



**May 17, 2016**

**MINUTES**

The Holly Springs Town Council met in a duly-called special session on Tuesday, May 17, 2016 at Holly Springs Town Hall, located at 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 5 p.m. A quorum was established as the mayor and three council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilman Jimmy Cobb and Councilwomen Cheri Lee and Linda Hunt Williams. Councilmen Hank Dickson and Tom O'Brien arrived later.

**Council Members Absent:** None.

**Staff Members Present:** Chuck Simmons, town manager; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; John Schifano, town attorney; Gina Clapp, director of planning and zoning; Jeff Wilson, information technology director; Ricky Blackmon, director of code enforcement; Mary Hogan, finance director; Patty Dressen, senior accountant; Jenny Mizelle, economic development director; Len Bradley, director of parks and recreation; Adam Huffman, assistant director of parks and recreation; Erika Phillips, human resources director; Leroy Smith, fire chief; John Herring, police chief; Mike Bornes, police captain; Luncie McNeil, public works director; Wayne Wilhelm, cross connection coordinator; Lori Pusak, parks office manager; Daniel Weeks, assistant town manager; Seann Byrd, water quality director; Kendra Parrish, director of engineering; and Aaron Levitt, senior engineer. There were several other staff members present as well.

Mr. Weeks and Mr. Simmons reviewed Fiscal Year 2016-17 budget highlights that were included in his manager's budget message.

Here are the budget highlights:

**General Fund**

- The General Fund is balanced at \$31,133,890
- the ad valorem tax rate of .4325 is the revenue-neutral tax rate following Wake County's revaluation of property.
- solid waste fees are increased by only 2%
- 18 new full time positions are proposed, but this would get the Town only back to pre-recession staffing levels
- no additional debt service

**Other Recommended Changes**

- a cost-of-living adjustment of 2% is recommended
- a potential merit increase of 3% is recommended for full time employees

In discussions:

- Mr. Simmons explained some of the Capital Outlay requests in the General and Utility Funds.
- Mr. Simmons asked some department heads to explain some of the equipment, vehicle and technology requests that are included in the proposed budget.

- The Town Manager went over balances in the Town's reserve funds and noted that the Town would be using some of those funds in the upcoming years as infrastructure needs are addressed.
- Mr. Simmons explained that employee health insurance was budgeted with no increase in premiums to Blue Cross Blue Shield. He explained that a program to give employees a day of comp time for getting a medical physical had been successful. He also pointed out that an employee education objective to convince employees to use urgent care facilities instead of emergency rooms whenever possible was keeping our premiums under control.
- Mr. Simmons then went over a list of active projects for 2016-17.
- In general discussions, personnel and program needs were discussed, and Mr. Simmons and department heads fielded questions from Council members. There were no other discussions that resulted in changes to the proposed budget for either the General or Utility Fund.

Mr. Simmons said the Council will hold a public hearing on the budget during its regular meeting June 7.

**Recess:** As time approached for the May 17 regular meeting, the Council agreed to recess the Special Meeting to resume after the regular meeting to finish up with discussion of the Utility Fund.

**Action:** The Council approved a motion to recess the May 17 Special Meeting.

**Motion:** Cobb

**Second By:** Lee

**Vote:** Unanimous

Following adjournment of the May 17 Regular Meeting, the Holly Springs Town Council reconvened in its Special Meeting budget workshop. A quorum was established as the mayor and all five Council members were present as the Special Meeting resumed.

Mr. Simmons reported the following highlights of the Utility Fund, and there was little discussion.

### **Utility Fund**

- The Utility Fund is balanced at \$12,262,472
- utility rates remain unchanged.
- no additional debt service

**Adjournment:** There being no further business for the evening, the May 17, 2016 special meeting of the Holly Springs Town Council was adjourned following a motion by Councilman Cobb, a second by Councilwoman Lee and a unanimous vote.

Respectfully Submitted on Tuesday, June 21, 2016.

  
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Toni Powell  
Town Clerk

