



November 13, 2017 Council Meeting

Mayor Bryan Hough
Mayor Pro-Tem David Moore
Councilman Jerry Bishop
Councilwoman Carolyn Breyare
Councilman Jim Hope
Councilman Jeff Meadows
Councilman Perry Toomey
Kemp Michael, City Attorney
Danny Jackson, City Manager

**CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL**



**November 13, 2017
7:00 P.M.**

CALL TO ORDER BY THE MAYOR

INVOCATION

Reverend Shirley Canty from Burge Memorial United Methodist Church

PLEDGE OF ALLEGIANCE

Boy Scout Troop 59

SET THE AGENDA

CONSENT AGENDA

1. Approval of Liens for Weeds and Grass
 - 1607 North Main Street
 - 620 South Main Street
 - 413 West Glendale Avenue
2. Call for Public Hearing for Kendrick Farm Phase 4
3. Approval of the minutes of the October 9, 2017 Special Council Meeting
4. Approval of the minutes of the October 9, 2017 Council Meeting
5. Approval of the minutes of the October 23, 2017 Council Work Session Meeting

PRESENTATIONS

1. Swearing in of Volunteer Fire Fighters Angel Santana, Jason Gowen and Josh Johnson Jr.

Mayor Bryan Hough

PUBLIC HEARING

1. Public Hearing for a Transportation Impact Analysis (TIA) Ordinance

Brian DuPont

PUBLIC COMMENT – Three (3) Minute Limit

OLD BUSINESS

NEW BUSINESS

1. Consideration and Approval of a Grant Application
2. Consideration and Approval of a Contract and Budget Amendment for Vaughn and Melton to provide engineering services for the Belmont-Mt. Holly Road Sidewalk

Chief Ryan Baker

Brian DuPont

OTHER BUSINESS

CLOSED SESSION

ADJOURN

CONSENT AGENDA



City of Mount Holly Action Agenda Item

To: City Council From: Matt Kusak	Date: 11-9-17 Meeting Date: 11-13-17
Agenda Item to be considered: Request for adoption of three liens for clearing of grass and weeds.	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : Staff is wishing that council adopt liens to be placed on 1607 North Main Street, Gaston County Parcel ID: 177838 620 South Main Street, Gaston County Parcel ID: 124075 413 West Glendale Avenue, Gaston County Parcel ID: 124167 for the clearing of grass and weeds in violation of the City's nuisance ordinance under Section 8-9 of the City Code.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☐ NO ☒ N/A
Reviewed by Finance Director	☐ YES ☐ NO ☒ N/A
Preaudit Certification required	☐ YES ☐ NO ☒ N/A
Capital Project Ordinance required	☐ YES ☐ NO ☒ N/A
Budget Transfer required	☐ YES ☐ NO ☒ N/A
Total City Dollars:	\$
Budget Code	
Reviewed by City Attorney	☒ YES ☐ NO ☐ N/A
Manager/Staff Recommendation: Adopt one lien for 1607 North Main Street in the amount of \$500.00. Adopt one lien for 620 South Main Street in the amount of \$425.00. Adopt one lien for 413 West Glendale Avenue in the amount of \$425.00.	
Result of City Council Decision: 	
Attachments: 1. Copy of ordinance to place lien on 1607 North Main Street 2. Copy of ordinance to place lien on 620 South Main Street 3. Copy of ordinance to place lien on 413 West Glendale Avenue	

AN ORDINANCE BY THE CITY OF MOUNT HOLLY
ESTABLISHING A LIEN ON CERTAIN REAL PROPERTY
FOR CLEARING OF GRASS & WEEDS

Drawn by & Return:

City of Mt. Holly, P.O. Box 406, Mt. Holly, NC 28120

WHEREAS, certain abatement of public nuisance proceedings have been initiated by the City of Mount Holly pertaining to a certain lot or parcel located in the City of Mount Holly, North Carolina, and identified as Tax Parcel ID# 124075, 620 South Main Street, said parcel being owned by Alvin Rankin JR; and,

WHEREAS, notice of violation was made known to the above-mentioned owner as required by Section 8-9 through 8-14 of the Ordinances of the City of Mount Holly, North Carolina, and the owner has failed to abate the nuisance and the administrator has caused the property to be cleared of the nuisance; and,

WHEREAS, that the actual cost of abated the nuisance has not been paid within 30 days after receipt of the statement of the charges from the City.

NOW, THEREFORE, BE IT RESOLVED, that this Ordinance shall be recorded in the Office of the Register of Deeds for Gaston County, North Carolina, and indexed in the name of the property owner as provided in N.C.G.S. 160A-175(e) and 160A-365, as a lien against the above-described property in favor of the City of Mount Holly for the cost of abating the nuisance, as follows:

Actual cost of clearing	\$ 75.00
Administrative cost	\$ 350.00
Total Lien Due	\$ 425.00

Adopted by the City Council of the city of Mount Holly upon motion duly made, seconded and carried at a properly held meeting on _____ day of _____, 2017.

CITY OF MOUNT HOLLY

By: _____
Mayor

Attest:

City Clerk

AN ORDINANCE BY THE CITY OF MOUNT HOLLY
ESTABLISHING A LIEN ON CERTAIN REAL PROPERTY
FOR CLEARING OF GRASS & WEEDS

Drawn by & Return:

City of Mt. Holly, P.O. Box 406, Mt. Holly, NC 28120

WHEREAS, certain abatement of public nuisance proceedings have been initiated by the City of Mount Holly pertaining to a certain lot or parcel located in the City of Mount Holly, North Carolina, and identified as Tax Parcel ID# 177838, 1607 North Main Street, said parcel being owned by Serendipity Managed Solutions; and,

WHEREAS, notice of violation was made known to the above-mentioned owner as required by Section 8-9 through 8-14 of the Ordinances of the City of Mount Holly, North Carolina, and the owner has failed to abate the nuisance and the administrator has caused the property to be cleared of the nuisance; and,

WHEREAS, that the actual cost of abated the nuisance has not been paid within 30 days after receipt of the statement of the charges from the City.

NOW, THEREFORE, BE IT RESOLVED, that this Ordinance shall be recorded in the Office of the Register of Deeds for Gaston County, North Carolina, and indexed in the name of the property owner as provided in N.C.G.S. 160A-175(e) and 160A-365, as a lien against the above-described property in favor of the City of Mount Holly for the cost of abating the nuisance, as follows:

Actual cost of clearing	\$ 150.00
Administrative cost	\$ 350.00
Total Lien Due	\$ 500.00

Adopted by the City Council of the city of Mount Holly upon motion duly made, seconded and carried at a properly held meeting on _____ day of _____, 2017.

CITY OF MOUNT HOLLY

By: _____
Mayor

Attest:

City Clerk

AN ORDINANCE BY THE CITY OF MOUNT HOLLY
ESTABLISHING A LIEN ON CERTAIN REAL PROPERTY
FOR CLEARING OF GRASS & WEEDS

Drawn by & Return:

City of Mt. Holly, P.O. Box 406, Mt. Holly, NC 28120

WHEREAS, certain abatement of public nuisance proceedings have been initiated by the City of Mount Holly pertaining to a certain lot or parcel located in the City of Mount Holly, North Carolina, and identified as Tax Parcel ID# 124167, 413 West Glendale Avenue, said parcel being owned by C/O Ruth Foster; and,

WHEREAS, notice of violation was made known to the above-mentioned owner as required by Section 8-9 through 8-14 of the Ordinances of the City of Mount Holly, North Carolina, and the owner has failed to abate the nuisance and the administrator has caused the property to be cleared of the nuisance; and,

WHEREAS, that the actual cost of abated the nuisance has not been paid within 30 days after receipt of the statement of the charges from the City.

NOW, THEREFORE, BE IT RESOLVED, that this Ordinance shall be recorded in the Office of the Register of Deeds for Gaston County, North Carolina, and indexed in the name of the property owner as provided in N.C.G.S. 160A-175(e) and 160A-365, as a lien against the above-described property in favor of the City of Mount Holly for the cost of abating the nuisance, as follows:

Actual cost of clearing	\$ 75.00
Administrative cost	\$ 350.00
Total Lien Due	\$ 425.00

Adopted by the City Council of the city of Mount Holly upon motion duly made, seconded and carried at a properly held meeting on _____ day of _____, 2017.

CITY OF MOUNT HOLLY

By: _____
Mayor

Attest:

City Clerk



City of Mount Holly Action Agenda Item

To: City Council From: Jonathan Wilson	Date: 11-9-2017 Meeting Date: 11-13-2017
Agenda Item to be considered: Call for a public hearing, regarding a request by True Homes, for a rezoning of Tax Parcel ID # 213798 from Conditional District Single Family to Conditional District Single Family.	
Will this require a public hearing? ☒ YES ☐ NO	
Background/Purpose of Request: An application was received by staff requesting a rezoning. The applicant requests to rezone Tax Parcel ID # 213798 from Conditional District Single Family to Conditional District Single Family. The property is located on Lowland Dairy Road and is part of the Kendrick Farm Subdivision. The property is approximately 45 acres in size and the project will be known as Kendrick Farm Phase 4.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☐ NO ☒ N/A
Reviewed by Finance Director	☐ YES ☐ NO ☒ N/A
Preaudit Certification required	☐ YES ☐ NO ☒ N/A
Capital Project Ordinance required	☐ YES ☐ NO ☒ N/A
Budget Transfer required	☐ YES ☐ NO ☒ N/A
Total City Dollars:	\$
Budget Code	
Reviewed by City Attorney	☒ YES ☐ NO ☐ N/A
Manager/Staff Recommendation: The Planning Commission recommended to City Council to a call for public hearing to be held at the January Planning Commission and City Council meetings which is supported by Staff.	
Result of City Council Decision: 	
Attachments:	

City of Mount Holly
Special Meeting
Monday, October 9, 2017
9:00 a.m.

