Oxford Mayor and Council
Work Session
Monday, October 21, 2024 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. **Mayor's Announcements:**
    a. Oxford has been accepted into the U.S. Department of Transportation's Reconnecting Communities Across America Program. We will be working with the Reconnecting Communities Institute (RCI), which is a center for learning to help reconnect communities that were harmed, isolated, and cut off from opportunity by transportation infrastructure. Atkins Engineering informed the City of this program.
    b. Staff will conduct a Public Hearing on Thursday (10/24) at 4:15 PM to amend the Comprehensive Plan to support the CDBG and CHIP grants.
    c. Due to the election on Tuesday, November 5th, and Veteran's Day being on Monday, November 11th, the next Regular Council Meeting will be on Tuesday, November 12th.

2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.

3. ***Discussion of a Personal Transportation Vehicle Plan (Golf Cart Ordinance) for Oxford:** Note that Covington would not be accessible by cart on Emory Street and currently Williams Road is not permitted for cart use.

4. ***Contract for Burford's Tree, LLC for the FY 2025 Powerline Tree Trimming:** The City has budgeted $44,000 for powerline tree trimming and travels under the Covington bidding process for Burford's.

5. ***Resolution to Change our Financial Policies to add a reference to the General Procurement Standards as Mandated in 2 Code of Federal Regulations (CFR) 200.318-327:** This is a requirement of the Governor's Office of Planning Budget Grant for the "Three Trails Project." 2 CFR 200.318–327 are the procurement standards for non-state entities that are required to comply with federal law and regulations when using federal awards or subawards.

6. ***Request to Add Electronic Time Clocks to our BS&A Software:** Please see the attached memo detailing the request. Staff believes this addition will add efficiency and accuracy to our payment process.

7. ***Freeze-Resistant Water Fountain Installation in Asbury Street Park:** The Council had elected to change out three of the fountains with an original bid price of $7,500 from Morningside Plumbing. They had misunderstood the job specifications, and their new price became $26,700. We also have a quote from Art Plumbing for $19,161.51. Mr. Reid is working to confirm these quotes are still valid. The budget for Parks and Trail Maintenance had $45,000 budgeted; currently, $31,800 remains.

8. ***Sign Inventory and Wayfinding Plan:** The City has $20,000 budgeted for a "Wayfinding Plan and Design Standards – Develop and Implement." Staff have attached previous presentations made to the Council concerning Wayfinding Plans to facilitate discussion.

9. **Other Business:**

10. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.

11. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments

Take Away Points for Implementing a Personal Transportation Vehicle (PTV) Plan

To create a PTV Plan, Oxford would need to seek **Community Input**, which may be accomplished through surveys, a website, town hall meetings, emails, and letters. An on-street **PTV Route Plan** would likely need to be devised by an engineer to determine which streets will be permitted to accept PTVs and how the signage plan conforms with the Manual on Uniform Traffic Control Devices (MUTCD). These streets should be determined to be safe and acceptable for PTVs based on their permitted speed limits, design speeds, lines of sight, and proximity to destinations.

Prior to implementing the PTV Plan, Oxford would need to create and install a **Signage Upgrade Plan** to indicate the signage required to be installed throughout the City to adequately inform the public of PTV routes.

Once the PTV Route is installed, a **Registration Process** will need to be available whereby the owner receives proof of registration indicating the cart complies with all requirements for seat belts, turn/brake signals, lighting, horn, etc. This registration can be achieved either by an inspection or the owner signing an affidavit that the cart complies with the law. In Flowery Branch, the registration was $15.00 for a five-year registration.

General points to remember about the use of carts:

- Carts are prohibited on state routes.
- Carts are prohibited on any street that is posted in excess of 35 miles per hour.
- Carts are permitted only on city streets with the proper signage; know which streets are approved.
- A cart is considered a motor vehicle and traffic laws apply, including offenses such as DUI and reckless driving.
- Be considerate of vehicles around you and allow them to pass, keeping as far to the right as possible.
- No riding on sidewalks.
- Seatbelts required.
- Insurance is required.

PERSONAL TRANSPORTATION VEHICLE (PTV) PLAN

City of Flowery Branch

Draft for consideration 10.18.18

Prepared for
City of Flowery Branch

Flowery Branch

Prepared by CPL

ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

Acknowledgements

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY



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CPL has been engaged by the City of Flowery Branch to develop a Personal Transportation Vehicle (PTV) Plan. The Plan incorporates public feedback, best practices and engineering techniques, and a regulatory outline so the City can allow the safe operation of PTVs within City limits. The final plan presented for adoption provides a summary of State law requirements for local governments pursuing PTV Plans; analysis of a public input survey, designed to gauge the public's interest in permitting PTVs in Flowery Branch; recommendations on how PTVs should be regulated; route Plan Map has been developed to identify where PTVs can operate with appropriate criteria for assessing new or altered streets in the future, as well as signage and marking plans to ensure crossings at State Highways are properly signed in accordance with State law; and a detailed registration process is outlined that includes all necessary forms, inventories, and ordinance language. Finally, an implementation plan provides a short term action plan to ensure the registration process is adequately set-up, and measures are identified for ongoing maintenance of the program.

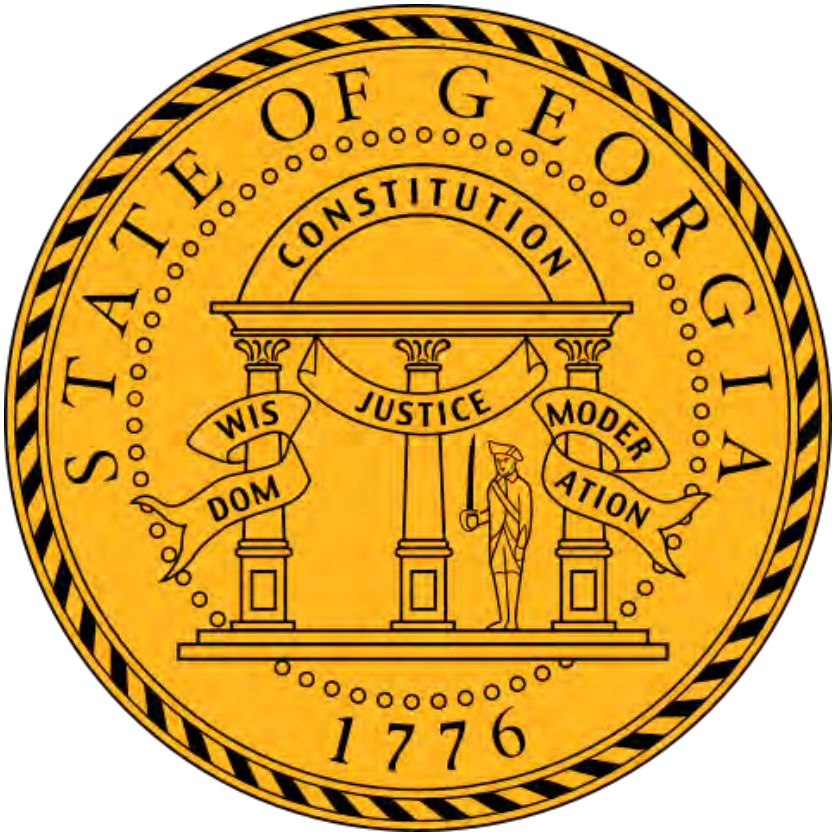
REGULATORY AUTHORITY

STATE LAW

OCGA 40-6-365 stipulates that local governments can expressly permit and regulate the use of personal transportation vehicles upon the adoption of a Personal Transportation Vehicle (PTV) Plan. While there are minimum standards for development of a PTV Plan, there are other regulations local governments may regulate, should they choose to incorporate them into the regulations. The relevant sections of State Law can be referenced in Title 40, Chapter 6, Article 13, Parts 3 and 6.

LOCAL AUTHORITY

The City of Flowery Branch is relegated authority to permit and regulate PTVs in accordance with State Law. The process outlined herein represents and defines the City's regulatory authority upon adoption by the City Council.

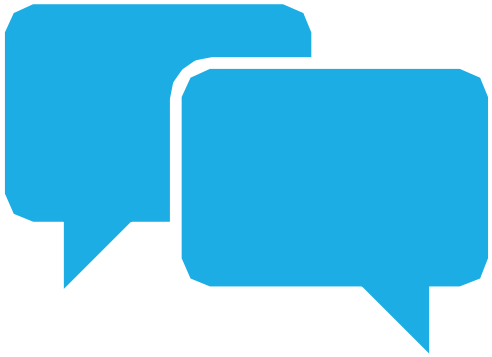


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COMMUNITY INPUT

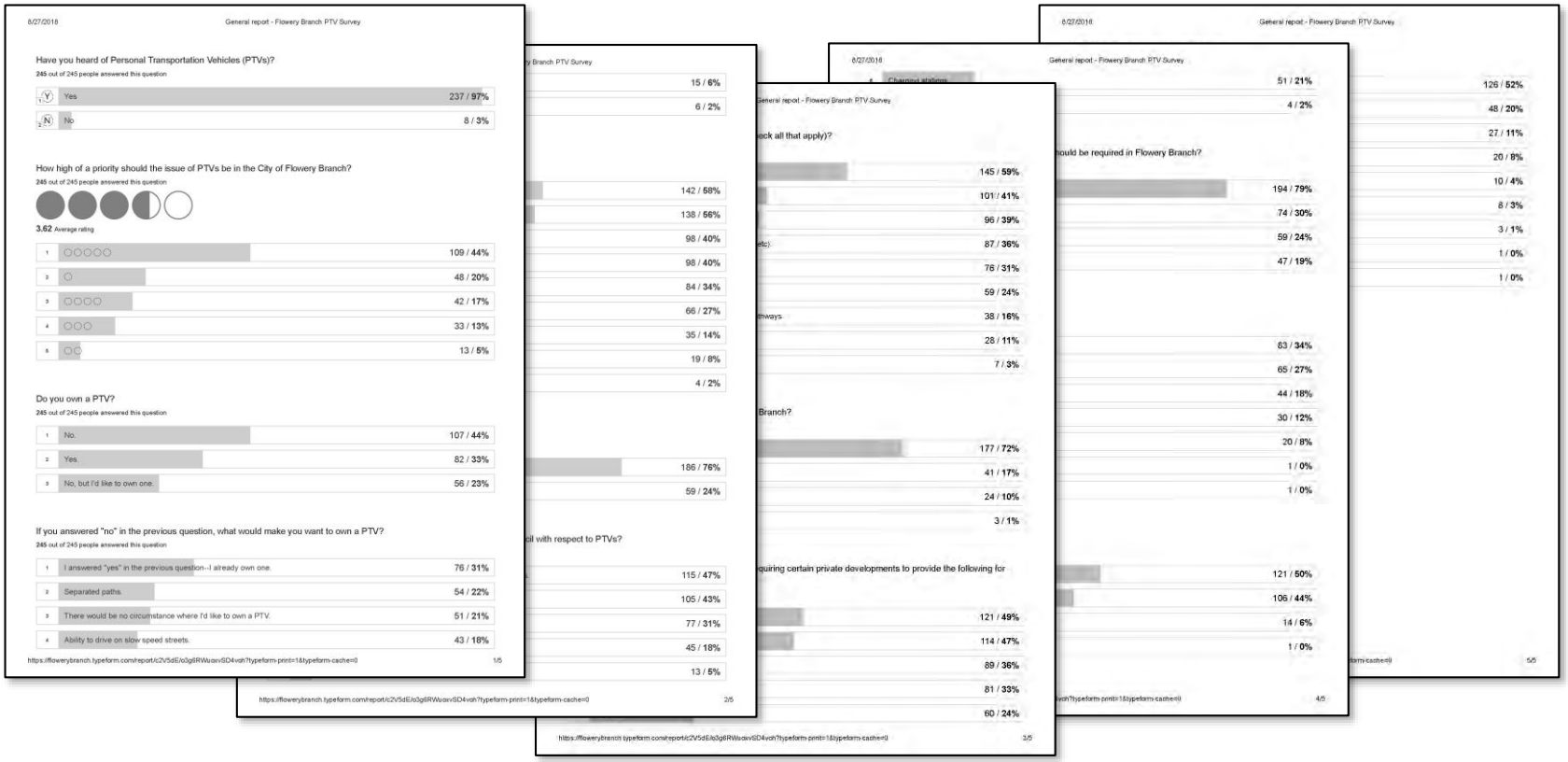
OUTREACH

The community was engaged in this process through a webpage hosted by the City. Information about the PTV Plan was updated regularly to inform the public about the progress of the Plan. The public had access to a community survey, and through that survey, we collected email addresses of respondents interested in keeping up to date on the project. The consultant team provided updates and draft documents to the email list and responded to questions and comments on the Plan. The Plan and its contents will be reviewed by City Council prior to adoption. Materials have been posted on the City's website, attached to the City Council agenda, and circulated to members of the community via email.



