,713,816
Utility Fund – Debt Service Fund	
Revenues	4,977,892
Expenditures	4,977,892

SECTION 2.

Levy of Taxes: There is hereby levied, for Fiscal Year 2025-2026, an Ad Valorem tax rate of 34.35 cents per \$100 valuation of taxable property as listed for taxes as of January 1, 2025. This rate shall be levied with 21.69 cents to the General Fund and 12.66 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 \$13,970,124,994 and an estimated collection rate of 99%.

SECTION 3.

Fees and Charges: There is hereby established, for Fiscal Year 2025-2026 various fees and charges as contained in the Town Manager's Recommended Fiscal Year 2025-2026 Budget.

SECTION 4.

There is hereby confirmed, for Fiscal Year 2025-2026 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 \$21.88 per household per month. This includes one trash bin, one recycling bin and one yard waste bin.

SECTION 6.

Salaries & Salary Grades: The following shall govern salary and wage compensation for Fiscal Year 2025-2026:

- 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.
- B. Salary Grade Adjustments. An adjustment to the general salary grade schedule as detailed in the Town Manager's Recommended Budget. All general government, positions reflect the implementation of a new compensation and classification study. In the event any job title / grade 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 compensation study. Mayor and Town Council base salaries are adjusted 3%.
- 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 2025-26 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 consistent with the Town Purchasing Policy for construction, repair, or design up to \$100,000.
- B. 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.
- C. 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.
- D. 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, 2025, 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, 2025, are hereby re-appropriated to fiscal year 2025-2026.

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, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk



 Holly Springs, N.C.	FN-11.3 Fiscal Policy Guidelines	
	Prepared By:	Tina Stroupe
Administrative Rules	Dept./Title:	Finance
	Date Approved:	June 3, 2025
	Effective Date:	June 3, 2025
	Supersedes Old #:	FN-11.2
	Old Effective Date:	June 18, 2024

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.

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 FUND BALANCE~~ POLICIES

1. In accordance with governmental accounting standards the Town's total Fund Balance in the General Fund is comprised of five components:
 - a. Nonspendable Fund Balance represents resources that are physically or legally in a nonspendable form such as inventory, prepaid expenses or long-term receivables,
 - b. Restricted Fund Balance represents resources limited by state or federal law, or regulations, creditors or grantors. Included are unspent bond proceeds, grants earned but not spent, such as Powell Bill, or resources reported as "Stabilization by State Statute",
 - c. Committed Fund Balance represents resources formally committed by Council in the form of a resolution or ordinance for a particular purpose such as a project,
 - d. Assigned Fund Balance represents resources constrained by Council or the Town Manager informally for a specific future purpose, but not yet formally restricted or committed, such as for an anticipated project or appropriation in a subsequent fiscal year, and
 - e. Unassigned Fund Balance represents all remaining resources. ~~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 to include transfers and

debt service. 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 required to be reported.
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 fifty thousand dollars (\$50,000) between departments of the same fund 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-11.3

Approved by the Holly Springs Town Council, this, the 3rd day of June, 2025.

Linda McKinney, Town Clerk



(Town Seal)

New Policies and Revisions

ARTICLE III. THE PAY PLAN

Section. 6. Merit Pay Bonus (Effective 1-1-2026)

The Town of Holly Springs currently awards a lump sum payment of remaining merit pay authorized in the previous calendar year to retiring employees vacating their positions prior to December 31 of the current calendar year if the retiree has 20 or more years of service with the Town prior to their retirement.

The request is to remove this merit pay bonus award effective 1/1/2026. Employees with retirement dates after 12/31/2025 would no longer be eligible for this payment.

See the attached draft policy and statement form for your consideration.

ARTICLE III. THE PAY PLAN

Section 14. Holiday Pay (Effective 7-1-2025)

Town of Holly Springs desires to distribute pay equitably across all position types required to work a regular shift on Holidays that fall on a weekday when the Town is closed for business.

Currently, a general employee's regular shift is defined as 8 hours, or a 40-hour pay period. However, some nonexempt employees have been identified who work assigned 10-hour or 12-hour shifts not including public safety personnel. The policy acknowledges these unique shifts and agrees to pay their hourly rate for the number of hours equal to the number of hours assigned in a regular shift when they are scheduled and work a holiday which falls on a weekday. Examples include telecommunicators and wastewater treatment plant employees who work mandatory 12-hour shifts.