Call to Order

Mayor Hough called the Special Meeting to order at 9:00 a.m. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	Miles Braswell, Assistant City Manager
Councilman Jerry Bishop	Greg Beal, Economic Development Director
Councilman Jim Hope	Africa Otis, Finance Director
Councilman Perry Toomey	Dave Johnson, Utilities Director
Councilman Jason Gowen	Don Roper, Police Chief
Councilwoman Carolyn Breyare	Ryan Baker, Fire Chief
Kemp Michael, City Attorney	Tony Walker, Asst Streets Director

Invocation

Councilman Hope led the Council, staff and attendees in prayer.

Set the Agenda

With no changes to the agenda, Councilwoman Breyare made a motion to approve the agenda as presented. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

Discussion of Waste Treatment Options

Mr. Johnson gave the Mayor and Council an update on the City's waste treatment options, the permit and cost estimates on expanding our current waste treatment facility compared to going to the Charlotte option.

Ms. Otis presented the Mayor and Council a comparison of the projected impact on the city budget and waste treatment rates with each option. The projected monthly rate was \$5.06 per 1000 gallons to expand our current facility or \$3.47 per 1000 gallons to move forward with the Charlotte option.

Mr. Michael and Ms. Anders reviewed the current MOU with Charlotte Mecklenburg Utilities and some options moving forward.

Council agreed that a final decision will be made regarding the waste treatment in the near future.

ADJOURN

With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilman Bishop made the motion to adjourn the October 9, 2017 Special Meeting. Mayor Pro Tem Moore seconded the motion. All Council members present voted in favor. (Motion carried)

The meeting adjourned at 11:48 a.m.

City of Mount Holly
Mount Holly City Council Meeting
Monday, October 9, 2017
Council Chambers
7:00 pm

Call to Order

Mayor Bryan Hough called the meeting to order at 7:00 pm. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	Greg Beal, Planning Director
Councilman Jerry Bishop	Ryan Baker, Fire Chief
Councilwoman Carolyn Breyare	Ray Clemmer, Assistant Director of Utilities
Councilman Jeff Meadows	Dave Johnson, Utilities Director/City Engineer
Councilman Jim Hope	Don Roper, Chief of Police
Councilman Perry Toomey	Miles Braswell, Assistant City Manager
Kemp Michael, City Attorney	Africa Otis, Finance Officer

Mayor Hough called for a moment of silence for the Las Vegas victims.

Invocation

Reverend Shannon Williams of Finish Line Christian Center in Mount Holly gave the invocation.

Pledge of Allegiance

Boy Scout Troop 59 of the First United Methodist Church in Mount Holly led attendees in the Pledge of Allegiance.

SET THE AGENDA

With no changes to the agenda Councilman Hope made a motion to approve the agenda as submitted. Councilman Meadows seconded the motion. All Council Members voted in favor. Motion carried.

CONSENT AGENDA

1. Approval of Liens for Weeds and Grass
 - 533 Dutch Avenue
 - 227 Adrian Street
2. Call for public hearing for a Transportation Impact Analysis (TIA) Ordinance
3. Plat approval of River Park Subdivision, Phases 2 and 3, conditioned upon and subject to the execution of an acceptable subdivision agreement with financial guarantee
4. Approval of the minutes of the September 25, 2017 Council Meeting

Councilwoman Breyare made a motion to approve the consent agenda. Mayor Pro Tem Moore seconded the motion. All Council Members present voted in favor. (Motion carried)

PRESENTATIONS

1. Presentation of SHARP Awards

Ms. Debbie Lowery thanked the Mayor and Council for their continued support for the Safety Program. She introduced Ms. Cheri Berry from the NC Department of Labor to present the City with safety awards.

Ms. Cheri Berry commented that it is a privilege to give these SHARP Awards and is fortunate that the City of Mount Holly participates in this program. She thanked the Mayor and City Council for being a part of the SHARP program. She also stated this is not a mandatory program. However, the City participates for the safety of the employees and its citizens. Ms. Berry commented that this is the fun part of her job and she appreciates Ms. Lowery and is proud of the job she does. Ms. Berry complimented the city on their employees and the hard work they put in. Ms. Berry advised that

SHARP is s Safer Heath Achievement Recognition Program. Ms. Berry presented the Streets and Utilities Department's with SHARP awards.

2. Grant Awards from the Community Foundation of Gaston County

Mr. McGlohon advised that this was his 3rd year presenting these grant awards. He presented the Mount Holly Community Garden with \$2000.00, the Mount Holly Community Foundation Greenway Project with \$2500.00, the Mount Holly Historical Foundation \$2000.00 for the Walking Tour and \$2000.00 for Creation Activity for children.

3. Swearing In Ceremony for Officer Benjamin Linares

Mayor Hough preformed the swearing in ceremony for Officer Benjamin Linares. Officer Linares brother Jose Linares pinned him.

4. Promotion and Swearing In Ceremony for Sergeant Darryl Barnes

Chief Roper introduced Sergeant Darryl Barnes and his family to the front. Chief Roper advised that Officer Barnes has been promoted to Sergeant. Mayor Hough preformed the swearing in ceremony and Sergeant Barnes wife, Jessica pinned him.

5. Recognition of Sergeant Darryl Barnes for Achieving his Advanced Law Enforcement Certificate

Chief Roper and Mayor Hough presented Sergeant Barnes with his certificate Advanced Law Enforcement Certificate

6. Presentation from FROGS

Ms. Cindy Michael and others came forward on behalf of FROGS. The statement was they are "coming out of hibernation." They thanked the Mayor, Council and Staff for nearly completing Phase I of the Greenway Project.

PUBLIC COMMENT – Three (3) Minute Limit

No one signed up to speak.

OLD BUSINESS

Mayor Hough advised that Items 1 and 2 in Old Business need to be reversed.

1. Consideration and Approval of the Annexation of Holly Springs Subdivision

Councilman Meadows made a motion to deny the Annexation of Holly Springs Subdivision. Councilman Bishop seconded the motion to deny. All Council Members voted in favor (Motion carried)

2. Consideration and Approval of Holly Springs Subdivision for Rezoning

Mr. Michael advised that there was no need to move forward with the rezoning since Council voted in favor to deny the annexation request.

NEW BUSINESS

1. Approval of request of waiver of conflict with the firm of Parker Poe relating to the Crescent Communities annexation petition for 128 acres on Mountain Island Road

Councilman Toomey made a motion to approve a waiver of conflict with the firm of Parker Poe relating to the Crescent Communities annexation petition for 128 acres on Mountain Island Road.

Councilman Hope made a second. All Council Members voted in favor (Motion carried)

ADJOURN

With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilman Bishop made the motion to adjourn the **October 9**, 2017 Council Meeting. Mayor Pro Tem Moore seconded the motion. All Council members present voted in favor. (Motion carried)

The meeting adjourned at 7:47 p.m.

CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL WORK SESSION
Location: Council Chambers

City of Mount Holly
Mount Holly City Council Work Session Meeting
Monday, October 23, 2017
Council Chambers
6:30 pm

Call to Order

Mayor Hough called the meeting to order at 6:30 pm. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	Miles Braswell, Assistant City Manager
Councilman Jerry Bishop	David Johnson, City Engineer/ Director of Utilities
Councilman Jim Hope	Ryan Baker, Fire Chief
Councilman Perry Toomey	Mark Jusko, Recreation Supervisor
Councilman Jeff Meadows	
Councilwoman Carolyn Breyare	Don Roper, Police Chief
Attorney Kemp Michael	Greg Beal, Planning Director
	Africa Otis, Finance Officer

Invocation

Councilman Toomey led the Council, staff and attendees in prayer.