COMMUNITY SURVEY

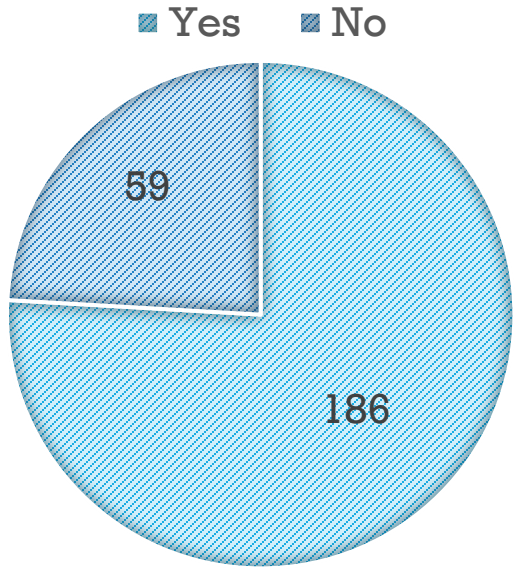
In an effort to gauge community interest in allowing and regulating PTVs, the City posted a survey from July 10 until August 24. The survey was posted on the City's website, accompanied by general project information. Throughout the survey period, 245 respondents provided input. The raw data can be found in the PTV Plan appendix.



SURVEY FINDINGS

Overall, 76 percent of respondents indicated they think PTVs should be legal in Flowery Branch. By comparison, only 33 percent of respondents currently own a PTV, and another 23 percent say they would like to own one. That leaves a total of 56 percent of people who will likely own a PTV if the City Council moves forward with this PTV Plan and another 20 percent of people who support the idea of legalizing the vehicles but do not intend to own one. Therefore, there is strong community support for pursuing this process.

DO YOU THINK PTVS SHOULD BE LEGAL IN FLOWERY BRANCH?



SURVEY FEEDBACK - ORDINANCE

The survey results have been reviewed, and several regulations have been developed to address feedback provided by respondents. The following regulations have been included in the draft ordinance:

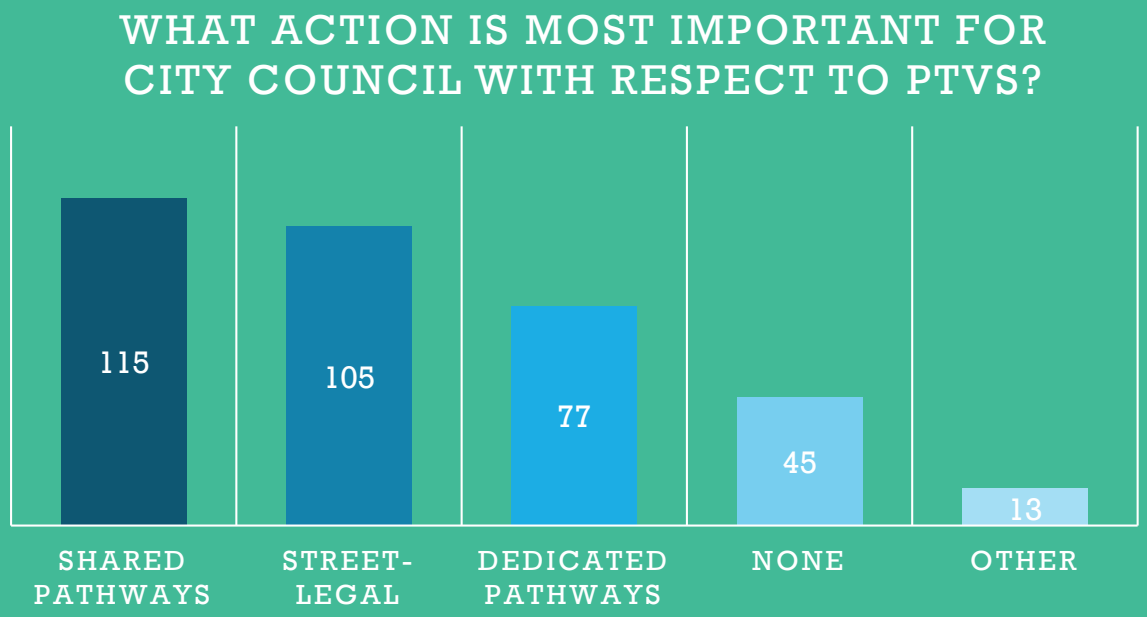
- Age to operate PTVs: 17 years old – 79 percent of respondents preferred drivers to be over 16 years of age.
- Type vehicle: Both electric and gas powered PTVs are permitted – 72 percent of respondents favored allowing both.



SURVEY FEEDBACK – ACTION PLAN

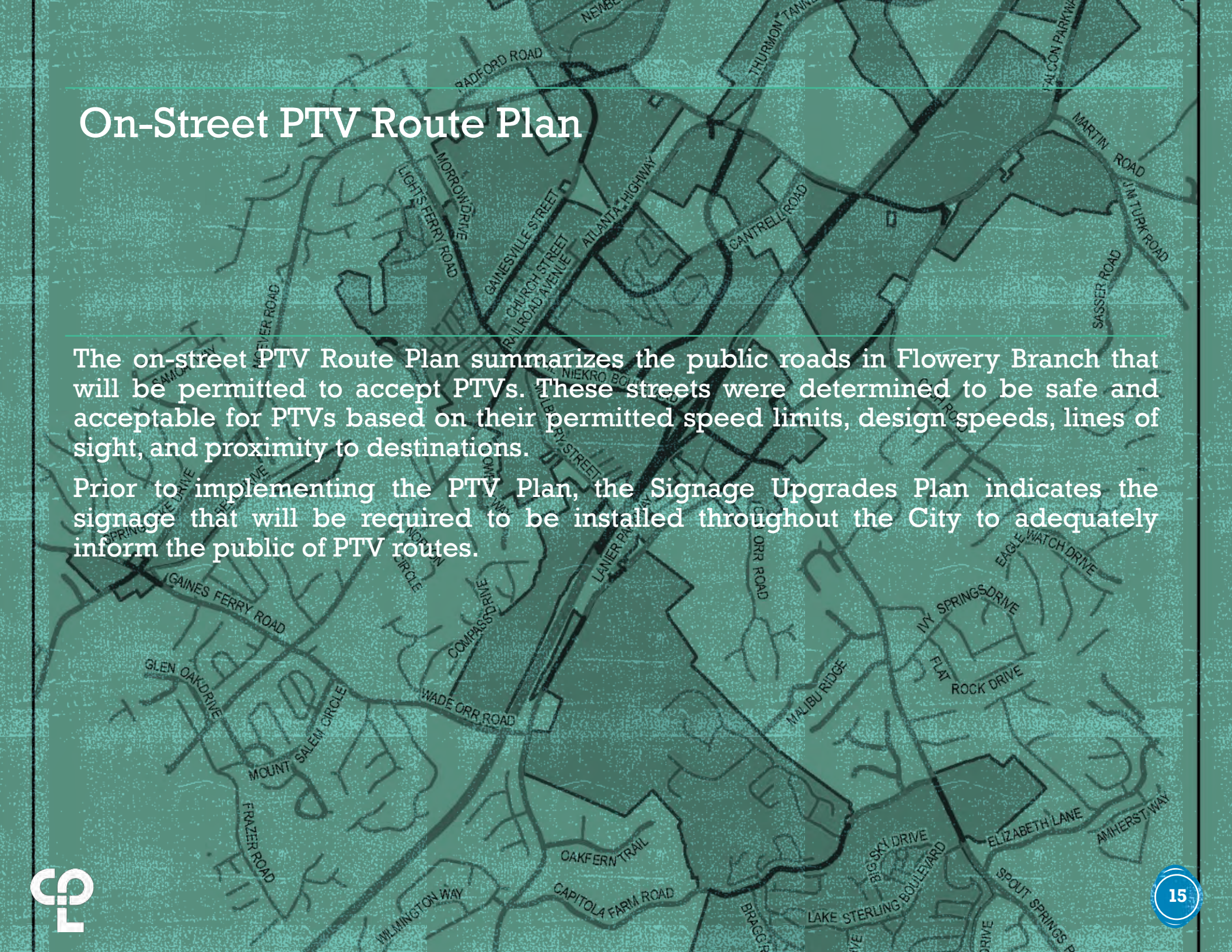
The following recommendations have been added to the action plan:

- PTV Route Plan Map identifies legal streets for PTV operations on internal neighborhood streets and streets signed 25 MPH or less – the top locations identified for PTV use in descending popularity are as follows: Sterling on the Lake internal streets, other neighborhood streets, any streets signed 25 MPH or less, and downtown streets.
- Encourage private developers to provide off-street paths in new developments to connect to the existing and planned PTV route network – 49 percent of respondents recommended developing requirements for developers to provide paths.
- Prioritize development of multi-use paths that are wide enough to accommodate PTVs by seeking funding opportunities – 47 percent of respondents indicated this is the most important action for City Council with respect to PTVs.



FACILITIES PLANNING

On-Street PTV Route Plan



The on-street PTV Route Plan summarizes the public roads in Flowery Branch that will be permitted to accept PTVs. These streets were determined to be safe and acceptable for PTVs based on their permitted speed limits, design speeds, lines of sight, and proximity to destinations.

Prior to implementing the PTV Plan, the Signage Upgrades Plan indicates the signage that will be required to be installed throughout the City to adequately inform the public of PTV routes.

Conceptual Off-Street Path

Off-street paths have been identified as relatively high priorities for members of the community wanting to legalize the use of PTVs in the City of Flowery Branch. Off-street paths provide a level of separation and comfort from higher speed traffic as an alternative to sharing the road with other automobiles. A follow-up effort to identify conceptual alignments may be a task for City Council to prioritize in the future. Minimum design criteria will be determined at that time.

REGULATORY FRAMEWORK

ORDINANCE

Chapter 47 – Traffic and Vehicles

Article IV. - Personal Transportation Vehicles

Section 47-60 - Definitions.

For the purpose of this article, the following definitions shall apply, unless the context clearly indicates or requires a different meaning.

(a) *Personal transportation vehicle (to include golf carts meeting definition and maintaining all equipment standards in Section 47-64)* means motor vehicle having not less than three (3) wheels in contact with the ground and unladen weight less than one thousand three hundred (1,300) pounds which is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty (20) miles per hour and any motor vehicle having no fewer than four (4) wheels and an unladen weight of one thousand three hundred seventy-five (1,375) pounds or less and which cannot operate at more than twenty (20) miles an hour. Such vehicles may also be referred to as 'motorized carts.' The term does not include mobility aids, including electric personal assistive mobility devices, power wheelchairs and scooters that can be used indoors and outdoors for the express purpose of enabling mobility for a person with a disability. The term also does not include any all-terrain vehicle or multi-purpose off-highway vehicle.

(b) *Driver's license* means a valid license to operate a motor vehicle issued by the State of Georgia or any other state.

(c) *Proof of insurance* means documented (written) proof of liability insurance on the personal transportation vehicle (PTV) insuring against personal injury and damage to property of any nature relative to the operation of a personal transportation vehicle (PTV) on designated city streets and roads in an amount not less than required by Georgia law for motor vehicles operated on public highways in the State of Georgia.

Section 47-61 - Operation of Personal Transportation Vehicles (PTV).

The City of Flowery Branch adopts O.C.G.A. §§ 40-6-330 through 40-6-369.1 and 40-6-371 "Standards for Operation of Personal Transportation Vehicles (PTV)." Provided all provisions of this article are followed, personal transportation vehicles as defined by O.C.G.A. § 40-1-1 (43.1), also known as motorized carts, may be operated on public roads or on multi-use paths designated by the PTV Route Plan Map adopted by Resolution by the Mayor and City Council.