See the attached draft policy and statement form for your consideration.

Article III Section 6. Merit Pay Bonus

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a Merit Bonus at their regular performance evaluation time. Merit pay bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Merit pay bonuses shall be awarded in lump sum payments and do not become part of base pay. ~~Employees retiring with 20 or more years with the Town shall be eligible to be paid out any remaining merit pay that was authorized by the Town Council for the preceding year, upon their retirement, if they retire by December 31 of that year.~~

Article III Section 14. Holiday Pay

Holidays are equivalent to an employee's shift workday for all regular non-exempt full-time employees ~~regardless of their typical workweek schedule~~ and are excluded from hours worked in calculating overtime. Benefits-eligible employees required to work on a regularly scheduled, Town-recognized holiday will be paid at their hourly rate for the hours actually worked plus the number of hours equivalent to their normal workday of straight time for the holiday.

Holidays: Compensations When Work is Required

Employees required to perform work on regularly scheduled holidays shall be paid at their hourly rate for hours actually worked in addition to any holiday pay to which they are entitled. If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee shall receive pay for the holiday hours. Examples are as follows:

- General: 40-hour work week (2080 annual hours) 8.0 hours
General employees assigned a work schedule that do not consist of 8-hour shifts shall be paid holiday pay equal to the number of shift hours normally assigned. (examples: telecommunicators working 12-hour shifts, treatment plant operators working 12-hour shifts, public works employees working 10- hour shifts).
- Police: 42-hour work week (2184 annual hours) 12.0 hours
- Fire: 41.25-hour work week (2145 annual hours) 16.5 hours (based on the Fire Department's sleep time agreement)

Regular, full-time employees required to physically work on New Year's Day, Independence Day, Veteran's Day or Christmas, if they fall on a weekend, will receive holiday premium pay equivalent to 1.5 times hourly rate for hours worked in addition to their hours for the holiday.

Holidays

The policy of the Town is to follow the holiday schedule provided by the State of North Carolina for its employees subject to modification by the Town Manager. In order to receive a paid holiday, an employee must have worked the day before and the day after the holiday(s) or have been given approved leave.

Suspension without pay is not considered approved leave.

Summary or Ordinance Changes for June 3, 2025, Town Council

PAYGO Fund Capital Project Ordinance (25-17)

Current Approved Appropriation	\$11,017,550
General Government Facility Maintenance and Repair	400,000
Sidewalk, Pedestrian, and Bike Safety Improvements	225,000
Playground Rehabilitation, Sunshades, and Amenities	115,000
Downtown Investment Grant	25,000
Town Hall Renovations (General Fund Portion)	25,000
Neighborhood Traffic Safety/Calming	18,000
PAYGO Capital Project Ordinance (25-17)	\$11,825,550

Utility PAYGO Fund Capital Project Ordinance (25-18)

Current Approved Appropriation	\$6,275,679
Utility System Maintenance and Repair	500,000
Middle Creek Manhole and Outfall Restoration	500,000
UCWRF and Pump Station SCADA	500,000
Utility System Risk and Resiliency	250,000
ERP Software Replacement (Utility and General Fund Split)	500,000
Wastewater Utility System Regionalization Study	250,000
ESRI Utility Network	193,500
Town Hall Renovations (Utility Portion)	125,000
Utility System Strategic Asset Management Plan	100,000
Utility PAYGO Capital Project Ordinance (25-18)	\$9,194,179

Street and Sidewalk Capital Project Ordinance (25-19)

Current Approved Appropriation	\$74,474,699
Holly Springs Road Widening (Central)	4,500,000
Holly Springs Road Widening (West)	3,000,000
Avent Ferry Road Widening (phase 2)	3,000,000
Avent Ferry Road – Festival Street	500,000
New Hill Holleman Road / US-1 Bridge Replacement	250,000
Street and Sidewalk Capital Project Ordinance (25-19)	\$85,724,699

Parks and Recreation Capital Project Ordinance (25-20)

Current Approved Appropriation	\$121,406,257
Eagles Landing Park	13,312,000
Sugg Farm Pavilion & Restroom	1,650,000
Priority Greenways	900,000
Basketball Courts at Womble Park	900,000
Parks and Recreation Capital Project Ordinance (25-20)	\$138,168,257

Water Capital Project Ordinance (25-21)