SET THE AGENDA

With no changes to the agenda, Mayor Pro Tem Moore made a motion to approve the agenda as presented. Councilman Hope seconded the motion. All Council Members voted in favor. (Motion carried)

CONSENT AGENDA

1. Acceptance of a 1-year maintenance guarantee status for Dutchman Ridge Phase 3

Mayor Pro Tem Moore made a motion to approve the consent agenda. Councilwoman Breyare seconded the motion. All Council Members voted in favor. (Motion carried)

BUSINESS

1. Discussion of Purple Heart Signage

Mr. Jackson advised that a request has been made to have a Purple Heart parking space at the Municipal Complex. The space would be marked with Purple Heart Signage. Mr. Braswell presented possible options for the space. Mayor Pro Tem Moore made a motion to proceed forward with the space on the Police Department side of the building. Councilman Hope seconded the motion. All Council Members voted in favor. (Motion carried)

2. Discussion of the 2018 Special Events Calendar

Mr. Jackson presented the 2018 Special Events Calendar. He advised that approval is needed from Council so staff can move forward with securing bands for the events. Councilman Hope made a motion to approve the 2018 Special Events Calendar and funding of the events. Councilman Meadows seconded the motion. All Council Members voted in favor. (Motion carried)

3. Discussion of Naming the Municipal Complex Lobby in Memory of Jamie Guffey

Mr. Jackson and Mr. Braswell presented the proposed wording and 2 signage option for recognizing the memory of Jamie Guffey. Council agreed that the signage should be placed on the round wall in the lobby of the administrative offices and read the Jamie F. Guffey Administrative Offices. There will be a dedication ceremony before the December Council Meeting.

4. Adjourn

With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilwoman Breyare made the motion to adjourn the October 23, 2017 Council Work Session Meeting. Councilman Toomey seconded the motion. All Council members present voted in favor. (Motion carried)

The meeting adjourned at 6:48 p.m.

PRESENTATIONS



City of Mount Holly Action Agenda Item

To: Mayor and City Council Ryan Baker, Fire Chief	Date: November 7, 2017 Meeting Date: November 13, 2017
Agenda Item to be considered: Swearing in of Volunteer Firefighters Angel Santana, Jason Gowen, and Josh Johnson Jr	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : We would like to conduct a swearing in ceremony during the City Council Meeting for Firefighters Angel Santana, Jason Gowen, and Josh Johnson Jr.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☒ NO ☐ N/A
Reviewed by Finance Director	☐ YES ☒ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	
Budget Code	
Reviewed by City Attorney	☐ YES ☐ NO ☐ N/A
Manager/Staff Recommendation:	
Result of City Council Decision:	
Attachments: Oath of Office	

Firefighter

I solemnly swear that I will support and defend the Constitution of the United States of America and the State of North Carolina against all enemies, both foreign and domestic, and I will faithfully and impartially discharge my duties as a firefighter of the City of Mount Holly under the appointment of the City of Mount Holly to the laws of the North Carolina to the best of my skills and abilities, so help me God.

PUBLIC HEARINGS



City of Mount Holly Action Agenda Item

To: City Council From: Brian DuPont	Date: 11-7-17 Meeting Date: 11-13-17
Agenda Item to be considered: Public hearing for review to amend the Zoning, Strategic Vision Plan, and Subdivision and Land Development Ordinances for a Transportation Impact Analysis Ordinance.	
Will this require a public hearing? ☒ YES ☐ NO	
Background/Purpose of Request : Planning and Development staff have recognized the need for an improved manner to review and evaluate transportation impacts from developments. With the assistance of the City's transportation consulting firm, Kimley-Horn, a workshop was held with staff from Planning, Fire and Utilities as well as representation by the Gaston-Cleveland-Lincoln MPO. The attached ordinance was the product of the workshop. The goal of the ordinance is to assure that when developments approach the City, they are conducting a TIA based on our requirements. The current process only requires a TIA under certain instances and does not provide clear direction on how that TIA is conducted. Kimley-Horn will be presenting the ordinance and will be able to provide more detail. Planning Commission members unanimously recommended to Council to adopt the text amendment.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☐ NO ☒ N/A
Reviewed by Finance Director	☐ YES ☐ NO ☒ N/A
Preaudit Certification required	☐ YES ☐ NO ☒ N/A
Capital Project Ordinance required	☐ YES ☐ NO ☒ N/A
Budget Transfer required	☐ YES ☐ NO ☒ N/A
Total City Dollars:	\$
Budget Code	
Reviewed by City Attorney	☒ YES ☐ NO ☐ N/A
Manager/Staff Recommendation: Request that City Council adopt the Transportation Impact Analysis Ordinance as an Appendix to the Zoning, Strategic Vision Plan, and Subdivision and Land Development Ordinances.	
Result of City Council Decision: 	
Attachments: 1. Comparison of TIA Process 2. Transportation Impact Analysis (TIA) Ordinance 3.	

Mount Holly vs. NCDOT

The City of Mount Holly has drafted a TIA Ordinance to help protect the City's vision through its policies and adopted planning documents by having a policy in place that enforces smart, sustainable growth for future development applications. The draft TIA Ordinance uses much of the same methodologies and guidelines as required by NCDOT, but has tailored the guidelines to more closely reflect the City's vision in the following seven sections:

1. TIA threshold
2. TIA Scoping Meeting
3. Study intersections
4. Count timeframes
5. Study scenarios
6. Ped/bike analysis
7. Mitigation

The next two pages describes these differences in more detail.

TIA Purpose

NCDOT - TRAFFIC IMPACT STUDY (TIS):

"When required by the NCDOT, a Traffic Impact Study (TIS) is used to review the potential impacts of proposed or revised developments on the State Highway System. The TIS covers safety, capacity, and access issues. It is used by the NCDOT to determine required improvements to the State Highway System within the vicinity of the development necessary to mitigate potentially undesirable impacts."

-NCDOT Policy on Street and Driveway Access to NC Highways Ch. 5

MOUNT HOLLY - TRANSPORTATION IMPACT ANALYSIS (TIA):

"A Transportation Impact Analysis (TIA) is a tool used to evaluate the incremental impacts on the surrounding transportation infrastructure and how to mitigate them to maintain safe traffic and transportation operations."

-Draft Mount Holly TIA Ordinance

Differences from NCDOT's TIS Guidelines to tailor to City's Vision

1. MINIMUM THRESHOLDS TO REQUIRE A TIA:

- a. **NCDOT** – 3,000 daily trips
- b. **Mount Holly** – 1,000 daily trips and/or 100 peak-hour trips

Minimum Threshold Examples		
Agency	Trip Thresholds	
	Daily	Peak Hour
Charlotte	2,500	-
Harrisburg	1,000	100
Mooreville	500	100
Hendersonville	1,000	100
Waxhaw	1,000	100
Belmont	1,000	100
Mount Holly	1,000	100
York County	400	100
NCDOT	3,000	-
SCDOT	-	100

Example of Land Use Openness to Meet TIA Threshold		
Land Use	1,000 Daily Trips	100 Peak Hour Trips
Residential: Single Family	100 units	100 units
Apartments	150 units	150 units
Condos/Townhouses	170 units	190 units
Shopping Center	6,000 SF	7,000 SF
Fast Food Restaurant (GFA)	2,500 SF	2,500 SF
Convenience Store w/ gas (GFA)	7 pumps	8 pumps
Bank w/ Drive-In	7,000 SF	4,500 SF
Hotel/Motel	160 rooms	170 rooms
General Office	70,000 SF	20,000 SF
Medical/Dental Office	30,000 SF	30,000 SF
Light Industrial	150,000 SF	160,000 SF
Manufacturing	270,000 SF	150,000 SF

2. TIA SCOPING MEETING:

- a. **NCDOT** – No requirement for scoping meeting or agency review of TIA parameters prior the TIA analysis and report being performed.
- b. **Mount Holly** – Required prior to the TIA being performed and will include the City, consultant assigned by the City and the applicant. Also, NCDOT and GCLMPO will be invited.

3. STUDY INTERSECTIONS:

- a. **NCDOT** – "All roadways in the vicinity of the development shall be included as part of the TIS analysis. Analysis of intersections or roadway segments not immediately adjacent to the development may be required by the District Engineer if significant site traffic could be expected to impact the intersection or roadway segment." *-NCDOT Policy on Street and Driveway Access to NC Highways Ch. 5*

- b. Mount Holly – “At a minimum...all streets and signalized intersections within a 1-mile radius of the proposed site and/or where site traffic estimated for build-out of the project will constitute 10% or more of any signalized intersection approach during the peak hour.” -Draft Mount Holly TIA Ordinance
- 4. COUNT TIMEFRAMES:
 - c. NCDOT – Does not specify AM/PM peak times to count.
 - d. Mount Holly – 6:30AM – 8:30AM and 2:00PM – 7:00PM
 - i. The one hour peak during both AM and PM identified after counts are collected will be used in analysis.
- 5. SCENARIOS
 - e. NCDOT
 - i. Existing
 - ii. Background (without the site)
 - iii. Build-out (with the site)
 - f. Mount Holly
 - i. Existing
 - ii. Background (without the site)
 - iii. Build-out (with the site)
 - iv. **Build-out + 5 years (with the site)**
- 6. MULTIMODAL ANALYSIS
 - a. NCDOT – Analysis performed for only vehicular operations.
 - b. Mount Holly – Analysis performed for vehicular, pedestrian and bicycle operations.
- 7. MITIGATION
 - a. NCDOT – Mitigate if:
 - i. the total average delay at an intersection or individual approach increases by 25% or greater, while maintaining the same level of service,
 - ii. the Level of Service degrades by at least one level,
 - iii. **or Level of Service is “F.”**
 - b. Mount Holly - Mitigate if:
 - i. the total average delay at an intersection or individual approach increases by 25% or greater, while maintaining the same level of service,
 - ii. the Level of Service degrades by at least one level,
 - iii. **or Level of Service is “D.”**

TRANSPORTATION IMPACT ANALYSIS (TIA) ORDINANCE

Transportation impacts, and how to mitigate them, are an important consideration for our community when a significant development is proposed. Public policy makers, citizens and developers all have a stake in understanding and responding to additional demands on the transportation system. A Transportation Impact Analysis (TIA) is a tool used to evaluate the incremental impacts on the surrounding transportation infrastructure and how to mitigate them to maintain safe traffic and transportation operations.