Section 47-62 - Operator.

Only persons seventeen (17) years of age or older and holding a valid driver's license may operate a personal transportation vehicle (PTV) on the above-described roads and facilities within the city.

Section 47-63 - Insurance Required.

The operator or owner of a personal transportation vehicle (PTV) shall have written proof of insurance. Documentation of such coverage shall be submitted during the registration process outlined in Section 47-69.

Section 47-64 - Equipment Requirements.

(a) All personal transportation vehicles shall be equipped with:

(1) A braking system sufficient for the weight and passenger capacity of the vehicle, including a parking brake;

(2) A reverse warning device functional at all times when the directional control is in the reverse position;

(3) A main power switch. When the switch is in the "off" position, or the key or other device that activates the switch is removed, the motive power circuit shall be inoperative. If the switch uses a key, it shall be removable only in the "off" position;

(4) Head lamps;

(5) Reflex reflectors;

(6) Tail lamps;

(7) A horn;

(8) A rearview mirror;

(9) Safety warning labels; and

(10) Hip restraints and hand holds or a combination thereof.

(b) A gasoline powered personal transportation vehicle (PTV) shall be equipped with factory installed safety systems, including indicator for gasoline or propane leaks, a speed governor and an exhaust system in good working order and in constant operation, meeting the following specifications:

(1) The exhaust system shall include the piping leading from the flange of the exhaust manifold to, and including, the muffler(s) and exhaust pipe(s).

(2) The exhaust system and its elements shall be securely fastened.

(3) The engine of every cart shall be so equipped, adjusted and tuned, as to prevent the escape of excessive smoke or fumes.

(c) Electric personal transportation vehicles (PTVs) shall be equipped with, at a minimum, all factory installed safety systems and a charge indicator for low battery.

(d) All personal transportation vehicles (PTVs) regulated by this article shall be maintained in safe condition at all times.

Section 47-65 – Prohibited Areas of Operation.

Personalized transportation vehicles may not be operated on local roads, state roads, or federal highways, unless specifically identified on a PTV Route Plan Map. PTVs are not allowed on multi-use paths or sidewalks, unless specifically identified on an Off-Street Route Plan Map.

Section 47-66 - Occupants.

(a) The number of occupants in a personal transportation vehicle (PTV) shall be limited to the number of persons for whom factory seating is installed and provided on personal transportation vehicle (PTV). The operator or any occupant shall be seated in the personal transportation vehicle (PTV) and no parts of the bodies of the operator or any occupant shall extend outside the perimeter of the personal transportation vehicle (PTV) while the personal transportation vehicle (PTV) is being operated.

(b) Children 0 through 3 years of age riding in a PTV shall be properly protected using a crash-tested, federally approved child restraint device; such restraint device must be a separate carrier or a vehicle manufacturer’s integrated child seat. Children 4 through 5 years of age shall be restrained using a separate carrier, an integrated child seat, or a seat belt.

Section 47-67 - Traffic Rules.

(a) The operator of the personal transportation vehicle (PTV) shall comply with all traffic rules and regulations adopted by the State of Georgia (O.C.G.A. Title 40) and the City of Flowery Branch (city code chapter 47) which govern the operation of motor vehicles.

(b) Pedestrians shall be given due consideration and reasonable right-of-way to ensure safe passage.

(c) An audible warning shall be given by operators of personal transportation vehicles (PTV) when approaching pedestrians from the rear.

(d) All laws and ordinances relative to alcohol and the use thereof, including open container laws, apply to the operator and occupants of personal transportation vehicles (PTV).

Section 47-68 - Hazardous Activities.

No individual or group shall engage in hazardous activities on the authorized roads. Such hazardous activities include, but are not limited to, the following:

(a) Racing of any kind;

(b) Blocking of public access; and

(c) Loitering or parking on roads, bridges or in underpasses.

Section 47-69 - Registration and Affidavit of Owner; Fee.

The owner of a personal transportation vehicle (PTV) shall register the PTV with the city once every five (5) years for a fee not to exceed $15.00. PTV registration shall be filed with the Community Development Director. The registration shall be completed on forms provided by the Community Development Department. As part of the registration process, each owner shall be required to sign an affidavit that the information provided by the owner on the registration form is true and correct to the best of his knowledge and that the owner will abide by all City of Flowery Branch laws and regulations regarding ownership and operation of a PTV, as well as any applicable state laws. Registration shall be posted in any PTV operated within the City of Flowery Branch.

Section 47-70 - Penalty.

A violation of any provision of this article shall constitute a violation of the Flowery Branch City Code. An owner, lessee or operator may be cited to appear in the Flowery Branch Municipal Court. Upon finding by such court that an owner, lessee, or operator of a personal transportation vehicle (PTV) has violated any provision of this article, such person shall be subject to a fine not to exceed $200.00 for each offense, along with court costs in the amount that same now exists, or may hereafter be determined by ordinance or statute.

Section 47-71 - Liability Disclaimer.

This section is adopted to address the interest of public safety. Personal transportation vehicles (PTV) are not designed or manufactured to be used on public streets, and the City of Flowery Branch in no way advocates or endorses their operation on public streets or roads. The city, by regulating such operation is merely trying to address obvious safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets is safe or advisable if done in accordance with this section. All persons who operate or ride upon personal transportation vehicles (PTV) on public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicycles, and pedestrians. The City of Flowery Branch has no liability under any theory of liability and the city assumes no liability for permitting personal transportation vehicles (PTV) on public streets and roads. Any person who operates a personal transportation vehicle (PTV) is responsible for procuring liability insurance sufficient to cover the risk involved in using a personal transportation vehicle (PTV) on the public streets and roads.

Section 47-72 – New Street Petition Process.

From time to time, new or existing streets may be desired to be added to the PTV Route Plan. This process has been created so interested applicants may request the addition of new streets based on meeting minimum criteria for application without the need to update the PTV Route Plan. In order to make a request, minimum standards are required and outlined below. Once it has been determined

those standards are met, the petition can be forwarded to City Council for review. City Council shall use the following criteria in considering whether a route may be added to the PTV Route Plan:

(a) New streets shall have a maximum speed of 25 MPH and a maximum slope of 20 percent.

(b) If the street is already occupied with residents, a minimum of 10 percent of property owners who are addressed off the subject street must sign a petition in favor of adding the street to the PTV Route Plan.

REGISTRATION PROCESS

PROCESS SUMMARY

Any PTV operating in the City of Flowery Branch city limits is required to register the vehicle. The owner of a personal transportation vehicle (PTV) shall register the PTV with the city once every five (5) years for a $15.00 fee. Registration is filed with the Community Development Director. A form is provided to applicants to enter the necessary information based on the ordinance requirements.

As part of the registration process, each owner shall be required to sign an affidavit that the information provided by the owner on the registration form is true and correct to the best of his knowledge and that the owner will abide by all City of Flowery Branch laws and regulations regarding ownership and operation of a PTV, as well as any applicable state laws. The registration decal provided by the City is required to be posted in any PTV operated within the City of Flowery Branch.



APPLICATION

PERSONAL TRANSPORTATION VEHICLE (PTV) REGISTRATION

City Provided Registration #	

Date: _____

Applicant Information

Name: _____

Address:_____

_____

E-mail address: _____ Phone number:_____

REVIEW THE FLOWERY BRANCH CODE OF ORDINANCES, CHAPTER 47, "TRAFFIC AND VEHICLES," ARTICLE 4, "PERSONAL TRANSPORTATION VEHICLES" FOR ALL REQUIREMENTS

Required Attachments:

☐ $15.00 permit fee

☐ Copy of Driver's License

☐ Copy of Insurance

☐ Original executed PTV Affidavit

CITY STAFF ONLY

Registration Issued By: _____

Date: _____ Total Fee: _____

AFFIDAVIT

PERSONAL TRANSPORTATION VEHICLE (PTV) REGISTRATION AFFIDAVIT

City Provided Registration #	

Certification that you have reviewed and will comply with the entirety of this article is required prior to PTV Registration.

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A violation of any provision of this article shall constitute a violation of the Flowery Branch City Code. An owner, lessee or operator may be cited to appear in the Flowery Branch Municipal Court. Upon finding by such court that an owner, lessee, or operator of a personal transportation vehicle (PTV) has violated any provision of this article, such person shall be subject to a fine not to exceed $200.00 for each offense, along with court costs in the amount that same now exists, or may hereafter be determined by ordinance or statute.

Section 47-71 - Liability Disclaimer.

This section is adopted to address the interest of public safety. Personal transportation vehicles (PTV) are not designed or manufactured to be used on public streets, and the City of Flowery Branch in no way advocates or endorses their operation on public streets or roads. The city, by regulating such operation is merely trying to address obvious safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets is safe or advisable if done in accordance with this section. All persons who operate or ride upon personal transportation vehicles (PTV) on public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicycles, and pedestrians. The City of Flowery Branch has no liability under any theory of liability and the city assumes no liability for permitting personal transportation vehicles (PTV) on public streets and

roads. Any person who operates a personal transportation vehicle (PTV) is responsible for procuring liability insurance sufficient to cover the risk involved in using a personal transportation vehicle (PTV) on the public streets and roads.

Section 47-72 – New Street Petition Process.

From time to time, new or existing streets may be desired to be added to the PTV Route Plan. This process has been created so interested applicants may request the addition of new streets based on meeting minimum criteria for application without the need to update the PTV Route Plan. In order to make a request, minimum standards are required and outlined below. Once it has been determined those standards are met, the petition can be forwarded to City Council for review. City Council shall use the following criteria in considering whether a route may be added to the PTV Route Plan:

(a) New streets shall have a maximum speed of 25 MPH and a maximum slope of 20 percent.

(b) If the street is already occupied with residents, a minimum of 10 percent of property owners who are addressed off the subject street must sign a petition in favor of adding the street to the PTV Route Plan.

Acknowledgements:

I hereby acknowledge that I have received a copy of the regulations and PTV Route Plan Map covering Personal Transportation Vehicles as shown above and will comply with it. I am aware that failure to comply with said requirements would result in revocation of PTV license and/or legal action by the City of Flowery Branch. In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

Executed in _____ (city), _____ (state).

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20___.

_____ My Commission Expires: _____

NOTARY PUBLIC/SEAL

PERMIT LOG

City of Flowery Branch

PTV Registration Log

Applicant Name	Applicant Address	Application Fee	Driver's License	Insurance	Affidavit	Registration Number	Registration Expiration Date
		No	No	No	No	0001	01.01.2024
		No	No	No	No	0002	01.01.2024
		No	No	No	No	0003	01.01.2024
		No	No	No	No	0004	01.01.2024
		No	No	No	No	0005	01.01.2024
		No	No	No	No	0006	01.01.2024
		No	No	No	No	0007	01.01.2024
		No	No	No	No	0008	01.01.2024
		No	No	No	No	0009	01.01.2024
		No	No	No	No	0010	01.01.2024
		No	No	No	No	0011	01.01.2024
		No	No	No	No	0012	01.01.2024
		No	No	No	No	0013	01.01.2024
		No	No	No	No	0014	01.01.2024
		No	No	No	No	0015	01.01.2024
		No	No	No	No	0016	01.01.2024
		No	No	No	No	0017	01.01.2024
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		No	No	No	No	0020	01.01.2024
		No	No	No	No	0021	01.01.2024
		No	No	No	No	0022	01.01.2024
		No	No	No	No	0023	01.01.2024
		No	No	No	No	0024	01.01.2024
		No	No	No	No	0025	01.01.2024
		No	No	No	No	0026	01.01.2024
		No	No	No	No	0027	01.01.2024
		No	No	No	No	0028	01.01.2024
		No	No	No	No	0029	01.01.2024
		No	No	No	No	0030	01.01.2024

IMPLEMENTATION

ACTION PLAN

City of Flowery Branch

PTV Plan Action Items

Activity	Responsible Party	Comments	Estimated Cost	Completion Date
Present the Ordinance to City Council for adoption	**City Manager**	Effective date recommended for 11/1/2018	**no additional costs anticipated**	**10/18/2018**
Develop webpage, and post Frequently Asked Questions and other relevant documents	**Community Development Department**	Prior to effective date of ordinance	**no additional costs anticipated**	**11/1/2018**
Train front counter personnel to process registration applications	**Community Development Department**	Prior to effective date of ordinance	**no additional costs anticipated**	**11/1/2018**
Print applications and make available on City website	**Community Development Department**	Print materials prior to effective date	**$100**	**11/1/2018**
Set-up finance account for registration fees	**Finance Department**		**no additional costs anticipated**	**11/1/2018**
Order and stock registration stickers	**Community Development Department**	Order to be available for ordinance effective date; quote for 1000 decals	**$600**	**10/19/2018**
Host educational workshops to teach public about the new process	**Community Development Department**	Schedule meetings prior to ordinance effective date; as needed after that	**no additional costs anticipated**	**Ongoing**
Send ordinance to Municode for codification	**City Clerk**		**in accordance with Municode agreement**	**10/19/2018**
Publicize the new ordinance and process	**PR Department**		**no additional costs anticipated**	**Ongoing**
Develop an enforcement grace period to educate public	**Police Department**	Enforcement to begin 12/1/2018	**no additional costs anticipated**	**11/30/2018**
Order and install new signage for PTV routes crossing higher speed streets	**Public Works Department**	Install prior to ordinance effective date; cost per sign estimated at $200 per sign installed	**$10,000**	**11/1/2018**
Apply for funding to construct off-street PTV paths	**City Manager**		**Matching funds**	**Ongoing**
Review PTV route plan every 5 years	**Community Development Department**		**no additional costs anticipated**	**Ongoing**

APPENDIX

RAW SURVEY DATA

Have you heard of Personal Transportation Vehicles (PTVs)?