Current Approved Appropriation	\$203,409,021
Sanford Water Capacity Partnership	16,397,000
Harnett County Booster Station Upgrade	8,550,000
Holly Springs – Fuquay-Varina Water Line	5,866,982
Elevated Water Tank on New Hill Road	1,000,000
Water Capital Project Ordinance (25-21)	\$235,223,003

Wastewater Capital Project Ordinance (25-22)

Current Approved Appropriation	\$212,445,428
UCWRF 8 MGD Update	98,483,200
Holly Springs Business Park Pump Station Upgrade	300,000
Wastewater Capital Project Ordinance (25-22)	\$311,228,628

Town Building Capital Project Ordinance (25-23)

Current Approved Appropriation	\$41,517,821
Fire Station 4	1,550,000
Replacement Fire Apparatus #245	1,300,000
Town Building Capital Project Ordinance (25-23)	\$44,367,821



Ordinance No. 25-17

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025

PAYGO Fund	
Expenditures:	
General Fund PAYGO Projects	11,825,550
Total	11,825,550

SECTION IV: The following revenues are anticipated to be available to complete these projects:

PAYGO Fund	
Revenues:	
General Government Revenues	11,473,136
Federal Grants	190,588
Other Financing Sources - Leases	161,826
Total	11,825,550

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-18

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025:

Utility PAYGO Fund	
Expenditures:	
Water and Sewer Projects	9,194,179
Total	9,194,179

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Utility PAYGO Fund	
Revenues:	
Transfers In	8,694,179
Economic Development Grants	500,000
Total	9,194,179

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-19

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025

Street and Sidewalk Project Fund	
Expenditures:	
Street and Sidewalk Projects	85,724,699
Total	85,724,699

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Street and Sidewalk Project Fund	
Revenues:	
General Obligation Bond Proceeds	44,938,587
Intergovernmental / State Grants	26,762,598
Transfers In	12,656,087
Developer Contributions	777,384
Federal Grants	409,413
Other General Revenue Sources	180,630
Total	85,724,699

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-20

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025:

Parks and Recreation Capital Project Fund	
Expenditures:	
Parks and Recreation Capital Project Fund	138,168,257
Total	138,168,257

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Park and Recreation Capital Project Fund	
Revenues:	
Bond Proceeds	113,537,668
Transfer In	16,982,049
State Grants	3,734,340
Other Grants	2,300,000
Federal Grants	1,133,000
Miscellaneous Revenues	481,200
Total	138,168,257

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-21

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025

Water Project Fund	
Expenditures:	
Water Projects	235,223,003
Total	235,223,003

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Water Project Fund	
Revenues:	
Revenue Bonds	132,519,035
State Grants & Reimbursements	36,627,457
Transfers In	27,094,770
Limited Obligation Bond Proceeds	22,681,690
Private Contributions	9,927,030
Federal Grants	5,500,000
Other Utility Sources	873,021
Total	235,223,003

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-22

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**Waste 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 Waste Water system projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital projects within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project funds effective June 3, 2025

Waste Water Fund	
Expenditures:	
Waste Water Projects	311,228,628
Total	311,228,628

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Waste Water Fund	
Revenues:	
Revenue Bond	290,183,200
Transfer In	7,685,639
Federal Grants and Reimbursements	8,550,587
State Grants and Reimbursements	4,000,000
Installment Financing	809,202
Total	311,228,628

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Ordinance No. 25-23

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3, 2025:

Town Building Project Fund	
Expenditures:	
Town Buildings Projects	44,367,821
Total	44,367,821

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Town Building Project Fund	
Revenues:	
Limited Obligation Bond	37,308,616
State Grants	2,900,000
Transfers In	2,485,098
Other Revenue Sources	1,674,107
Total	44,367,821

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 3, 2025, in accordance with the laws of the State of North Carolina.

Adopted this, the 3rd day of June 2025.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Council Order: 25-01

Date Submitted: June 3, 2025

Date Adopted: June 3, 2025

**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 3rd day of June, 2025.

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#: 9.

Manager's Report

Title: Preview of Upcoming Development Services Land Use Cases

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Sean Ryan, Development Services

Action(s):

- Receive update on anticipated, forthcoming land use cases & current development activity.