- A. **TIA Determination** - The City shall determine the need for a TIA upon receipt of any development application (by-right or rezoning) accompanied by a sketch or schematic plan. Types of development applications could include, but are not limited to, multi-family developments, single family developments, commercial developments, or annexation requests. If warranted, the transportation consultant assigned by the City shall prepare the TIA. At the discretion of the North Carolina Department of Transportation (NCDOT) and the City, a transportation technical memorandum, in lieu of a full TIA report, may be allowed for some developments. If proposed street connections are not consistent with adopted plans, then an explanation or proposed transportation mitigation alternative that is equal or better shall be discussed in the study. NCDOT and the City will be responsible for determining whether the alternative mitigation plan meets and/or exceeds the performance standards of the proposed street connections in the adopted plans.
- B. **Minimum Thresholds for TIAs** - A TIA will be required to accompany the development plan when expected gross trip generation is **1000 total trips or more both entering and exiting the site in a 24-hour period, and/or 100 total trips both entering and exiting the site during either the AM or PM peak hours (prior to any trip reductions applied - see Section G(10))**. The gross trip generation will be calculated by the City based on information (proposed project summary and development plan) provided by the applicant and the final determination for requiring the TIA will be made by the City. The City may also determine the need for a TIA or Transportation Technical Memorandum based on special circumstances associated with the development, even if the gross trips falls below this threshold. This may be due to location, an intersection or thoroughfare nearby that is at or above capacity, the nature of the use, or one of the following:
1. Traffic generated from a non-residential development that could potentially significantly impact adjacent residential neighborhoods.
 2. Traffic operation issues for current and/or future years on nearby streets are expected to be significantly worsened by traffic generated from the proposed new development.
 3. Major and minor thoroughfares near the site are experiencing significant/unacceptable delays.
 4. Traffic safety issues exist at the intersection or street that would serve the proposed new development.
 5. The proposed land use differs significantly from the adopted Comprehensive Land Use Plan for the City.
 6. The internal street or access system is not anticipated to accommodate the expected traffic generation.

7. The proposed development project includes a drive-through facility, or other uses such as schools that require significant on site circulation that may have an off-site impact to adjoining roads and/or intersections.
 8. The amount, behavior and/or assignment of traffic is significantly different from a previously approved TIA, or more than 24 months have passed since completion of previous TIA.
- C. Scoping Meeting – A mandatory scoping meeting is required prior to beginning the TIA to discuss the requirements and strategies for a TIA specific to the site and the proposed development. Background information shall be submitted by the applicant five or more business days prior to the scoping meeting and shall include a conceptual site plan showing proposed access points, proposed land use and densities, structure and parking envelopes. The City, the transportation consultant assigned by the City, and the applicant(s) are required to attend the mandatory scoping meeting, and representatives from the NCDOT District office and Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCLMPO) will be invited and encouraged to attend as needed. The applicant may invite members of his/her development team as needed.
- D. Scoping Document – A Scoping Document, documenting the understood scope and parameters of the TIA, shall be prepared by the transportation consultant assigned by the City. The Scoping Document shall be signed by the applicant, the City, and the NCDOT District Engineer (if access to a state road is involved) before the consultant can begin work on the TIA. Failure by the applicant to provide accurate information or failure by the assigned transportation consultant to follow the Scoping Document shall result in disapproval of the TIA. If significant changes are made to the parameters outlined in the Scoping Document, a revised Scoping Document will be required.
- E. Fees – After the scoping meeting, the transportation consultant assigned by the City shall submit a summary of consultant fees for preparing the TIA to the City. Per the Scoping Document, the applicant shall agree to provide payment in full to the City for preparation of the TIA so that the City can release the work to the consultant. The City may require all or a portion of the estimated fees to be paid to the City prior to commencement of the work. Any additional services incurred by the transportation consultant in addition to the Scoping Document must be approved by the City and agreed to and paid for by the applicant prior to performance of the additional work.
- F. Transportation Mitigation Agreement (TMA) – Upon completion of the TIA, certain on- or off-site transportation mitigation measures may be required as recommended by the TIA. If so, the transportation consultant assigned by the City shall prepare a Transportation Mitigation Agreement (TMA) which will summarize the following:
1. Development plan
 2. Phasing and timing of development (if applicable)
 3. Site access and points of ingress/egress
 4. On and off-site improvements required to adequately mitigate the project impacts to the City's transportation system, including vehicular, pedestrian, and bicycle improvements
 5. Trigger points and deadlines for construction of any improvements

The TMA must be signed by the applicant, City and NCDOT (if the mitigation involves a state roadway). All required mitigation measures must be implemented prior to final Certificate of Occupancy (CO) or prior to the issuance of the first Zoning Permit for residential developments. If the development program is planned to be phased, the TIA shall address the phasing of improvements for each phase of development and the applicant shall provide a financial guarantee as outlined in the City's Land Development Guidelines in the amount of 120% of all phased transportation improvements prior to issuance of the CO or Zoning Permit for the first phase. The cost estimate will be performed by the City (or consultant hired by the City) and submitted to the applicant to provide payment. The cost estimate will include costs for planning/design, permitting, construction and right-of-way.

G. TIA Outline and Contents – The outline and contents of what is required to be included in the TIA will be discussed at the scoping meeting and included in the Scoping Document. A detailed summary of the expected content and methodologies to be used in the TIA is discussed below.

1. Cover/Signature page – Includes the project name, location, name of the applicant, contact information for the applicant, and date of the study. The name, contact information, registration number, signature, and seal of a duly qualified and registered professional engineer in the State of North Carolina are also required to appear on this page.
2. Table of Contents – Includes a list of all section headings, figures, tables, and appendices included in the TIA report. Page numbers shall denote the location of all information, excluding appendices, in the TIA report.
3. Executive Summary – Includes a description of the study findings, a general description of the project scope, study horizon years, expected transportation impacts of the project, and mitigation measure recommendations. Technical publications, calculations, documentation, data reporting, and detailed design shall not be included in this section.
4. Project Description – Includes a detailed description of the development, including the size of the parcel, development size, existing and proposed uses for the site, anticipated completion dates (including phasing). It shall also include the square footage of each use and/or the number and size of dwelling units proposed, and a map and copy of the site plan provided by the applicant.
5. Site Description – Includes a description of the project location within the City and region, existing zoning and use (and proposed use if applicable), and key physical characteristics of the site, including general terrain and environmentally sensitive or protected areas.
6. Site Access – A complete description of the ingress/egress of the site shall be explained and depicted. It shall include number of driveways, their locations, distances between driveways and intersections, access control (full-movement, leftover, right-in/right-out, etc.) types of driveways (two-way, one-way, etc.), traffic controls, etc. Internal streets (lanes, flow, and queuing), parking lots, sidewalks, bicycle lanes, and designated

loading/unloading areas shall also be described. Similar information for adjacent properties, including topographic grade relationship, shall be provided to evaluate opportunities for internal connections. The design, number, and location of access points to collector and arterial roadways immediately adjacent to the site must be fully analyzed. The number of access points shall be kept to a minimum and designed to be consistent with the type of roadway facility. Driveways serving the site from state roads shall be designed in accordance with the NCDOT's Policy on Street and Driveway Access and/or the City standards, as applicable.

7. Study Area – The limits of the study area shall be based on the location, size and extent of the proposed project, and an understanding of existing and future land uses and traffic conditions surrounding the site. The limits of the study area for the TIA shall be reviewed and approved by the City and NCDOT staff at the mandatory scoping meeting. At a minimum, the study area shall include all streets and signalized intersections within a 1-mile radius of the proposed site and/or where site traffic estimated for build-out of the project will constitute 10% or more of any signalized intersection approach during the peak hour. During the scoping meeting, staff may reduce the radius due to conditions specific to the site based on request by applicant and supported with valid reasoning. Unsignalized intersections between the required signalized intersections will be added to the scope as directed by the City. To initially determine the impacts, the City will maintain a database of recent peak-hour intersection turning movement counts. The applicable intersection counts will be equated to current year baseline volumes. Based on the proposed development program submitted by the applicant, a preliminary trip generation analysis, distribution and assignment will be performed within the area surrounding the site and compared to the current year base volumes. Related impacts or current operational problems, may dictate that other intersections be included in the study area as determined by City staff and/or NCDOT staff. A narrative describing the study area shall identify the location of the proposed project in relation to the existing transportation system and list the specific study intersections and/or segments. Any unique transportation plans or policies applicable to the area (e.g., CATS bus service and future plans) shall be mentioned. A site location map shall be provided and shall identify natural features, major and minor roadways within the study area, study intersections, and a boundary of the site under consideration.
8. Existing Conditions – Shall include a narrative and map that represents AM and PM peak-hour turning-movement volumes for all intersections within the study area. Traffic volumes shall represent 15-minute interval weekday turning-movement counts (Tuesday through Thursday), include heavy-vehicle, pedestrian and bicycle counts, no more than twelve months old and shall be collected during periods of the year when local schools are in session and during weeks that have no observed federal, state, or local holidays and periods. The required count timeframes are from 6:30-8:30AM and 2:00-7:00PM. The PM count timeframe is expected to cover peaking characteristics caused by shift changes for local industrial plants, local area school dismissal times, as well as typical