245 out of 245 people answered this question

1 Y	Yes	237 / **97%**
2 N	No	8 / **3%**

How high of a priority should the issue of PTVs be in the City of Flowery Branch?

245 out of 245 people answered this question



3.62 Average rating

1	◯◯◯◯◯	109 / **44%**
2	◯	48 / **20%**
3	◯◯◯◯	42 / **17%**
4	◯◯◯	33 / **13%**
5	◯◯	13 / **5%**

Do you own a PTV?

245 out of 245 people answered this question

1	No.	107 / **44%**
2	Yes.	82 / **33%**
3	No, but I'd like to own one.	56 / **23%**

If you answered "no" in the previous question, what would make you want to own a PTV?

245 out of 245 people answered this question

1	I answered "yes" in the previous question--I already own one.	76 / **31%**
2	Separated paths.	54 / **22%**
3	There would be no circumstance where I'd like to own a PTV.	51 / **21%**
4	Ability to drive on slow speed streets.	43 / **18%**

5	Other	15 / **6%**
6	Safety laws.	6 / **2%**

Why are PTVs important to you?

245 out of 245 people answered this question

1	Convenience.	142 / **58%**
2	Easier mobility.	138 / **56%**
3	Fun.	98 / **40%**
4	Reduce congestion.	98 / **40%**
5	Better for environment.	84 / **34%**
6	They're not important to me.	66 / **27%**
7	Inexpensive.	35 / **14%**
8	Safety.	19 / **8%**
9	Other	4 / **2%**

Do you think PTVs should be legal in Flowery Branch?

245 out of 245 people answered this question

1 Y	Yes	186 / **76%**
2 N	No	59 / **24%**

If you answered "yes," what action is most important for City Council with respect to PTVs?

245 out of 245 people answered this question

1	Develop off-street pathways to be shared with bikes and pedestrians.	115 / **47%**
2	Make them legal on the street.	105 / **43%**
3	Develop dedicated PTV off-street pathways.	77 / **31%**
4	None of the above.	45 / **18%**
5	Other	13 / **5%**

Where would you most like to see PTVs legal (check all that apply)?

245 out of 245 people answered this question

1	Sterling on the Lake internal streets.	145 / **59%**
2	Other internal neighborhood streets.	101 / **41%**
3	Any streets signed 25 MPH or less.	96 / **39%**
4	Downtown streets (e.g.: Mitchell, Main, Church, etc).	87 / **36%**
5	City parks.	76 / **31%**
6	Only on paths designed for PTVs.	59 / **24%**
7	I don't want PTVs to be legal on any roads or pathways.	38 / **16%**
8	Neighborhood streets only by petition.	28 / **11%**
9	Other	7 / **3%**

What type of PTVs should be allowed in Flowery Branch?

245 out of 245 people answered this question

1	Both.	177 / **72%**
2	Neither.	41 / **17%**
3	Electric.	24 / **10%**
4	Gas.	3 / **1%**

Would you recommend developing ordinances requiring certain private developments to provide the following for PTVs?

245 out of 245 people answered this question

1	Paths.	121 / **49%**
2	Parking.	114 / **47%**
3	Signage.	89 / **36%**
4	None of the above.	81 / **33%**
5	Lighting.	60 / **24%**

6	Charging stations.	51 / **21%**
7	Other	4 / **2%**

What requirements above and beyond State law should be required in Flowery Branch?

245 out of 245 people answered this question

1	Minimum driving age higher than 16.	194 / **79%**
2	Required PTV safety training.	74 / **30%**
3	Hours of operation.	59 / **24%**
4	Other	47 / **19%**

What is your age range?

244 out of 245 people answered this question

1	35 - 44	83 / **34%**
2	45 - 54	65 / **27%**
3	65 or older	44 / **18%**
4	55 - 64	30 / **12%**
5	25 - 34	20 / **8%**
6	18 or younger	1 / **0%**
7	19 - 24	1 / **0%**

What's your gender?

242 out of 245 people answered this question

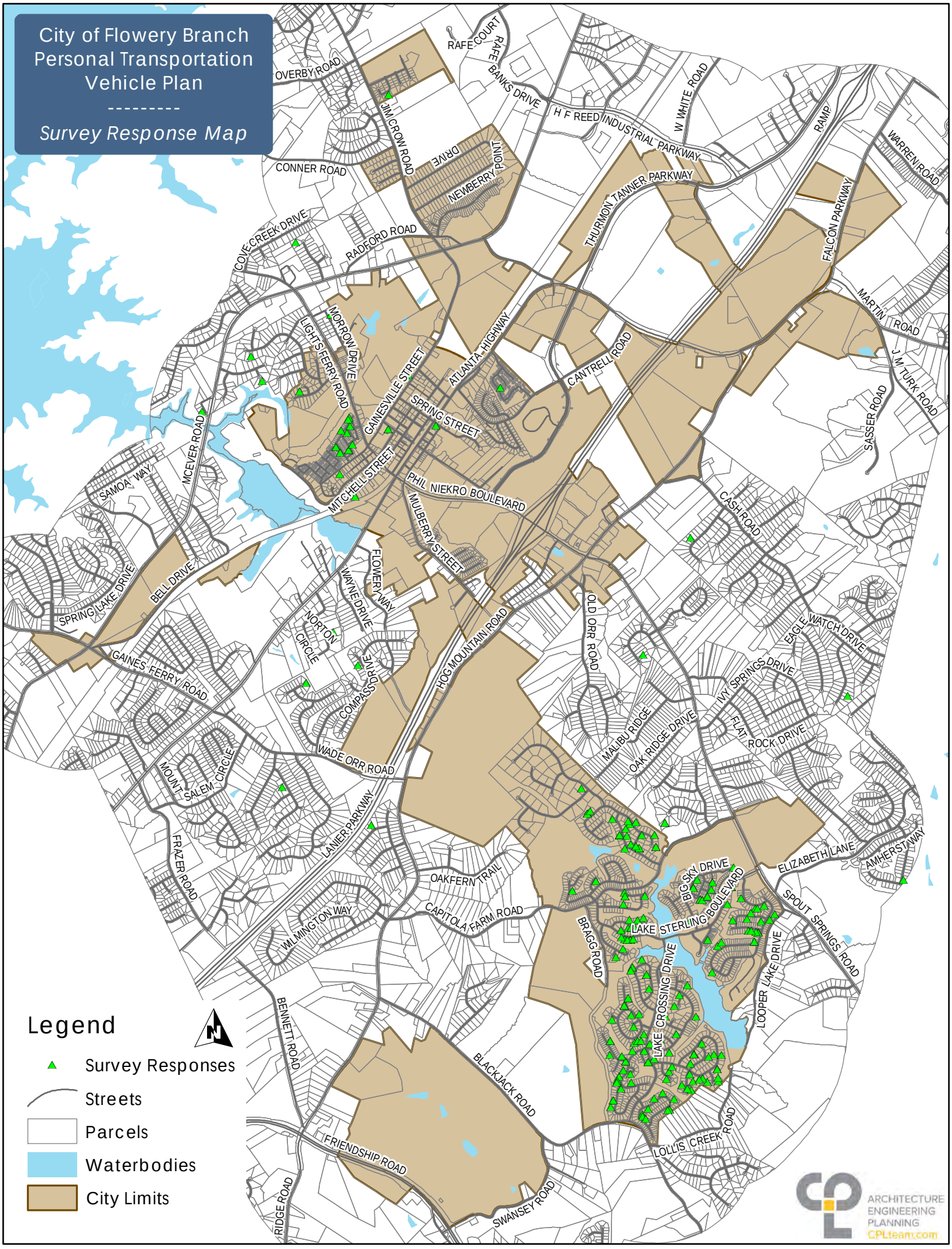
1	Female	121 / **50%**
2	Male	106 / **44%**
3	I prefer not to say	14 / **6%**
4	Non-binary/third gender	1 / **0%**

What is your current employment status?

244 out of 245 people answered this question

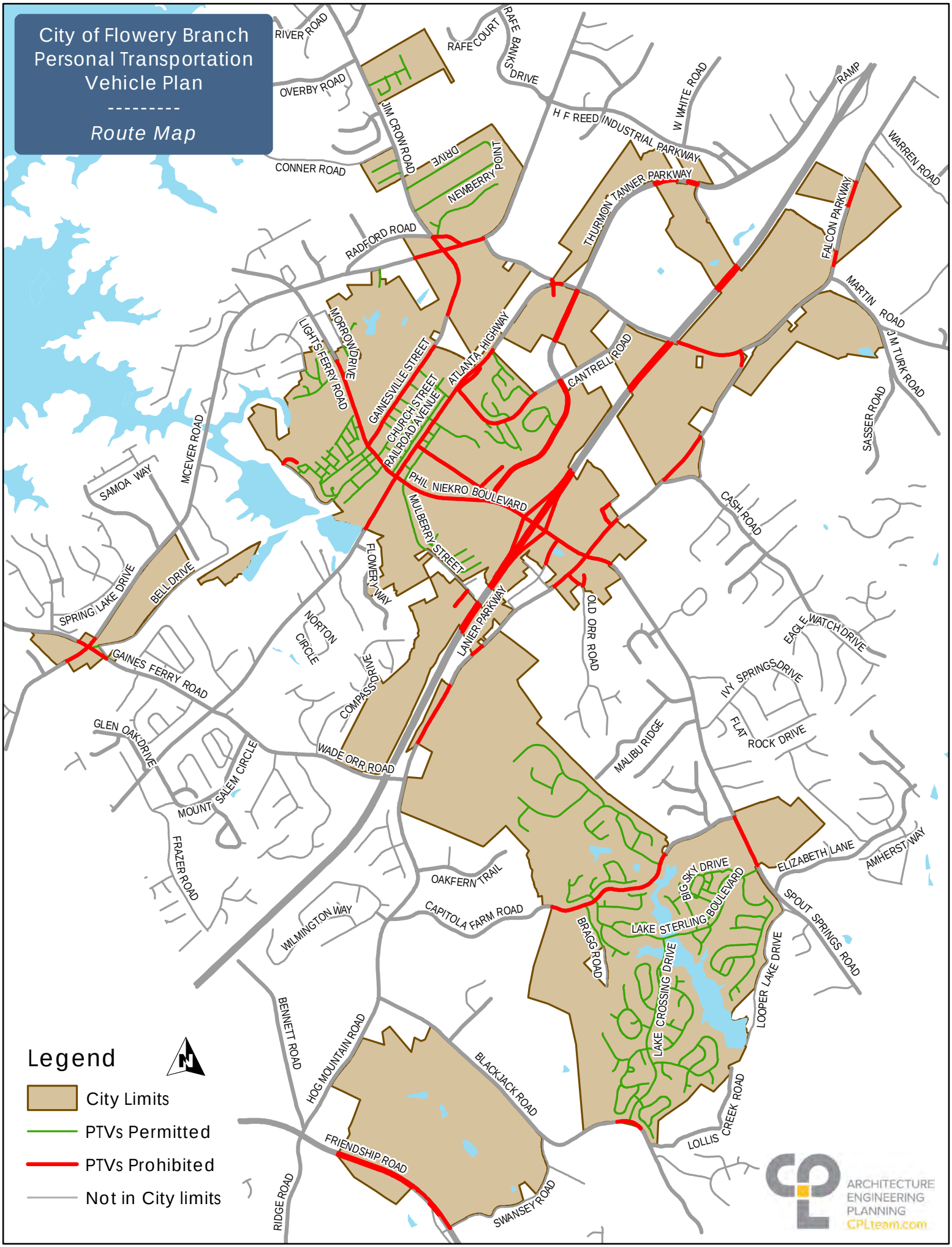
1	Employed full-time	126 / **52%**
2	Retired	48 / **20%**
3	Self-employed	27 / **11%**
4	Homemaker	20 / **8%**
5	Employed part-time	10 / **4%**
6	I prefer not to answer	8 / **3%**
7	Student	3 / **1%**
8	Not looking for work	1 / **0%**
9	Unemployed	1 / **0%**