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:

- On a quarterly basis, staff provides a preview of anticipated development related land use cases that could come before the Town Council for consideration.
- The presentation is informational with no requested actions by Town Council other than sharing any feedback to help guide staff and potential developers on future development interests and/or expectations.

Funding Source(s):

N/A

Attachment(s):

1. TownCouncil_QuarterlyLandUseUpdate_06032025

Purpose:

- Provide a preview of upcoming legislative cases & update on other Development Services initiatives.

Suggested Action:

- Seek high level feedback and answer any preliminary questions.



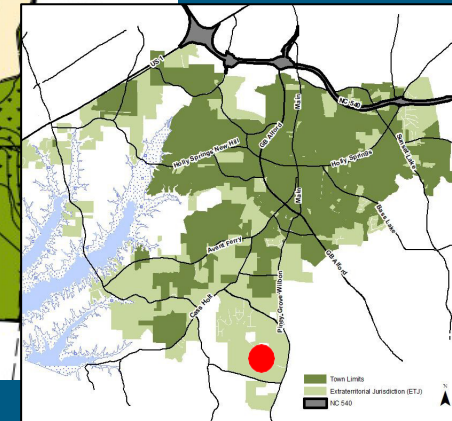
New Applications



Daventry - Conditional Zoning District

6725 Thrasher Road

- **Current Zoning:** Rural Residential (RR)
- **Proposed Zoning:** Suburban Residential Conditional Zoning District (SR-CD)
- **Process:** Rezoning (Town Council Legislative)
- **Proposed Use:** 255 Detached Dwelling Units



Seasons @ Wilbon – Conditional Zoning District

2316 Piney Grove Wilbon Road

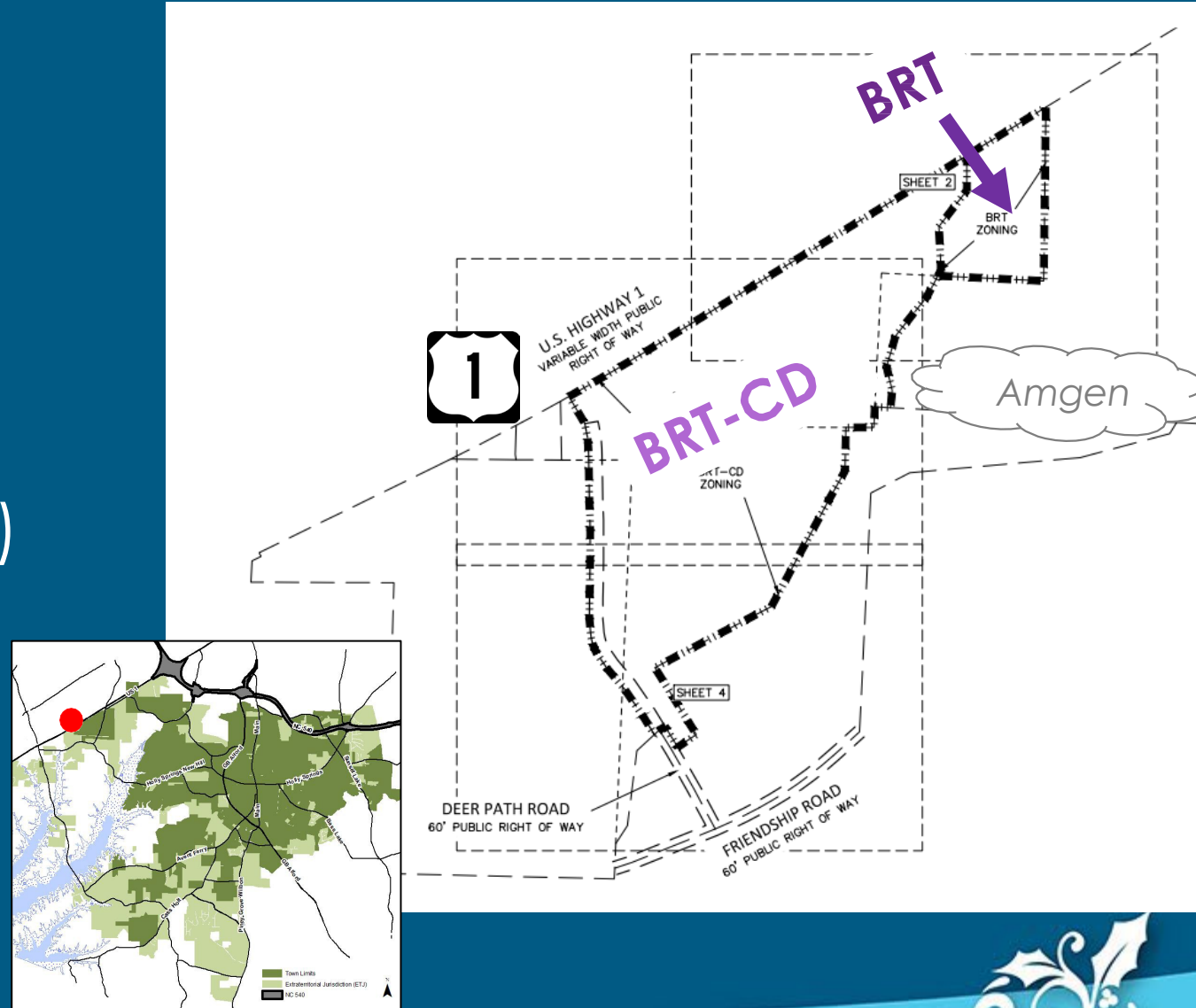
- **Current Zoning:** Rural Residential (RR)
- **Proposed Zoning:** Neighborhood Residential Conditional Zoning District (NR-CD)
- **Process:** Rezoning (Town Council Legislative)
- **Proposed Use:** 240 Dwelling Units (130 Detached & 110 Attached)