employment PM peaking characteristics; however, site-specific conditions may necessitate additional or different traffic counting hours and/or days depending on the development program and location within the City. These unique circumstances will be determined and directed by the City. The City will determine if modified peak hours or weekend analyses shall be included in the TIA at the mandatory scoping meeting. For example, 12- or 16-hour turning movement counts shall be required to complete the analysis if a traffic signal warrant analysis is required as part of the TIA. The source of existing traffic volume information shall be explicitly stated (e.g., City counts, new counts collected by the applicant, NCDOT counts, etc.). If previous counts were obtained, only counts collected within the one year of the scoping meeting will be deemed acceptable. Summary sheets for existing turning movement counts shall be included in the appendix of the TIA report. A separate narrative and map shall be prepared to describe the characteristics of surrounding major roadways, including functional classification, number of lanes, posted speed limit, existing average daily traffic volumes, typical cross section, intersection control, and lineal distance between major roadways. Field notes for the existing conditions investigation may be included in the appendix of the TIA report.

9. Future Year Conditions – Unless otherwise approved by the City, future year conditions for a single-phase development shall be analyzed for the year the development is expected to be at full occupancy (build-out year) and five years after the build-out year (build-out + 5). For multiple-phased developments, the scenarios shall be completed in order, with any improvements specified by development included in the subsequent build scenarios, including five years after the full build-out year (build-out + 5). Specific analysis periods to include in the study shall depend greatly upon the development program, proposed project phasing plan, and significant improvements programmed for the surrounding transportation system. The approved offsite developments and transportation projects to be included in the base future-year background conditions for the transportation system within the study area shall be determined during the scoping meeting. Transportation improvements assumed in the future-year background conditions analysis may include those with an expected completion date concurrent with that of the development and funded either by the City, NCDOT, or indicated as a required condition of approval from another nearby development application. Only projects approved by the City at the scoping meeting may be included in the analysis as future existing infrastructure. Those improvements committed by other projects must be clearly identified in the report as approved offsite development road improvements. Adjacent development traffic information used in the development of the future year background traffic volumes shall be included in the appendix of the TIA report. Unfunded, planned infrastructure projects may be mentioned in the TIA, but the description shall specifically identify that these projects are not included in the background condition. Future year background traffic volumes shall be forecasted using historical growth rate information, regional models, and/or TIA reports for development approved by the City but not yet built. A narrative and map shall be prepared that presents turning movement

volumes for each peak hour for all intersections identified within the study area. Future year base traffic volumes, other development volumes, and site traffic volumes shall be clearly separated and combined in the map.

10. Trip Generation – Base trip generation for the proposed land use(s) shall be calculated using data published in the latest version of the Institute of Transportation Engineers' (ITE) Trip Generation Manual. Data limitations, data age, choice of peak hour of adjacent street traffic, choice of independent variable, and choice of average rate versus equation shall be discussed at the mandatory scoping meeting. Local trip generation rates may be acceptable if appropriate validation is provided by the applicant to support them. Any deviation from ITE trip generation rates shall be discussed in the mandatory scoping meeting and documented in the Scoping Document if approved by the City and NCDOT. The NCDOT Municipal School Transportation Assistance (MSTA) calculator shall be used to calculate projected trip generations for school sites.
 - a. Internal Capture – Base trip generation may be reduced by rate of internal capture when two or more land uses are proposed using methodology recommended in the most current Trip Generation Handbook published by the ITE, or research published by the National Cooperative Highway Research Program (NCHRP) Transportation Research Board. Reductions for internal capture shall be applied to multi- or mixed-use sites only. The internal capture reduction shall be applied before pass-by trips are calculated.
 - b. Pass-by Trips – Pass-by trips are those made as intermediate trips between an origin and primary destination (i.e., home to work, home to shopping, etc.). However, pass-by trips are not diverted from another roadway. Base trip generation may be reduced by rate of pass-by capture using methodology recommended in the most current Trip Generation Handbook published by the ITE. Pass-by trips associated with the development program may not exceed 10% of the peak-hour volume reported for the adjacent public street network. This network shall include the streets that provide primary access to/from the site. For example, if a site access drive that connects to a low-volume local street, which its primary access is to a major collector road, the traffic on the major collector shall be used as the adjacent street for pass-by calculation purposes. Evaluation of diverted trips may apply depending on the specifics of each site. A trip generation table shall summarize all trip generation calculations for the project.
11. Trip Distribution – External trip distribution shall be determined on a project-by-project basis using one of several sources of information available to transportation and land planning professionals. Potential sources for determining project trip distribution may include the regional travel demand model, market analysis, existing traffic patterns, or professional judgment. At the City's direction, multiple trip distributions

may be required for differing land use types. Regardless of methodology, the procedures followed and logic for estimating trip distribution percentages must be well-documented in the TIA. Trip distribution percentages proposed for the surrounding transportation network shall be discussed during the scoping meeting and shall be approved by the City and NCDOT before proceeding with the TIA. A map showing the percentage of site traffic on each street included in the study area shall be included in the TIA.

12. Trip Assignment – Project traffic shall be distributed to the surrounding transportation system based on the site's trip generation estimates and trip distribution percentages. Future year build-out traffic forecasts (i.e., future year background traffic plus project traffic) shall be represented in graphic formats for AM and PM peak-hour conditions at all intersections included in the study area. If the project will be built in phases, traffic assignments shall be reported for each phase. Pass-by traffic shall be included at the driveways and access points for evaluating driveway volumes. Multiple assignment analyses may be required if the traffic control at the access drives varies (i.e., right-in/right-out vs. stop controlled vs. signalized).
13. Operations Analysis – The TIA shall include multi-modal operations analyses including vehicular, pedestrian and bicycle, to allow for the safe and convenient travel for all modes. Level-of-Service (LOS) and delay is the primary measures of effectiveness for impacts to the transportation system, and is defined by the most current edition of the Highway Capacity Manual (HCM). Operations analyses shall be performed for the existing and all future year scenarios, as described in Section G (17)). Impacts from the proposed project shall be measured by comparing the future year background conditions to the future year build-out conditions. Requirements for mitigation are described in Section G (17).
 - a. Vehicular Capacity Analysis - Unless otherwise noted, Synchro LOS and delay shall be reported for all signalized intersections and approaches identified in the study area. Based on HCM, LOS for unsignalized intersections is not defined as a whole; instead, only the individual stop-controlled or yield approaches shall be reported based on the HCM reports determined through the Synchro analysis. Existing signalized intersections shall be modeled based on existing signal timing plans provided by either the City or NCDOT. Existing signal timing plans shall be included in the appendix of the TIA report. If a traffic signal is part of a coordinated system it must be analyzed as such under all conditions. Other standard practices and default input values for evaluating signalized intersections shall be consistent with the most recent guidelines published by the NCDOT, Traffic Engineering and Safety Systems Branch, Congestion Management Unit ("Capacity Analysis Guidelines"). The City may also require safety, traffic simulation, gap and/or other analyses appropriate for evaluating a development application. Additional analyses and/or traffic capacity or simulation tools (such as

VISSIM or Transmodeler) required for the TIA shall be identified during the scoping meeting. All TIA reports submitted to the City shall use Synchro, SimTraffic, VISSIM and/or Transmodeler analysis software for signalized and unsignalized intersections, or Sidra Software for roundabouts, consistent with policies released by the NCDOT. A narrative, table, and map shall be prepared that summarizes the methodology and measured conditions at the intersections reported in LOS (LOS A – F), the intersection and approach signal delay for signalized intersections, the approach delay for unsignalized intersections, and 95th percentile queue lengths for all movements. Capacity analysis worksheets and auxiliary turn-lane warrants for unsignalized intersections shall be included in the appendix of the TIA report.

- b. Pedestrian Operations Analysis - Unless otherwise noted, methodology provided in the latest edition of the Highway Capacity Manual shall be used to evaluate pedestrian LOS for the intersections identified in the study area. The current methodology is based on geometric data, demand data, and signal control data including, but not limited to:
 - Number of lanes on the major street
 - Crossing distance
 - Traffic volumes
 - Motorist yielding rates to pedestrians
 - Cycle Length
 - Walk Time
 - Presence of pedestrian phase
- c. Bicycle Operations Analysis – The bicycle LOS at intersections identified in the study area shall be evaluated using locally accepted methodology. This current methodology assesses bicyclists' comfort based on geometric and traffic signal features including, but not limited to:
 - Number of lanes crossed
 - Presence of conflicting turning movements
 - Presence of bike lanes

Under this methodology, intersection features are assigned points, where the LOS for each approach is calculated based on the accumulation of points for each geometric and traffic signal feature identified in the worksheet. Currently, this methodology does not take into account demand volumes; therefore, the bicycle LOS would not differ between AM and PM peak hours, and thus would not need to be reported for both under this methodology.