SURVEY RESPONSE MAP


City of Flowery Branch
Personal Transportation
Vehicle Plan

Survey Response Map
RAFE COURT
RAFE BANKS DRIVE
OVERBY ROAD
JIM CROW ROAD
CONNER ROAD
NEWBERRY POINT DRIVE
H F REED INDUSTRIAL PARKWAY
W WHITE ROAD
RAMP
WARREN ROAD
THURMON TANNER PARKWAY
FALCON PARKWAY
COVE CREEK DRIVE
RADFORD ROAD
MARTIN ROAD
J M TURK ROAD
SASSER ROAD
LIGHTS FERRY ROAD
MORROW DRIVE
GAINESVILLE STREET
ATLANTA HIGHWAY
SPRING STREET
CANTRELL ROAD
MCEVER ROAD
SAMOA WAY
MITCHELL STREET
PHIL NIEKRO BOULEVARD
MULBERRY STREET
CASH ROAD
SPRING LAKE DRIVE
BELL DRIVE
FLOWERY WAY
WAYNE DRIVE
NORTON CIRCLE
COMPASS DRIVE
GAINES FERRY ROAD
HOG MOUNTAIN ROAD
OLD ORR ROAD
EAGLE WATCH DRIVE
IVY SPRINGS DRIVE
MALIBU RIDGE
OAK RIDGE DRIVE
FLAT ROCK DRIVE
WADE ORR ROAD
MOUNT SALEM CIRCLE
LANIER PARKWAY
FRAZER ROAD
OAKFERN TRAIL
ELIZABETH LANE
AMHERST WAY
BIG SKY DRIVE
LAKE STERLING BOULEVARD
SPOUT SPRINGS ROAD
CAPITOLA FARM ROAD
WILMINGTON WAY
BRAGG ROAD
LAKE CROSSING DRIVE
LOOPER LAKE DRIVE
BENNETT ROAD
BLACKJACK ROAD
FRIENDSHIP ROAD
LOLLIS CREEK ROAD
RIDGE ROAD
SWANSEY ROAD
Legend
Survey Responses
Streets
Parcels
Waterbodies
City Limits
N
ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

PTV ROUTE PLAN MAP


City of Flowery Branch
Personal Transportation
Vehicle Plan

Route Map
RIVER ROAD
OVERBY ROAD
RAFE COURT
RAFE BANKS DRIVE
JIM CROW ROAD
CONNER ROAD
DRIVE
NEWBERRY POINT
H F REED INDUSTRIAL PARKWAY
W WHITE ROAD
RAMP
WARREN ROAD
THURMON TANNER PARKWAY
FALCON PARKWAY
RADFORD ROAD
MARTIN ROAD
J M TURK ROAD
SASSER ROAD
MORROW DRIVE
LIGHTS FERRY ROAD
GAINESVILLE STREET
CHURCH STREET
RAILROAD AVENUE
ATLANTA HIGHWAY
CANTRELL ROAD
MCEVER ROAD
SAMOA WAY
PHIL NIEKRO BOULEVARD
MULBERRY STREET
CASH ROAD
FLOWERY WAY
SPRING LAKE DRIVE
BELL DRIVE
NORTON CIRCLE
LANIER PARKWAY
OLD ORR ROAD
EAGLE WATCH DRIVE
GAINES FERRY ROAD
COMPASS DRIVE
IVY SPRINGS DRIVE
GLEN OAK DRIVE
WADE ORR ROAD
MALIBU RIDGE
FLAT ROCK DRIVE
MOUNT SALEM CIRCLE
FRAZER ROAD
OAKFERN TRAIL
ELIZABETH LANE
AMHERST WAY
BIG SKY DRIVE
LAKE STERLING BOULEVARD
SPOUT SPRINGS ROAD
WILMINGTON WAY
CAPITOLA FARM ROAD
BRAGG ROAD
LAKE CROSSING DRIVE
LOOPER LAKE DRIVE
BENNETT ROAD
HOG MOUNTAIN ROAD
BLACKJACK ROAD
LOLLIS CREEK ROAD
FRIENDSHIP ROAD
RIDGE ROAD
SWANSEY ROAD
Legend
City Limits
PTVs Permitted
PTVs Prohibited
Not in City limits
ARCHITECTURE
ENGINEERING
PLANNING
CPLteam.com

ITEM NO.	DESCRIPTION	UNITS	QUANTITY
	SIGNING AND MARKING		
W11-11	GOLF CART - (30"x30")	EA	42
W16-1	SHARE THE ROAD (PLAQUE) - (18"x24")	EA	3
W16-7P	DOWNWARD DIAGONAL ARROW (PLAQUE) - (24"x12")	EA	4
W16-9P	AHEAD (PLAQUE) - (24"x12")	EA	2
R3-9dP	END - (30"x12")	EA	33
636-2070	GALVANIZED STEEL POSTS, TP 7	LF	546

3011 SUTTON GATE DRIVE, SUITE 130
SUWANEE, GEORGIA 30024
TEL (800) 274-9000
FAX (770) 831-9243
www.clarkpatterson.com
Clark Patterson Lee
ARCHITECTURE I ENGINEERING I PLANNING

REVISION DATES

DETAILED ESTIMATE
CITY OF FLOWERY BRANCH
PTV SIGNAGE PLAN

CHECKED:		DATE:		DRAWING No.
BACKCHECKED:		DATE:		09-0001
CORRECTED:		DATE:		
VERIFIED:		DATE:		

10/23/2015 GPLN

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GAINESVILLE STREET

GENERAL COORDINATES:
N=2368860.4951
E=1522976.2445

GENERAL COORDINATES:
N=2368977.8056
E=1523161.3809

GENERAL COORDINATES:
N=2369114.0508
E=1523366.4759

MAIN STREET

W PINE STREET

W CHESTNUT STREET

END

W11-11 (30x30)
R3-9dP (30x12)

W11-11 (30x30)
R3-9dP (30x12)

W11-11 (30x30)
R3-9dP (30x12)

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SCALE IN FEET
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REVISION DATES

SIGNING AND MARKING PLANS
CITY OF FLOWERY BRANCH
PTV SIGNAGE PLAN

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VERIFIED:		DATE:		

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REVISION DATES		

SIGNING AND MARKING PLANS

CITY OF FLOWERY BRANCH

PTV SIGNAGE PLAN

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BACKCHECKED:		DATE:		
CORRECTED:		DATE:		26-0015
VERIFIED:		DATE:		

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REVISION DATES		

SIGNING AND MARKING PLANS
CITY OF FLOWERY BRANCH
PTV SIGNAGE PLAN

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BACKCHECKED:		DATE:		
CORRECTED:		DATE:		26-0016
VERIFIED:		DATE:		



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REVISION DATES		

SIGNING AND MARKING PLANS
CITY OF FLOWERY BRANCH
PTV SIGNAGE PLAN

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BACKCHECKED:		DATE:		
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VERIFIED:		DATE:		

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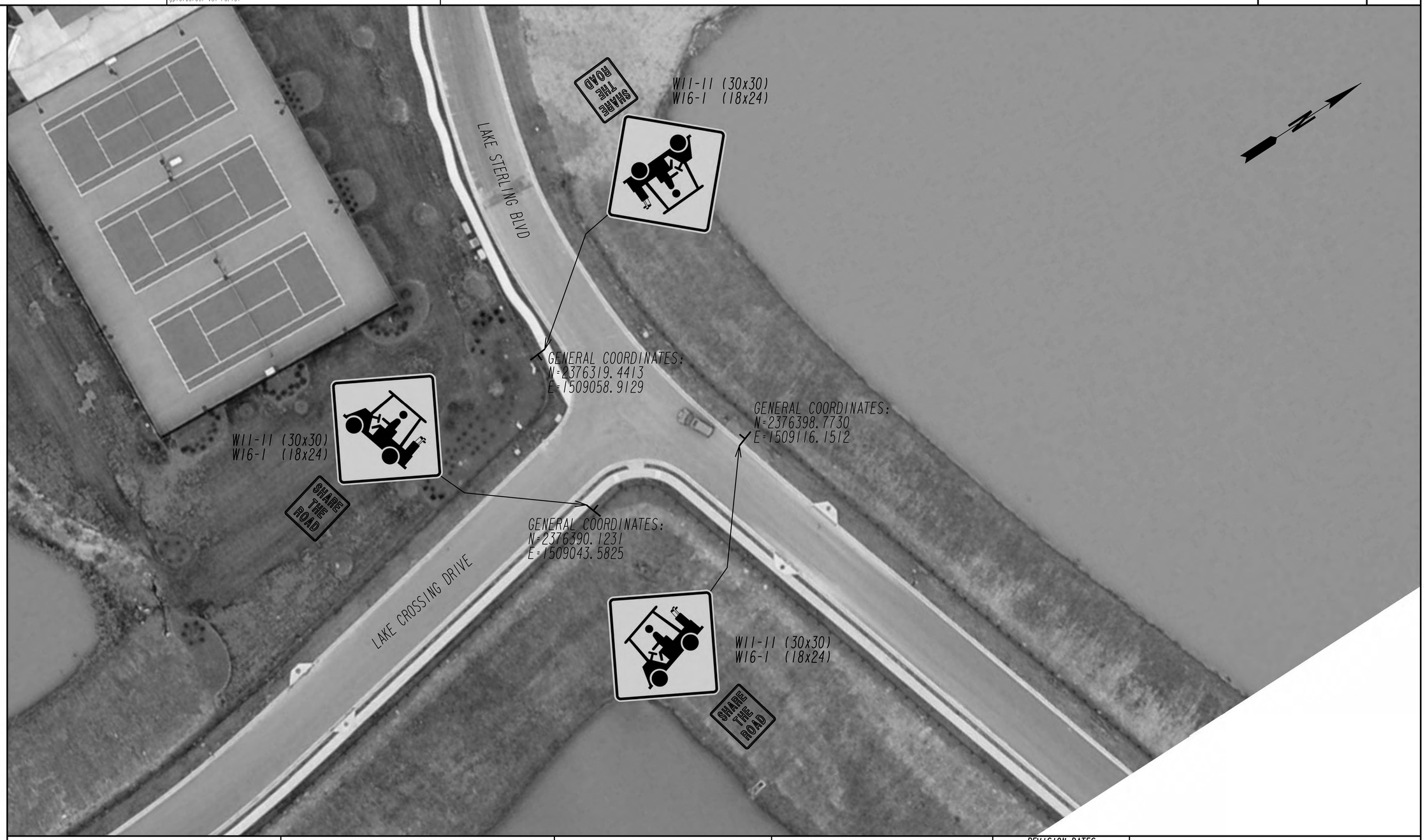
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REVISION DATES

SIGNING AND MARKING PLANS
CITY OF FLOWERY BRANCH
PTV SIGNAGE PLAN

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BACKCHECKED:		DATE:		26-0022
CORRECTED:		DATE:		
VERIFIED:		DATE:		

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SCALE IN FEET
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REVISION DATES		

SIGNING AND MARKING PLANS

CITY OF FLOWERY BRANCH

PTV SIGNAGE PLAN

CHECKED:		DATE:		DRAWING No.
BACKCHECKED:		DATE:		
CORRECTED:		DATE:		26-0024
VERIFIED:		DATE:		

10/23/2015 GPLN

NON-PERSONAL SERVICES CONTRACT

Independent Service Provider Agreement

This Agreement is made effective as of this date _____ by and between the City of Oxford, 110 West Clark Street, Oxford, Georgia 30054, and Burford's Tree, LLC, 80 Spring Branch Drive, Suite F, Alexandria, Alabama 36250. In this Agreement, the party who is contracting to receive the services shall be referred to as "the City of Oxford", and the party who will be providing the services shall be referred to as "Service Provider".