Duke Substation – Conditional Zoning District

4113 Deer Path Road

- **Current Zoning:** Rural Residential (RR)
- **Proposed Zoning:** Business & Research Technology Conditional Zoning District (BRT-CD) & BRT (General Use)
- **Process:** Rezoning (Town Council Legislative)
- **Proposed Use:** Utility Substation



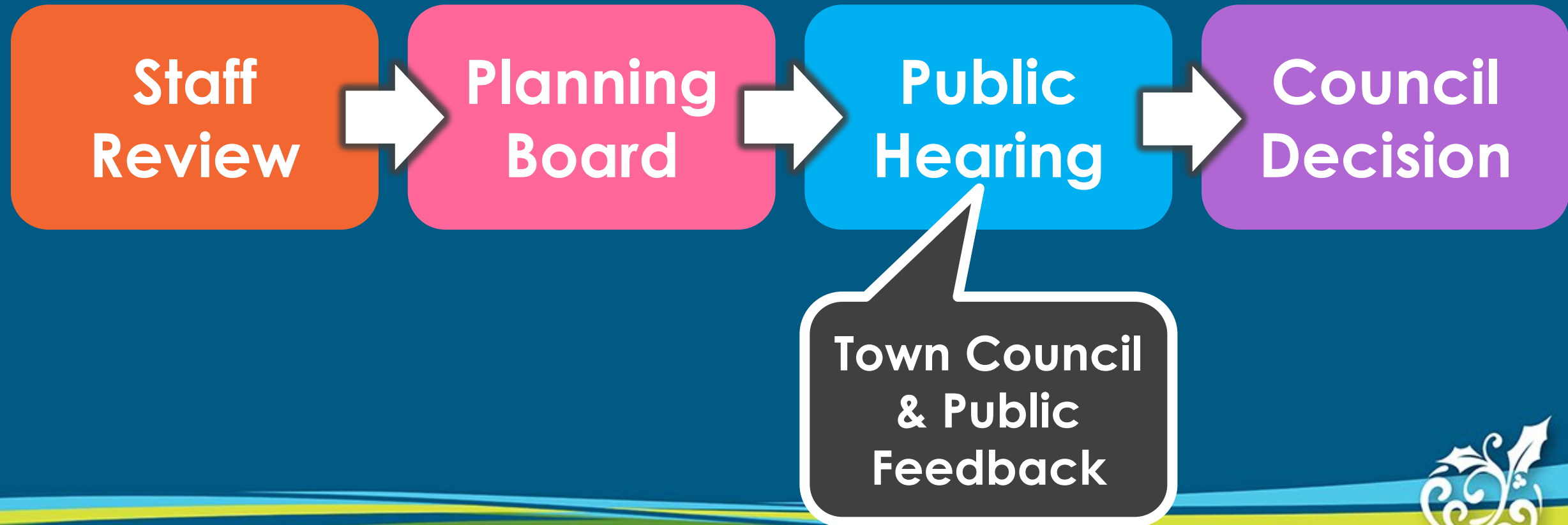
Updates



Rezoning Process

Legacy Process

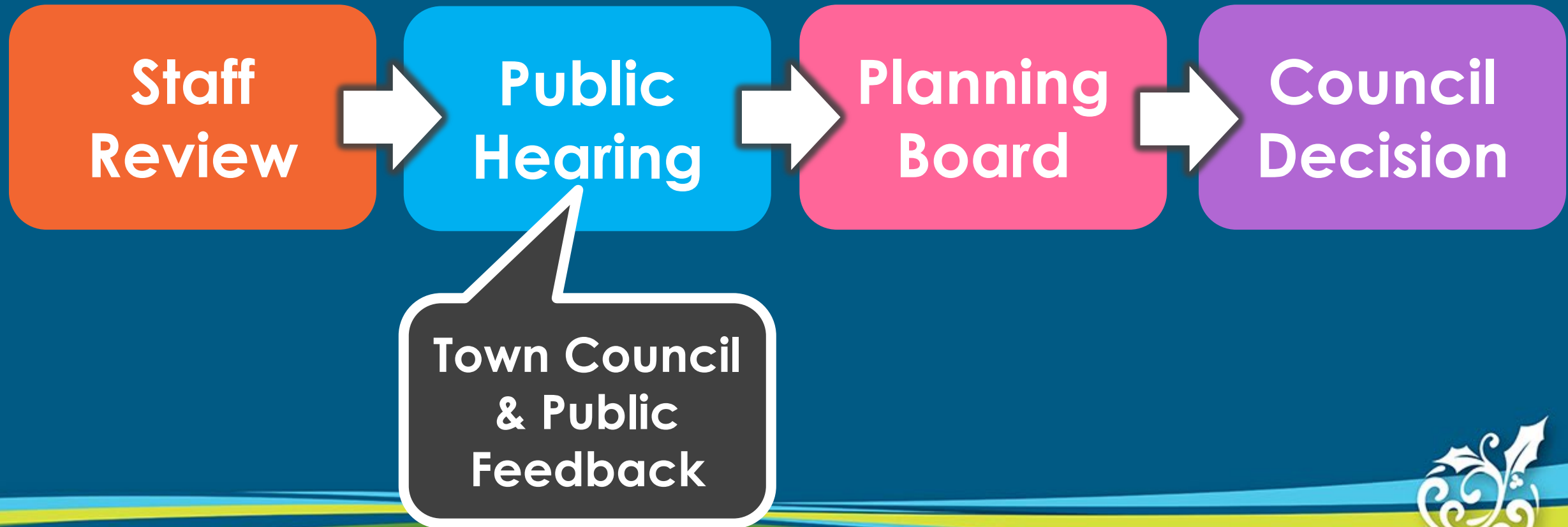
- Town Council public hearing is near the end of the process



Rezoning Process

New Process

- Town Council public hearing occurs earlier in the process



Other Projects

Updates: Upcoming Public Hearings

- **4500 Old Holly Springs Apex ***
- 4016 Berman Edge Road
- **Sunset Lake Commons Apartments***

Updates: Waiting for Revisions

- **1100 Piney Grove Wilbon Road***
- 600 Grigsby Avenue
- Chase Bank (Sunset Lake Road)
- Powell Place (Rouse Road)

***Legacy Process Cases**



Other Initiatives



Planning Initiatives

- **Comprehensive Plan Sections 4, 5, & 6**
 - Ongoing data collection on modeling
 - Stakeholder engagement
 - Public engagement over summer
- **CAMPO Blueprint for Safety**
 - Regional Safety Summit
 - Holly Springs represented by Development Services, Utilities and Infrastructure, and Public Safety
 - Exercises and activities to support building a safer transportation network.
 - Results of the summit are being incorporated into Blueprint for Safety plan.



Planning Initiatives

- **2055 Metropolitan Transportation Plan Development**
 - Ongoing coordination with CAMPO
 - Roadway, bicycle, and pedestrian facilities from Holly Springs Comprehensive Transportation Plan (CTP) incorporated into regional modeling
 - Inclusion of Town projects into the MTP is crucial to competing for state funding through the state prioritization process (SPOT).



Private Development Project Updates

- Projects nearing completion



Rex Road Elementary



Peterson Station