- 14. Queuing Analysis – 95th percentile and simulation analysis of future year queues shall be consistent with NCDOT's Traffic Engineering and Safety Systems Branch, Congestion Management Unit current practices and published Capacity Analysis Guidelines. Turn lanes and storage lengths for the major street (uncontrolled) approaches at unsignalized

intersections shall be identified using volume thresholds published in the NCDOT's Policy on Street and Driveway Access to North Carolina Highways (see Warrant for Left- and Right-Turn Lanes Nomograph, pg. 80). Recommendations for left and right-turn lanes serving the site shall be designed to account for both the NCDOT warrants described above and to meet future year capacity needs identified through the capacity analyses. For projects that include drive-through facilities, pick-up/drop-off areas, or entrance gates, a queuing analysis may be required by the City to ensure that vehicle stacking will not adversely impact the public transportation system. The queuing analysis must be performed using accepted transportation engineering procedures approved by the City. If a TIA is required for a new school site, the internal circulation and ingress/egress of the site shall be modeled using a "dummy signal" in the Synchro software as prescribed by NCDOT Municipal School Transportation Assistance (MSTA) department.

15. Crash Analysis – A summary of crash data (type, number, and severity) for the most recent 3-year period at each study location is required. Traffic Engineering Accident Analysis System reports will be provided by the City and/or NCDOT and shall be included in the appendix of the TIA report. For locations with prevalent crash types and/or frequency, a discussion shall be included describing factors that may be contributing to the incidents. At a minimum, the proposed development features shall not contribute to factors potentially involved in the existing crash rates. If contributing factors are identified, recommendations to eliminate or mitigate these features shall be included.
16. Traffic Signal Warrants – City staff and/or NCDOT may consider potential signal locations at the scoping meeting. However, traffic flow progression is of paramount importance when considering a new traffic signal location. A new traffic signal shall not cause an undesirable delay to the surrounding transportation system. Installation of a traffic signal at a new location shall be based on the application of warrants criteria contained in the most current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and engineering judgment. Traffic signal warrants shall be included in the appendix of the TIA report. Additionally, spacing of traffic signals within the City must adhere to NCDOT requirements. Pedestrian movements must be considered in the evaluation and adequate pedestrian clearance provided in the signal cycle split assumptions. If a signal warrant analysis is recommended in the TIA, the City and/or NCDOT may decide to defer a signal warrant analysis until after the development has opened to allow use of actual turning movement counts at an intersection. The TIA recommendations must clearly state that this analysis shall occur at a specified date following the opening of the development. The applicant must issue a bond or letter of credit in the name of the City for the estimated cost of the signal warrant analysis and resulting signal prior to final approval of the TIA. The cost shall be established based on an engineer's estimate provided by the engineer of record for the applicant or by the consultant identified by the City; however, final approval of the dollar amount rests with the City.

17. Mitigation Measure Recommendations – This section of the TIA report shall provide a description of the study's findings regarding impacts of the proposed project on the existing and future transportation system and describe the location, nature, and extent of all mitigation measures recommended to the applicant to improve and/or maintain the future year background level-of-service (LOS) conditions through phasing and ultimate build-out of the project. This mitigation will be identified by measuring the impact between the future year background conditions and the future year build-out conditions. The applicant is required to mitigate transportation deficiencies caused solely by the projected impact of their proposed development, and not unacceptable background conditions or other deficiencies caused by offsite development within the defined study area.

The applicant shall be required to identify mitigation improvements to the transportation network if at least one of the following conditions exists when comparing the multimodal operations analyses of future year background conditions to future year build-out conditions:

- a. the total average delay at an intersection or individual approach increases by 25% or greater, while maintaining the same LOS,
- b. the LOS degrades by at least one level,
- c. or the LOS is "D" or worse in background conditions and the proposed project shows a negative impact on the intersection or approach

If the background LOS (intersection or approach) is inadequate (i.e., "D," "E," or "F"), the applicant will be expected to mitigate only the impact caused by the proposed project. For example, if the background LOS of an approach is LOS F with 85 seconds of delay, and the project traffic increases the delay to 95 seconds at LOS F, the applicant will be required to mitigate the added 10 seconds of delay on the approach, not required to mitigate the inadequate background delay. City staff and NCDOT will review the recommendations in the final version of the TIA and will have the ultimate determination in the scope of the required mitigation measures.

A Transportation Mitigation Agreement (TMA) as outlined in Part F of this ordinance may apply if mitigation requirements are needed.

For multi-phase developments, the capacity analyses scenarios shall address the phasing of improvements for each phase of development. The build-out + 5 scenario will require the analysis of only five years beyond the full build-out year. The build-out + 5 scenario analysis is not used for mitigation purposes. A narrative and table shall be prepared that summarizes the methodology and measured conditions at the intersections reported in LOS (LOS A-F) and average control delay for each intersection and approach.

A narrative and map shall also be prepared that describes and illustrates recommended improvements, by development phase if necessary, for mitigating the projected impact of the proposed development.

18. Compliance with Adopted Transportation Plans – All TIA reports must include a statement of compliance with plans, programs, and policies adopted by the City of Mount Holly for maintaining a safe and efficient multi-modal transportation system.

OLD BUSINESS

NEW BUSINESS



City of Mount Holly Action Agenda Item

To: Mayor and City Council Ryan Baker, Fire Chief	Date: November 7, 2017 Meeting Date: November 13, 2017
Agenda Item to be considered: League of Municipalities Wellness Grant.	
Will this require a public hearing? ☐ YES ☒ NO	
Background/Purpose of Request : We would like permission to apply for a grant through the NC League of Municipalities. The funds would be used to outfit the North Fire Station workout room. The grant is up to \$5,000 and it is a non-matching. If we are given permission we would submit as soon as possible in order to potentially receive the money and purchase the equipment as soon as possible.	
Fiscal Impact:	
Will Item affect current budget	☐ YES ☒ NO ☐ N/A
Reviewed by Finance Director	☐ YES ☒ NO ☐ N/A
Preaudit Certification required	☐ YES ☒ NO ☐ N/A
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A
Budget Transfer required	☐ YES ☒ NO ☐ N/A
Total City Dollars:	
Budget Code	
Reviewed by City Attorney	☐ YES ☐ NO ☐ N/A
Manager/Staff Recommendation:	
Result of City Council Decision:	
Attachments: Application	

RMS Wellness Grant Proposal

Return to:

Lisa Ervin, Wellness and Health Benefits Administrator
NCLM Risk Management Services
308 West Jones Street, Raleigh, NC 27603

Questions?

Lisa Ervin (919) 715-7973
lervin@nclm.org

Name	Title
Governmental Unit	# of Full Time Employees
Address/City/State/Zip	
Phone Number	Fax Number

Please check all that apply and attach a copy of your quote

☐ Health Fair	\$	_____	Requested
☐ Educational Speaker or class	\$	_____	Requested
☐ Walking program	\$	_____	Requested
☐ Lunch 'n learn	\$	_____	Requested
☐ Nutrition	\$	_____	Requested
☐ Weight control	\$	_____	Requested
☐ Fitness instruction or equipment	\$	_____	Requested
☐ Team activity	\$	_____	Requested
☐ Stress management	\$	_____	Requested
☐ Back injury prevention	\$	_____	Requested
☐ Health coaching	\$	_____	Requested
☐ Certified diabetic educator	\$	_____	Requested
☐ On site nurse	\$	_____	Requested
☐ Other requests _____			

Signature _____ Date: _____

RMS Wellness Grant FAQs

- Programs that typically have a per employee charge include: Weight Watchers, Jenny Craig, wellness screenings vendors that have additional components such as health coaching or a disease risk summary report, etc. Groups are eligible for \$50 per employee with a minimum of \$500 or the cost of event (whichever is lower) and a maximum of \$5,000 per event.
- For activities that do not have a per employee charge, please submit your application with a quote and our wellness committee will review for approval. Examples include but are not limited to: educational speakers, health fairs, fitness equipment, onsite nurse, etc. All reasonable requests will be considered.
- Onsite health screening costs are paid as a wellness claims and submitted to MedCost. They are not paid by wellness grants and will not be considered for approval. Please contact Lisa Ervin (919)715-7973 for more information on how to provide this service to your employees.
- Applications are not considered for groups that indicate they are leaving our medical program on or before May 30 of each fiscal year or group that notify us they are in the process of receiving medical quotes.