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES**.

Provide tree trimming and removal on City of Oxford rights-of-way at the rate of $5,817.00 per linear mile of right-of-way.

Pruning objectives:

1. **Removed deadwood 2-inch diameter and larger within crown**
2. **Remove damaged/rubbing branches, mistletoe**
3. **Clearance pruning along streets as necessary for a minimum 14 ft. road clearance and/or for site visibility.**

All debris should be chipped and removed from site.

All work must be completed and invoiced on or before March 31, 2025

2. **PAYMENT**. The City of Oxford will pay compensation to Service Provider for the services listed above, not to exceed **$44,000.00**. Compensation shall be payable upon completion of services of Service Provider and approval by the City of Oxford. Compensation shall be payable the first of the month following the month work was performed.

NOTE: PLEASE FORWARD ALL INVOICES WITH ACCOMPANYING WAIVER/RELEASE TO MARCIA BROOKS, CITY CLERK/TREASURER WITH THE CITY OF OXFORD, GEORGIA AT THE ADDRESS BELOW:

The City of Oxford, Georgia
Oxford City Hall
110 West Clark Street
Oxford, GA 30054-2274

3. **WARRANTY**. The standard of care for all professional services performed or furnished by Service Provider under this Agreement will be the skill and care used by members of Service Provider's profession practicing under similar circumstances at the same time and in the same locality. Service Provider makes no warranties, express or implied, under this Agreement or otherwise, in connection with Service Provider's services.

4. **RELATIONSHIP OF PARTIES**. Service Provider is an independent Service Provider and neither Service Provider, Contractors employed by the Service Provider (if any), nor any of their agents are employees of the City of Oxford. Service Provider is responsible for the direction and supervision of its employees and Contractors and shall promptly remove any personnel who are not adhering to the terms of this Agreement. The City of Oxford will **not** provide fringe benefits, including health insurance, paid vacation, overtime, or any other employee benefit for the benefit of Service Provider. The Service Provider shall purchase and maintain insurance for claims covered under General Liability. This insurance shall be written by a company or companies approved by the City of Oxford, and for not less than One Million Dollars, ($1,000,000.00). Certificates of such insurance shall be filed with the City of Oxford prior to the commencement of the service provided and upon the City of Oxford's request shall name same as an additional insured.

5. **INDEMNITY**. To the fullest extent permitted by law, Service Provider shall indemnify the City of Oxford, its officers, directors, partners, employees, and representatives from and against all losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Service Provider or Service Provider's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

6. **TERM/TERMINATION**. This Agreement shall be effective for a period of **Six (6) Months**, unless the City of Oxford provides 30 days written notice to Contractor prior to the termination of the applicable term.

7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Georgia (excluding Choice of Law provisions). In performance of this Agreement, Service Provider will comply with all requirements of applicable state and local law, regulations and ordinances. Service Provider also agrees to abide by all) applicable rules and regulations of the City of Oxford.

8. **ENTIRE AGREEMENT**. This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

9. **SEVERABILITY**. If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

City of Oxford

By: _____
David Eady, Mayor

Attest: _____
Bill Andrew, City Manager

Date: _____

Service Provider:
Burford's Tree, LLC

By: _____

Date: _____

CONDITIONAL WAIVER AND RELEASE UPON PAYMENT

STATE OF GEORGIA
COUNTY OF NEWTON

The undersigned mechanic and/or materialman has been employed by City of Oxford, Contractor, to furnish all labor, equipment and supplies on property known as City of Oxford rights-of-way which are located in the City of Oxford, County of Newton, State of Georgia, and are owned by City of Oxford and more particularly described as follows:

Trees on rights-of-way owned by the City of Oxford.

Upon the receipt of the sum of $_____ the mechanic and/or material man waives and releases any and all liens or claims of lien it has upon the foregoing described property through the date of _____and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

Given under hand and seal, this: _____ day of _____, _____.

BY: _____

Title/Office: _____

Sworn to and subscribed before me,
This: _____day of _____, _____.

_____
Notary Public

BY: _____

Title/Office: _____

Sworn to and subscribed before me,
This: _____day of _____, _____.

_____
Notary Public

UNCONDITIONAL WAIVER
AND RELEASE UPON FINAL PAYMENT

STATE OF GEORGIA
COUNTY OF NEWTON

The undersigned mechanic and/or material man has been employed by City of Oxford, Contractor, to furnish all labor and materials on property known as rights-of-way within the City of Oxford, County of Newton, State of Georgia, and are owned by City of Oxford, and more particularly described as follows:

Trees located along rights of way within the City of Oxford.

Upon the receipt of the sum of $44,000.00 the mechanic and/or material man waives and releases any and all liens or claims of lien or any right against any labor and/or material bond it has upon the foregoing described property.

Given under hand and seal, this _____ day of _____, _____

BY:_____

Title/Office:_____

Sworn to and subscribed before me,

This: _____day of _____, _____.

_____
Notary Public

BY:_____

Title/Office:_____

Sworn to and subscribed before me,

This: _____day of _____, _____.

_____
Notary Public

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT YET BEEN PAID, USE A CONDITIONAL RELEASE FORM

STATE OF GEORGIA
COUNTY OF NEWTON

RESOLUTION

ADOPTING FINANCIAL POLICIES, AND TO REPEAL, REVOKE AND SUPERSEDE ALL RESOLUTIONS OR ORDINANCES IN CONFLICT

WHEREAS, the Mayor and Council of the City deem it in the best interest of the government and the residents of the City to promulgate certain Financial Policies and further refine other existing ones to guide the administration of the city's financial affairs; and

WHEREAS, the Mayor and Council of the City of Oxford have determined that the proper means of adopting such policies is by adopting the following Financial Policies; and

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD, be it ordained by the Mayor and Council of the City of Oxford that the following are adopted as the Financial Policies of the City effective five (5) days after final adoption.

Section 2. Severability

If any section, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution, and such remainder shall remain in full force and effect.

Section 3. Effective Date

This Resolution shall become effective immediately upon passage.

SO RESOLVED this 3rd day of November, 2024.

CITY OF OXFORD

_____

David S. Eady, Mayor

_____

James H. Windham, Council Member

_____

Erik Oliver, Council Member

_____

George R. Holt, Council Member

_____

Laura McCanless, Council Member

_____

Michael Ready, Council Member

_____

Jeff Wearing, Council Member

ATTEST:

_____

Marcia Brooks, City Clerk

APPROVED AS TO FORM:

_____

C. David Strickland, City Attorney

1. BUDGET - - Requirement of Annual Balanced Budget.

The City shall operate under an annual balanced budget adopted by resolution and administered in accordance with Chapter 81, Title 36 of the O.C.G.A. A budget resolution is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. The City also shall adopt and operate under a project-length balanced budget for each capital projects fund. The project-length balanced budget shall be adopted by resolution in the year that the project initially begins and shall appropriate total expenditures for the duration of the capital project.

2. Procedures for Adoption of Budget.

1. By the date established by state law, in such manner and form as may be necessary, and consistent with the City's accounting system, the Mayor shall prepare a proposed budget for the City for the ensuing fiscal year.
2. The proposed budget shall be an estimate of the financial requirements of each department, by fund, for the budget year and shall be in such form and detail, with such supporting information and justifications, as may be prescribed by the Mayor and City Council.
3. No later than 60 days prior to the beginning of the fiscal year, the proposed budget shall be submitted to the Mayor and City Council for review prior to enactment of the Budget Resolution.
4. On the day that the budget is submitted to the Mayor and City Council, a copy of the budget shall be placed in a public location which is convenient to the residents of the City. A copy of the budget shall also be made available, upon request, to the news media.
5. At the time of submission of the budget to the Mayor and City Council, a statement advising the residents of the City of the availability of the budget shall be published in a newspaper of general circulation in the City. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. The statement shall also advise residents that the public hearing will be held at which time any persons wishing to be heard on the budget may appear.
6. At least one week prior to adoption of the Budget Ordinance or Resolution, the Mayor and City Council shall conduct a public hearing, at which time any persons wishing to be heard on the budget may appear.
7. Nothing in this Section shall be deemed to preclude the conduct of further budget hearings if the Mayor and City Council deem such hearings necessary.

3. Form and Content of Budget.

The budget shall be prefaced by a clear general summary of its contents and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures for the ensuing fiscal year. It shall be so arranged as to show comparative figures for actual and estimated income expenditures of the preceding fiscal year. Separate items shall be included for at least the following:

1. Administration, operation, and maintenance expenses of each department or office of the City, including a breakdown for salaries and wages for each such unit;
2. Interest and debt redemption charges;
3. Proposed capital expenditures, detailed by departments and offices when practicable;
4. Cash deficits of the preceding year;
5. Contingent expenses; and
6. Such reserves as may be deemed advisable by the City Council.

The total of proposed expenditures shall not exceed the total of anticipated revenue.

4. Adoption.

After the conclusion of the hearing and no later than June 30 of the fiscal year the Mayor and City Council shall adopt a Budget Resolution making appropriations for the fiscal year in such sums as the Mayor and City Council may deem sufficient, whether greater or less than the sums presented in the proposed budget.

5. Budget Message.

When introduced to the City Council for approval, the budget shall be accompanied by a budget message which shall explain the budget both in fiscal terms and in terms of the work programs. The budget message shall outline the proposed financial policies of the City for the ensuing fiscal year; describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures, and the revenues, together with the reasons for such change; summarize the City's debt position; and include such other material as will provide a complete synopsis of the financial condition of the City.

6. Amendments.

The City Council may amend the budget as it deems necessary during the fiscal year as follows:

1. Additions and subtractions from the original budget shall be equal so that the overall budget shall remain balanced as between revenues and expenditures; and
2. The amendment shall be by Resolution.

7. Audit Required.

1. Annual Audit. The Mayor and City Council shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the City for each fiscal year.
2. Audit Performed Before Years End. At the option of the Mayor and City Council, an audit may be made at a lesser interval than one year.

8. Conduct of Audit.

The audit of the City shall be conducted in accordance with generally accepted auditing standards. Each audit shall also contain a statement of any agreement or arrangement under which the City has assumed any actual or potential liability for the obligations of any governmental or private agency, authority, or instrumentality. Such statement shall include the purpose of the agreement or arrangement, shall identify the agency, authority, or instrumentality upon whose obligations the City is or may become liable, and shall state the amount of actual liability and the maximum amount of potential liability of the City under the agreement or arrangement.

9. Contents of Audit Reports.

The audit report shall include the auditor's unqualified opinion upon the presentation of the financial position and the result of the operations of the governmental unit or office which is audited. If the auditor is unable to express an unqualified opinion, he shall so state and shall further detail the reasons for qualification or disclaimer of opinion.

10. Forwarding Audit to State Auditor.

The annual audit report shall be completed, and a copy of the report forwarded to the state auditor within one hundred eighty (180) days after the close of the fiscal year. In addition to the audit report, the city shall forward to the state auditor, within 30 days after the audit report due date, written comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, the written comments should include a statement describing the reason it is not.

11. Public Inspection of Audit.

A copy of the report and of any comments made by the state auditor shall be maintained as a public record for public inspection during regular working hours in the City Clerk’s office.

12. Annual Report Submitted to the Department of Community Affairs.

The City shall submit an annual report of local government finances to the state Department of Community Affairs. The report shall include the revenues, expenditures, assets, and debts of all funds and agencies of the City, and other such information requested by the department.

13. Capital Program.

A five-year capital program shall be submitted to the City Council at the same time that the budget and budget message are introduced for approval. Such capital program shall include:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken for the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements; and
3. Cost estimates, method of financing, and recommended time schedules for each such improvements.

The above information may be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition.

14. Transfer of Appropriations.

During the fiscal year the City Council may, by Resolution, transfer part of or all of any unencumbered appropriation balance from one department, office, fund, to another. During the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among line items within the budget of each department. Neither the City Council nor the City Manager may reduce or transfer any appropriation for debt service.