City of Mount Holly Action Agenda Item

To: City Council From: Brian DuPont	Date: 11-7-17 Meeting Date: 11-13-17																									
Agenda Item to be considered: Selection of Vaughn & Melton to award engineering contract for the Belmont-Mt. Holly Road Sidewalk																										
Will this require a public hearing? ☐ YES ☒ NO																										
Background/Purpose of Request : At the September 25 th worksession, I presented an update on the selection of Vaughn & Melton to provide engineering services at a cost of \$59,378.83. The contract is for professional engineering services to include developing construction documents, obtaining any permits required for construction, outlining any right-of-way that will be required, and developing a current cost estimate for construction. The table below identifies the different funding allocations for other parts of the project.																										
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">Phase</th><th style="text-align: center;">CMAQ Funding</th><th style="text-align: center;">Local Match</th><th style="text-align: center;">Budget Amend.</th><th style="text-align: center;">Total Funding</th></tr></thead><tbody><tr><td>Engineering</td><td style="text-align: right;">\$22,307</td><td style="text-align: right;">\$5,930</td><td style="text-align: right;">\$31,141.83</td><td style="text-align: right;">\$59,378.83</td></tr><tr><td>ROW</td><td style="text-align: right;">\$11,154</td><td style="text-align: right;">\$2,965</td><td></td><td style="text-align: right;">\$14,119</td></tr><tr><td>Construction</td><td style="text-align: right;">\$278,891</td><td style="text-align: right;">\$74,135</td><td></td><td style="text-align: right;">\$353,026</td></tr><tr><td>Total</td><td style="text-align: right;">\$312,352</td><td style="text-align: right;">\$83,030</td><td style="text-align: right;">\$31,141.83</td><td style="text-align: right;">\$426,523.83</td></tr></tbody></table>		Phase	CMAQ Funding	Local Match	Budget Amend.	Total Funding	Engineering	\$22,307	\$5,930	\$31,141.83	\$59,378.83	ROW	\$11,154	\$2,965		\$14,119	Construction	\$278,891	\$74,135		\$353,026	Total	\$312,352	\$83,030	\$31,141.83	\$426,523.83
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The contract has been reviewed and approved by NCDOT as well as our City Attorney. The next step would be to have the signed contract submitted to NCDOT. Then the State would issue a Notice to Proceed. Once a Notice to Proceed is issued, the contract would require the work to be completed in 120 days, which would be around March/April of 2018.																										
Fiscal Impact:																										
Will Item affect current budget	☒ YES ☐ NO ☐ N/A																									
Reviewed by Finance Director	☒ YES ☐ NO ☐ N/A																									
Preaudit Certification required	☐ YES ☒ NO ☐ N/A																									
Capital Project Ordinance required	☐ YES ☒ NO ☐ N/A																									
Budget Transfer required	☒ YES ☐ NO ☐ N/A																									
Total City Dollars:	\$ 31,141.83																									
Budget Code	To be determined by Finance																									
Reviewed by City Attorney	☒ YES ☐ NO ☐ N/A																									
Manager/Staff Recommendation: Recommend approving selection of Vaughn & Melton to provide professional engineering services for the Belmont-Mt. Holly Road Sidewalk (C-5606A) for a lump sum contract amount of \$59,378.83																										
Result of City Council Decision:																										
Attachments: 1. Letter from NCDOT approving contract 2.																										



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

October 26, 2017

Mr. Brian DuPont, AICP, CZO
Planning & Development
Town of Mount Holly *via EBS Portal*

SUBJECT: Concurrence with Consultant Agreement
Town of Mount Holly, Gaston County
Project TIP #: C-5606A; WBS Element: 43728.1.2
Project Name: Belmont-Mt Holly Road Sidewalk Connection

Dear Mr. Dupont:

The Department of Transportation has reviewed the Draft Consultant Contract submitted to us for the above-referenced project and finds that it meets NCDOT's policies and guidelines. Please note that our review has been limited to ensuring that payment terms are accurate for the scope of work and the estimate is correctly included.

The Municipality should ensure the following:

1. The costs are in-line with the Municipality's budget.
2. The Municipality concurs with the mandays and costs as provided by the consultant.
3. The scope is that which is needed/requested by the Municipality for the project.
4. Any discrepancy in time, dollars, or scope should be addressed by the Municipality with the Consultant.

In order to process reimbursement for eligible costs, we must have a copy of the fully executed consultant agreement. Reimbursement requests will not be processed until we receive this document.

If you have any questions, please contact me at 919-707-6626. Thank you.

Sincerely,


Marta Matthews

Local Programs Management Office

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROGRAM MGMT
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

OTHER BUSINESS

REPORTS

Mount Holly Parks & Recreation

Monthly Report

Sole Patrol- The Sole Patrol met for 22 days during the month of October. The total attendance was 710, with 60 different members attending. They met for exercise, fellowship, and fun(Panthers parties, and Halloween party).

Fitness Center- The Fitness Center was open 26 days during the month of October. The total attendance was 208, with 35 different members. Of the 35, 22 were seniors, 11 were paid members, and 2 were employees.

Athletics- Fall soccer, girls' volleyball, and fall baseball all finished up their seasons in October. The SWAC soccer state tournament will be held at Poston Park the weekend of November 17-19, Mount Holly will be represented by having 7 teams in the tournament.

Free-play basketball at the Old Gym and Tuckaseege Community Center has been averaging around 39 people per session.

Rentals & Special Events- The shelters at Tuckaseege and River Street Park were rented 16 times throughout October, the estimated attendance for these rentals was 384 people.

Special events in October included one Food Truck Friday which was held on Friday October 13. This was our last Food Truck Friday of this calendar year. Also, the Hollyween Bash was held at Tuckaseege Park on Thursday October 26. The children enjoyed games, music, and lots of free candy. GOTOber fest was also held downtown on Monday October 30, this was a celebration of GO month.

News & Notes- Youth Basketball registration is going on until Friday November 17. Leagues are available for ages 3-high school, and practices will begin in December.

The Christmas Parade will be held on Wednesday November 29 at 4pm. The tree lighting ceremony will take place at 530pm.

Incident Disposition Totals by Offense

MOUNT HOLLY POLICE

(10/01/2017 - 10/31/2017)

Offense:	Arrest/No Supp.:	Arrest/Oth. Agency:	Death of Offender:	Vic. Ref. to Cooper.:	Prosecut. Declined:	Extradit. Declined:	Located Missing:	Unfound.:	Reported:	Actual:	Further Invest.:
0410 - Aggravated Assault	0	0	0	0	1	0	0	0	1	1	0
0420 - Aggravated Assault with Sexual Motives	0	0	0	0	0	0	0	0	1	1	1
0510 - Burglary - Forcible Entry	0	0	0	0	0	0	0	0	1	1	1
0520 - Burglary - Non-Forced Entry	0	0	0	0	0	0	0	0	1	1	0
0630 - Larceny - Shoplifting	0	0	0	0	0	0	0	0	1	1	1
0640 - Larceny - From Motor Vehicle	1	0	0	0	1	0	0	0	6	6	3
0690 - Larceny - All Other Larceny	0	0	0	0	1	0	0	1	9	8	3
0710 - Motor Vehicle Theft - Automobile	0	0	0	0	0	0	0	0	1	1	0
0810 - Simple Physical Assault	2	0	0	0	0	0	0	0	5	5	3
0830 - Simple Physical Assault with Sexual Motive	0	0	0	0	0	0	0	0	1	1	1
0900 - Arson	0	0	0	0	0	0	0	0	2	2	1
1120 - Fraud - Obtaining Money/Property by False Pretense	0	0	0	0	0	0	0	0	1	1	1
1140 - Fraud - Unauthorized Use of Conveyance	0	0	0	0	0	0	0	0	1	1	1
1150 - Fraud - Credit Card/Automated Teller Machine	0	0	0	0	1	0	0	1	2	1	0
1190 - Fraud - All Other Fraud	0	0	0	0	0	0	0	0	1	1	0
1400 - Criminal Damage to Property (Vandalism)	0	0	0	0	0	0	0	0	5	5	3
1530 - Possessing/Concealing Weapons	1	0	0	0	0	0	0	0	1	1	0
1720 - Sodomy (Crime Against Nature)	0	0	0	0	1	0	0	0	1	1	0
1780 - Child Molestation (Non-Assaultive)	0	0	0	0	0	0	0	0	3	3	3
1790 - All Other Sex Offenses	0	0	0	0	0	0	0	0	1	1	1
1810 - Drug Violations	3	0	0	0	0	0	0	0	3	3	0

Incident Disposition Totals by Offense

MOUNT HOLLY POLICE

(10/01/2017 - 10/31/2017)

Offense:	Arrest/No Supp.:	Arrest/Oth. Agency:	Death of Offender:	Vic. Ref. to Cooper.:	Prosecut. Declined:	Extradit. Declined:	Located Missing:	Unfound.:	Reported:	Actual:	Further Invest.:
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	3	0	0	0	0	0	0	0	3	3	0
2040 - Child Abuse (Non-Assaultive)	0	0	0	0	0	0	0	0	1	1	1
2100 - DWI - Alcohol and/or Drugs	1	0	0	0	0	0	0	0	1	1	0
2650 - Escape From Custody or Resist Arrest	1	0	0	0	0	0	0	0	1	1	0
2690 - All Other Offenses	2	0	0	0	0	0	0	0	5	5	2
4010 - All Traffic (except DWI)	6	0	0	0	0	0	0	0	6	6	0
4020 - Suicide	0	0	0	0	0	0	0	0	1	1	0
4040 - Non-Criminal Detainment (Involuntary Commitment)	2	0	0	0	0	0	0	0	3	3	0
8010 - Missing Persons	0	1	0	0	0	0	1	1	3	2	0
9910 - Calls for Service	0	0	0	0	0	0	1	3	9	6	2
Totals:	22	1	0	0	5	0	2	6	81	75	28

Arrest Status/Disposition Totals by Offense

MOUNT HOLLY POLICE

(10/01/2017 - 10/31/2017)

Offense:	Further Invest.:	Inactive:	Closed/ Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0640 - Larceny - From Motor Vehicle	0	0	1	1	0	1	0	0	1	1
0690 - Larceny - All Other Larceny	0	0	1	0	1	1	0	0	1	1
0800 - Simple Assault	0	0	2	0	2	0	2	0	2	2
0810 - Simple Physical Assault	0	0	3	1	2	0	3	0	3	3
0820 - Simple Non-Physical Assault	0	0	1	0	1	0	1	0	1	1
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	0	0	1	1	0	0	1	0	1	1
2100 - DWI - Alcohol and/or Drugs	0	0	1	1	0	0	1	0	1	1
2640 - Contempt of Court, Perjury, Court Violations	0	0	1	0	1	0	1	0	1	1
2690 - All Other Offenses	0	0	2	2	0	1	1	0	2	2
4010 - All Traffic (except DWI)	0	0	5	5	0	0	5	0	5	5
Totals:	0	0	18	11	-7	3	15	0	18	18

Citation Totals by Charge

MOUNT HOLLY POLICE

(10/01/2017 - 10/31/2017)

Charge:	Number of Charges:
Speeding (Infraction)	7
No Operator License	1
Driving While License Revoked	3
Expired Registration	9
Inspection	3
Unsafe Movement	1
Failure To Stop (Stop Sign/Flashing Red Light)	2
Running Red Light	3
No Insurance	1
Failure To Reduce Speed	4
Other (Misdemeanor)	3
Other (Infraction)	8
Other (2nd Charge - Misdemeanor)	2
Other (2nd Charge - Infraction)	17
Total:	64

Mt Holly PD
400 E CENTRAL AV MT HOLLY, NC 28120

CFS By Department - All Departments By Date
10/1/2017 - 10/31/2017

MOUNT HOLLY POLICE	Count	Percent
ALARM B	28	1.93%
ALARM R	23	1.58%
ANIMAL COMPLAINT	7	0.48%
ASSAULT AL OCC	13	0.90%
ASSAULT IN PROG	1	0.07%
ASSIST CITY DEPARTMENT	2	0.14%
ASSIST FD/EMS	15	1.03%
ASSIST LE AGENCY	16	1.10%
ASSIST OTHER	18	1.24%
ATTEMPTED B & E	1	0.07%
B & E BUSINESS AL OCC	1	0.07%
B & E OF BUSINESS IN PROGRESS	1	0.07%
B & E RES AL OCC	1	0.07%
B & E TO VEHICLE ALR OCC	3	0.21%
BANK ESCORT	1	0.07%
CHECK ROADWAY	8	0.55%
CHECK THE WELFARE	23	1.58%
CHILD ABUSE AL OCC	3	0.21%
CHILD CUSTODY	2	0.14%
CIVIL DISPUTE	7	0.48%
COMM SERV SPECIAL EVENT	10	0.69%
COMMUNICATING THREATS	4	0.28%
COURT	4	0.28%
DAMAGE TO PROPERTY	2	0.14%
DIRECT TRAFFIC	1	0.07%
DISCHARGE FIREARM	14	0.96%
DISTURBANCE NATURE UNK	4	0.28%
DOMESTIC ARGUMENT	21	1.45%
DOMESTIC ASSAULT	4	0.28%
DOMESTIC ESCORT	2	0.14%
DRUGS	11	0.76%
EMBEZZLEMENT	1	0.07%
FOLLOW UP INVESTIGATION	40	2.75%
FOOT PATROL	6	0.41%
FOUND PROPERTY	8	0.55%
FRAUD	2	0.14%
FUNERAL ESCORT	5	0.34%
HANGUP 911	9	0.62%
HARRASSMENT	7	0.48%
HIT & RUN PD	3	0.21%
IDENTITY THEFT	1	0.07%
INDECENT EXPOSURE	1	0.07%

MOUNT HOLLY POLICE

	Count	Percent
INFORMATION ONLY	33	2.27%
INTOXICATED DRIVER	3	0.21%
INTOXICATED PEDESTRIAN	4	0.28%
JUVENILE	8	0.55%
JUVENILE SEX ASSAULT AL OCC	2	0.14%
K9 DEPLOYMENT	1	0.07%
LARCENY AL OCC	16	1.10%
LARCENY FROM VEHICLE	6	0.41%
LARCENY IN PROG	2	0.14%
LARCENY OF GAS	1	0.07%
MENTAL COMMITMENT	4	0.28%
MISC CALL	3	0.21%
MISSING PERSON ADULT	1	0.07%
MISSING PERSON JUVENILE	6	0.41%
MV COLLISION PD	36	2.48%
MV COLLISION PI	4	0.28%
NOISE VIOLATION	10	0.69%
OBTAINING WARRANT	2	0.14%
OVERDOSE	1	0.07%
PARKING VIOL	3	0.21%
PERSONAL ESCORT	20	1.38%
PROWLER	4	0.28%
PUBLIC NUISANCE BIKES/SKATEBOARDS/ATV/DIRT BIKES	1	0.07%
RADAR/TRAFFIC ENFORCEMENT	1	0.07%
SCHOOL PROGRAM	5	0.34%
SCHOOL RES OFFICER	57	3.93%
SCHOOL TRAFFIC	6	0.41%
SERVE WARRANT	16	1.10%
SEX OFFENSE/RAPE AL OCC	4	0.28%
SOLICITATION	6	0.41%
SPEC ASSIGNMENT TRAFFIC	1	0.07%
SPECIAL ASSIGNMENT	45	3.10%
SPECIAL CHECK	476	32.78%
STALKING	1	0.07%
STRANDED MOTORIST	22	1.52%
SUBJECT WITH A GUN/WEAPON	2	0.14%
SUICIDAL SUBJECT	3	0.21%
SURVEILLANCE	1	0.07%
SUSPICIOUS PERSON	53	3.65%
SUSPICIOUS VEH OCCUP	54	3.72%
SUSPICIOUS VEH UNOCCUP	50	3.44%
TRAFFIC OTHER	16	1.10%
TRAFFIC STOP	87	5.99%
TRAILER DEPLOYMENT	6	0.41%
TRESPASS	12	0.83%
VANDALISM AL OCC	4	0.28%
VANDALISM IN PROG	1	0.07%
VERBAL ARGUMENT	18	1.24%

Total Records For MOUNT HOLLY POLICE		1452	Dept Calls/Total Calls	98.78%
No Units		Count	Percent	
ANIMAL COMPLAINT		1	5.56%	
B & E TO VEHICLE ALR OCC		1	5.56%	
CHECK THE WELFARE		1	5.56%	
INFORMATION ONLY		2	11.11%	
JUVENILE		1	5.56%	
K9 DEPLOYMENT		2	11.11%	
NOT AN ACTUAL CALL		1	5.56%	
SPECIAL CHECK		1	5.56%	
SUSPICIOUS PERSON		1	5.56%	
SUSPICIOUS VEH OCCUP		1	5.56%	
SUSPICIOUS VEH UNOCCUP		1	5.56%	
TRAFFIC OTHER		1	5.56%	
TRAFFIC STOP		3	16.67%	
TRAILER DEPLOYMENT		1	5.56%	
Total Records For No Units		18	Dept Calls/Total Calls	1.22%
Total Records		1470		

PUBLIC WORKS REPORT

	SEPTEMBER	2017	2016	2015
Water				
Daily Average (mgd)		2.708	2.917	2.747
Daily Maximum (mgd)		3.280	3.394	3.404
Daily Minimum (mgd)		2.120	2.312	2.093
Monthly Total (mg)		81.237	87.514	82.420
Customers				
Inside City Limits		6005	5828	5722
Outside City Limits		491	481	480
TOTAL		6496	6309	6202
Wastewater				
Daily Average (mgd)		2.053	2.053	2.233
Daily Maximum (mgd)		2.945	5.305	2.775
Daily Minimum (mgd)		1.260	0.968	1.289
Monthly Total Flow (mg)		61.598	61.594	66.984
American & Efird Total Flow (mg)		19.343	14.857	22.805
Customers				
Inside City Limits		5608	5444	5338
Outside City Limits		54	55	55
TOTAL		5662	5499	5393
Sanitation				
Number of Customers				
Residential		5229	5105	4993
Commercial / Industrial		150	150	146
Recycling		5335	5215	5100
Garbage Collected (tons)		476.92	434.34	351.86
General Yardwaste (tons)		73.69	71.10	42.51
Chipping (tons)		0.00	0.00	0.00
Leaves (tons)		0.00	0.00	0.00
Total Yardwaste (tons)		73.69	71.10	42.51
White Goods (tons)		0.00	6.00	0.00
Recycling (tons)		77.24	77.70	71.03