15. Emergency Appropriations.

Notwithstanding any other provision of this policy, the City Council may make emergency appropriations after the adoption of a budget, for a purpose which was not foreseen at the time of the adoption thereof, or for which adequate provision was not made therein. Such an appropriation shall be made only to meet a public emergency as defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the Mayor and Council and shall be made only out of actual unappropriated revenues or surplus. If there is no surplus, then temporary borrowing in notes may be made, provided that any such borrowed amounts are included as an appropriation in the next succeeding year's budget.

16. Lapse of Appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the next succeeding year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned.

17. Uniform Chart of Accounts.

The municipality shall adopt and use the Uniform Chart of Accounts developed by the state Department of Community Affairs.

18. PURCHASING POLICY - - Intent.

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interest of the City in all transactions;
2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards;
3. To subscribe to and work for honesty and truth in buying.
4. ***The City Shall follow all general procurement standards as mandated in 2 CFR 200.318-327.***

19. Vendors.

The City will make every effort to obtain high quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the City.

1. Solicitation of Vendors and Submission of Bids. When a purchase for a single good is expected to exceed $10,000.00 competition is required to the extent that it exists. Each department must attempt to obtain a minimum of three written bids from different sources. If three sources are not possible, the seeker of the bid must attempt to obtain as many vendors as possible. The department head shall document the competitive bidding process with records of the vendor and bids received.
2. Interest of City Officials in Expenditure of Public Funds. No official of the City will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the City or any department of government or service involving the expenditure of public funds in violation of the City's "Ethics Ordinance". The City shall not use a vendor who is a member of the immediate family of the Mayor or Council, City Attorney, department head, City Manager, or City Clerk. The City shall not use a vendor for services in an operating department who is a member of the immediate family of an employee of that operating department.
3. Request for Proposal. Whenever appropriate, a Request for Proposal (RFP) process will be used for procuring products and services. The RFP should specify the service, evaluation criteria, and terms and conditions required by the City. Large purchases (over $100,000) shall be advertised in the legal organ and other venues as time and advertising funds allow.
4. Award of Bids. Bids are awarded to the lowest responsive and responsible bidder. A responsive bid is one that conforms in all material respects to the need of the City. Responsible means a bidder who has the capability to perform the requirements.

5. Local Bidder Preference. If all other relevant factors are met, each department is authorized to negotiate with and select a local vendor if the local vendor's bid is within ten percent 10% of the lowest offer. A business license from Newton County or one of its municipalities is required to qualify as a local vendor.
6. Equal Opportunity. The City will provide an equal opportunity for all businesses to participate in City contracts regardless of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status. The City will actively seek to ensure that minority owned and operated firms have the opportunity to participate in the purchasing process, including, bidding, negotiations and contract awards. The City will not knowingly conduct business with contractors that discriminate or permit discrimination against persons because of sex, race, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status.
7. Ineligible Vendors. Any person, firm, or corporation who is in arrears to the City for taxes, or otherwise, is not qualified to bid on any purchase until their lien to the City has been cleared. No requisition will be approved for such vendors.
8. Contracts of other local governments. The City is authorized to use contracts and contract prices issued by other local governments when it is to the advantage of the City to do so.
9. State Contracts. The City is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City or deemed appropriate by the Mayor and Council. The state contract price may be used to establish the maximum price for a good or service. Contracts negotiated and awarded by the Electric Cities of Georgia shall be considered state contracts within the context of this policy.
10. Back-up Policy and Emergency Purchases. The City will strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. When feasible, each department will have back-up vendors for each recurring or large purchase. In cases of emergency, a contract may be awarded without competitive bidding (i.e. by informal quotes). An emergency is defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the Mayor and Council. In the event of an emergency, the City Clerk shall be notified as soon as possible.

20. Purchase Order or Contractor Agreement.

The following is the established City procedure for use of purchase orders or contractor agreements:

1. The item or service must be required for City use and sufficient funds available in the approved budget to cover the cost of the item or service;
2. Purchase orders or contractor proposals may be initiated by the City Manager, City Clerk, or a department head;
3. Contractor agreements are to be prepared by the City Clerk and forwarded to the authorized persons under the established guidelines of the approval procedure listed in the next section.

4. Following approval, the purchase order or contractor agreement will be forwarded to the vendor or contractor.
5. The department head receiving the goods or services is responsible for confirming that the purchase or work accurately reflects the goods or services ordered.
6. After confirmation that goods are accurately received, or contractors work is complete, invoices, purchase orders and packing slips, or contracts are submitted to the City Clerk for payment.
7. The City Clerk or his designee will prepare payment for all approved invoices or contracts.

21. Approval Procedure.

1. Department heads and the City Manager shall have the authority to purchase individual goods or services costing $500 (five hundred dollars) or less each as long as costs remain within the approved budget. The Department Head or the City Manager will determine if more than one quote is needed.
2. Two oral or written quotes are required for purchases over $500 (five hundred dollars) and less than $2,500 (two thousand five hundred dollars) each as long as cost remains within the approved budget and the purchase is approved by the City Manager.
3. Two written quotes are required for purchases over $2,500 (two thousand five hundred dollars) and less than $10,000 (ten thousand dollars) each as long as cost remains within the approved budget and the purchase is approved by the City Manager.
4. Three competitive written bids are required for purchases over $10,000 (ten thousand dollars) and the purchase must be approved by the Mayor and City Council.

Exemptions: Routine operational expenses or prior approved expense items are exempt from this Section. The City Clerk shall monitor operational expenses and report to the Mayor and Council any and all invoices that may be considered to be in question. Routine operational expenses include: payroll, membership dues, employees retirement and health insurance, uniform expense, electric and water purchases, landfill tipping fees, natural gas, communication expenses, and long-term debt payments.

22. Issuance of Checks - When Countersigning Required.

All checks issued on the City treasury shall be signed as follows:

1. Less than $10,000: Any two of the following; the Mayor, Mayor Pro Tem, City Manager, City Clerk, or Deputy City Clerk shall have the authority to sign any check issued on the City treasury in a total amount of less than $10,000 (ten thousand dollars) each as long as costs remain within the approved budget. Purchases for a single item or contract shall not be subdivided such that individual checks are less than $10,000 though the total expended exceeds same; and,
2. Over $10,000: Two signatures shall be required as follows; (a) the Mayor or Mayor Pro tem, and (b) City Manager or City Clerk or Deputy City Clerk together shall have the authority to sign any other check by countersignatures issued on the City treasury in a

total amount of $10,000.00 and excess so long as costs remain within the approved budget.

23. Petty Cash.

Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis. Petty cash is incurred as an expense for each department. The petty cash account must be replenished by the General Fund Cash Account and allocations made to the appropriate departments.

The following is the City's policy on petty cash distributions:

1. Under $50.00. Cash is distributed at the department level with the City Clerk's or designee approval.
2. A receipt must be submitted for reimbursement.

24. City credit card.

1. The Mayor and Council shall authorize issuance of City credit cards. The credit card is to be used for City business only to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use of the credit card. The City Clerk shall be responsible for the credit cards and shall issue the cards as necessary.
2. The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the City credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on every receipt. The receipts are to be given to the City Clerk when the credit card is returned for safekeeping.

25. REVENUE POLICY - Characteristics.

The City shall strive for the following characteristics in its revenue structure:

1. Equity. The City shall make every effort to maintain equity in its revenue system. The City shall seek to minimize subsidization between entities, funds, service, customer classes, and utilities.
2. Adequacy. The City shall require that a balance in the revenue system be achieved. The revenue structure shall have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
3. Administration. The benefits of a revenue source shall exceed the cost of levying and collecting that revenue. The price of collection shall be reviewed periodically for effectiveness.
4. Diversification and Stability. The City shall maintain a diversified and stable revenue structure. The revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

5. Conservative Estimates. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. Conservative revenue estimates based on prior year collections may be used for revenue projections.
6. Aggressive Collection Policy. The City shall follow an aggressive policy of collection revenues. As a last resort, real property will be sold to satisfy non-payment of property taxes.

26. Issues.

The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-recurring Revenues. One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures.
2. Property Tax Revenues. All real and business personal property located within the City shall be valued at forty percent (40%) of the fair market value for any given year based on the current appraisal supplied to the City by the county Board of Tax Assessors.
3. User-based Fees and Service Charges. For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset by a fee where possible. There will be an annual review of fees and charges to ensure that the fees provide adequate coverage of cost. The Mayor and Council shall set schedules of fees and charges.
4. Intergovernmental Revenues (Federal/State/Local). These revenue sources will be expended only for the intended purpose of grant aid. Operational requirements set up as a result of a grant or aid could be discontinued once the term and conditions of the project have terminated.
5. Revenue Monitoring. Revenues received shall be compared to budgeted revenues. Significant variances will be investigated by the Mayor and Council or its designee.

27. DEBT POLICY - Policy Statement.

The City recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well. The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

28. Conditions for Using Debt.

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

1. When non-continuous projects (those not requiring continuous annual appropriations) are desired:

2. When it can be determined that future users will receive a benefit from the improvement;
3. When it is necessary to provide basic services to residents and taxpayers;
4. When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.

29. Sound Financing of Debt.

When the City utilizes debt financing, it will ensure that the debt is soundly financed by:

1. Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
2. Conservatively projecting the revenue sources that will be used to pay the debt;
3. Insuring that the term of any long-term debt incurred by the City shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only;
4. Determining that the benefits of the improvement exceed the costs, including interest costs;
5. Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
6. Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued.

30. CAPITAL ASSETS POLICY - - Fixed Asset Criteria.

A fixed asset is defined as a financial resource meeting all of the following criteria:

1. It is tangible in nature.
2. It has a useful life of greater than one year.
3. It is not a repair part or supply item.
4. It has a value equal to, or greater than, the capitalization threshold of five thousand dollars ($5,000.00.)

31. General Policy.

1. Each department head is responsible for the proper recording, acquisition, transfer, and disposal of all assets within his department. City property may not be acquired, transferred, or disposed of without providing proper documentation.
2. Recording of Fixed Assets. Unless otherwise approved by the City Clerk, all recordable fixed assets must be recorded within 30 calendar days after receipt and acceptance of the asset. Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use. Donated assets shall be recorded at fair market value as determined by the department head. The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset. Constructed assets are transferred from the construction in progress account to the related building,

improvements other than buildings, or equipment accounts when they become operational.

3. Acquisition of Fixed Assets. There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

   A. New purchases;
   B. Donations;
   C. Transfers from other City departments;
   D. City surplus;
   E. Internal/external construction;
   F. Lease purchases;
   G. Trade-in.
   H. Forfeiture or condemnation

4. Lease Purchases. Assets may be lease-purchased through installment purchases (an agreement in which title passes to the department) or through lease financing arrangements (an agreement in which title may or may not pass). Departments considering a lease purchase for greater than $10,000.00 and other than from an established, City-approved contract, must have approval of the Mayor and Council.
5. Transfer of Fixed Assets. An asset transfer between departments usually represents the sale of an item by one department to another and may be treated as a new purchase. A transfer between related departments under the same control (Police and Fire, for example) may, if desired, be treated as a transfer rather than a sale. That is, the asset is recorded under the new department with original acquired data and funding amount.
6. Sale of Fixed Assets. Sale of fixed assets by the City must be to the highest, responsible bidder and must be conducted by sealed bid, by auction, or on-line bid service. The sale must be publicized in accordance with state laws.
7. Disposal of Fixed Assets. When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City Clerk's Office, after which time it is purged from the system according to general accepted accounting principles. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remain in the possession of the department, are considered surplus property and not a disposal. Fixed assets may be disposed of in any one of six ways:

   A. Sale or trade-in;
   B. Abandonment/retirement;
   C. Lost or stolen:
   D. Transfer;
   E. Cannibalization (taking parts and employing them for like uses within the department, such as is: often the practice in computer or vehicle maintenance);
   F. Casualty loss.

Only when the asset is no longer in possession of the department, due to one of the six reasons listed above, is disposal action appropriate. Assets are "abandoned" or "retired" when there is no longer any use for them in the department; they are of no use to any other City department; or they cannot be repaired, transferred, cannibalized, sold, or traded-in. Stolen items must be reported to the Oxford Police Department and a police report filed. A copy of this report must accompany the disposal record. Casualty losses must be documented within 24 hours of loss and reported to the City Clerk immediately for follow-up with the City's insurance carrier. Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Departments will send documentation of items cannibalized to the City Clerk's Office, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund. All assets no longer in the possession of the department, due to one of these six qualifying conditions and after submission of all appropriate documentation to the City Clerk's Office, will be removed from the master departmental asset file and considered disposed. Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, inefficiencies, or the incurrence of unnecessary cost.

8. Physical Inventory. An annual physical inventory of all fixed assets will be performed each January by the department heads. A full report of the results of the inventory will be sent to the City Clerk.

32. INVESTMENT POLICY - - Scope.

This investment policy applies to all funds under the City's control; excluding the City's pension funds, which are invested at the direction of the City Employees' Retirement System.

33. Objectives.

The following investment objectives shall be met with this policy:

1. Safety. Preservation of principal shall always be the foremost objective in any investment transaction involving City funds. Those investing funds on the City's behalf must first ensure that capital losses are avoided by limiting credit and interest risk.
2. Liquidity. The second objective shall be the maintenance of sufficient liquidity within the investment portfolio. The City's investment portfolio shall be structured such that securities mature at the time when cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should maintain some securities with active secondary or resale markets.
3. Return on Investment. The third objective shall be the realization of competitive investment rates, relative to the risk being assumed. However, yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above.

34. Delegation of Authority.

The overall management of the investment program is the responsibility of the Mayor and Council. Responsibility for the daily investment activities will be assigned to the City Clerk. Responsibilities to fulfill this authority include: opening accounts with banks, brokers, and dealers; arranging for the safekeeping of securities; and executing necessary documents. A system of internal controls over investments will be established and approved by the City's independent auditors. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent action by staff and City officials. No person may engage in an investment transaction except as provided for under the terms of the policy.

35. Authorized Investments.

All investment activity is required to be in compliance with Chapter 83 of Title 36 of the Official Code of Georgia, which establishes guidelines for local government investment procedures.
The City may invest funds subject to its control and jurisdiction in the following:

1. Certificates of Deposit (CD's) issued by banks insured by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC coverage must be collateralized by securities with a market value equal to at least one hundred ten percent (110%) of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
2. Certificates of Deposit of (CD's) issued by savings and loans associations issued by the Federal Savings and Loan Insurance Corporation (FSLIC). Deposits in excess of the FSLIC coverage must be collateralized by securities equal to at least one hundred ten percent (110%) of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
3. Obligations issued by the United States Government;
4. Obligations fully insured or guaranteed by the United States Government or a United States Government Agency;
5. Obligation of any corporation of the United States Government;
6. Obligation of the State of Georgia or of other states;
7. Obligation of other political subdivisions of the State of Georgia;
8. The local government investment pool of the State of Georgia managed by the State Department of Administrative Services, Fiscal Division;
9. Repurchase Agreements (REPO's) issued by commercial banks insured by the FDIC and collateralized by securities described in Georgia Code 50-17-59 with a market value equal to at least one hundred three percent (103%) of the Repurchase Agreements' maturity value;
10. Repurchase Agreements (REPS's) issued by primary dealers supervised by the Federal Reserve Bank of New York and collateralized by securities described in Georgia Code 50-17-59 with a market value of at least one hundred three percent (103%) of the repurchase agreements' maturity value; and
11. Prime Banker's Acceptances.

36. Prudence.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Under the "prudent person" standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable revenue to be gained. The City Clerk and all designees acting in accordance with 1) written procedures, 2) this investment policy, and 3) exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

37. Diversification.

The City agrees with the premise that diversification is an important component of portfolio security. Therefore, the City shall endeavor to maintain an adequate level of diversification among its investments. The City shall not be over invested in any one type of instrument or financial institution. This limitation shall not apply to the Local Government Investment pool or direct obligations of the United States Government.

38. Maturities.

To achieve the aforementioned objective of adequate liquidity within City's portfolio, the City shall attempt to match investment maturities with anticipated cash flow requirements. Unless matched to a specific cash flow, the maximum maturity of any instrument in the City's portfolio may not exceed two years from the date of acquisition by the City. The maturity of non-negotiable time deposits may not exceed one year.

39. Ethics and Conflicts of Interest.

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions. Employees and investment official will disclose to the Mayor and Council any material financial interest in financial institutions that conduct business with the City, and they will further disclose any large personal financial/investment positions that would be related to the performance of the City's portfolio. Employees and investment officials will subordinate their personal investment transactions to those of the City-particularly with regard to the time of purchases and sales.

40. Relationships with Banks and Brokers.

The City will select depositories through the City's banking services procurement process-including formal requests for proposals issued as needed. In selecting depositories, objective business criteria will be used. To the extent possible, preference will be given to depositories

located within the county. The creditworthiness of the institutions will be a fundamental consideration.

41. Report on Deposits and Investments.

The City Clerk, or his designees, will seek to achieve a market average rate of return on the City's portfolio. Given the special safety and liquidity needs of the City, the basis used to determine whether market yields are being achieved shall be the six month Treasury Bill.

42. GRANT POLICY - - Scope.

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the City from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

43. Application and Acceptance of Grants.

1. The Mayor and Council must approve the application for and acceptance of any grants.
2. The City will assess the merits of a particular program as if it were funded with local tax dollars. No grant will be accepted that will incur management and reporting costs greater than the grant amount.

44. Grant Administration.

Each department must notify the City Clerk upon the approval of any grant. Prior to the receipt or expenditure of grant revenues, the City Clerk must be provided with the following information prior to receiving grant revenues or making purchases against the grant:

A. Copy of grant application:
B. Notification of grant award;
C. Financial reporting and accounting requirements including separate account codes or bank accounts;
D. Schedule of grant payments.

45. IDENTITY THEFT PREVENTION PROGRAM POLICY - - Purpose.

The purpose of this Article is to comply with 16 CFR § 681.2 in order to detect, prevent and mitigate identity theft by identifying and detecting identity theft red flags and by responding to such red flags in a manner that will prevent identity theft.

46. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

a) *Covered account* means An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.
b) *Credit* means the right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.
c) *Creditor* means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit and includes utility companies and telecommunications companies.
d) *Customer* means a person that has a covered account with a creditor.
e) *Identity theft* means a fraud committed or attempted using identifying information of another person without authority.
f) *Person* means a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.
g) *Personal Identifying Information* means a person's credit card account information, debit card information bank account information and drivers' license information and for a natural person includes their social security number, mother's birth name, and date of birth.
h) *Red flag* means a pattern, practice, or specific activity that indicates the possible existence of identity theft.
i) *Service provider* means a person that provides a service directly to the city.

47. Findings.

The city is a creditor pursuant to 16 CFR § 681.2 due to its provision or maintenance of covered accounts for which payment is made in arrears. Covered accounts offered to customers for the provision of city services include water, sewer, solid waste collection and electrical services. The city's previous experience with identity theft related to covered accounts is as follows: utility customers attempting to present forged/altered identification documents; customers' use of stolen or fraudulent social security numbers/cards; notification by customers that they are not receiving statements at their correct mailing address, etc.

The processes of opening a new covered account, accessing a covered account, restoring or modifying an existing covered account, making payments on such accounts, and an existing covered account, have been identified as potential processes in which identity theft could occur. The city limits access to personal identifying information to those employees responsible for or otherwise involved in opening or restoring covered accounts or accepting payment for use of covered accounts. Information provided to such employees is entered directly into the city's computer system and is not otherwise recorded.

The city determines that there is a moderate to high risk of identity theft occurring in the following ways:

a) Use by an applicant of another person's personal identifying information to establish a new covered account;
b) Use of a previous customer's personal identifying information by another person in an effort to have service restored in the previous customer's name;
c) Use of another person's credit card, bank account, or other method of payment by a customer to pay such customer's covered account or accounts; and
d) Use by a customer desiring to restore such customer's covered account of another person's credit card, bank account, or other method of payment.

48. Process of establishing a covered account.

As a precondition to opening a covered account in the city, each applicant shall provide the city with personal identifying information of the customer, i.e. a valid government issued identification card containing a photograph of the customer or, for customers who are not natural persons, a photograph of the customer's agent opening the account. Such applicant shall also provide any information necessary for the department providing the service for which the covered account is created to access the applicant's consumer credit report. Such information shall be entered directly into the city's computer system and shall not otherwise be recorded.

Each account shall be assigned an account number and personal identification number (PIN) which shall be unique to that account. The city may utilize computer software to randomly generate assigned PINs and to encrypt account numbers and PINs.

49. Access to covered account information.

Access to customer accounts shall be password protected and shall be limited to authorized city personnel. Such passwords shall be changed by the city clerk, or Assistant city clerk (by designation) on a regular basis, shall be at least 8 characters in length and shall contain letters, numbers and symbols. Any unauthorized access to or other breach of customer accounts is to be reported immediately to the city manager and the password changed immediately. Personal identifying information included in customer accounts is considered confidential and any request or demand for such information shall be immediately forwarded to the city manager and the city Attorney.

50. Credit Card Payments.

In the event that credit card payments that are made over the internet are processed through a third party service provider, such third party service provider shall certify that it has an adequate identity theft prevention program in place that is applicable to such payments. All credit card payments made over the telephone or the city's website shall be entered directly into the customer's account information in the computer data base. Account statements and receipts for

covered accounts shall include only the last four digits of the credit or debit card or the bank account used for payment of the covered account.

51. Sources and types of red flags.

All employees responsible for or involved in the process of opening a covered account, restoring a covered account or accepting payment for a covered account shall check for red flags as indicators of possible identity theft and such red flags may include:

a. Alerts from consumer reporting agencies, fraud detection agencies or service providers. Examples of alerts include but are not limited to:
    i. A fraud or active duty alert that is included with a consumer report;
    ii. A notice of credit freeze in response to a request for a consumer report;
    iii. A notice of address discrepancy provided by a consumer reporting agency;
    iv. Indications of a pattern of activity in a consumer report that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
        1. A recent and significant increase in the volume of inquiries;
        2. An unusual number of recently established credit relationships;
        3. A material change in the use of credit, especially with respect to recently established credit relationships; or
        4. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
b. Suspicious documents. Examples of suspicious documents include:
    i. Documents provided for identification that appear to be altered or forged;
    ii. Identification on which the photograph or physical description is inconsistent with the appearance of the applicant or customer;
    iii. Identification on which the information is inconsistent with information provided by the applicant or customer;
    iv. Identification on which the information is inconsistent with readily accessible information that is on file with the financial institution or creditor, such as a signature card or a recent check; or
    v. An application that appears to have been altered or forged, or appears to have been destroyed and reassembled.
c. Suspicious personal identification, such as suspicious address change. Examples of suspicious identifying information include:
    i. Personal identifying information that is inconsistent with external information sources used by the financial institution or creditor. For example:
        1. The address does not match any address in the consumer report; or
        2. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.
    ii. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer, such as a lack of correlation between the SSN range and date of birth.
    iii. Personal identifying information or a phone number or address, is associated with known fraudulent applications or activities as indicated by internal or third-party sources used by the financial institution or creditor.

iv. Other information provided, such as fictitious mailing address, mail drop addresses, jail addresses, invalid phone numbers, pager numbers or answering services, is associated with fraudulent activity.
v. The SSN provided is the same as that submitted by other applicants or customers.
vi. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of applicants or customers.
vii. The applicant or customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
viii. Personal identifying information is not consistent with personal identifying information that is on file with the financial institution or creditor.
ix. The applicant or customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

d. Unusual use of or suspicious activity relating to a covered account. Examples of suspicious activity include:
    i. Shortly following the notice of a change of address for an account, city receives a request for the addition of authorized users on the account.
    ii. A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:
        1. The customer fails to make the first payment or makes an initial payment but no subsequent payments.
        2. An account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
            a. Nonpayment when there is no history of late or missed payments;
            b. A material change in purchasing or spending patterns;
            c. An account that has been inactive for a long period of time is used, taking into consideration the type of account, the expected pattern of usage and other relevant factors.
    iii. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's account.
    iv. The city is notified that the customer is not receiving paper account statements.
    v. The city is notified of unauthorized charges or transactions in connection with a customer's account.
    vi. The city is notified by a customer, law enforcement or another person that it has opened a fraudulent account for a person engaged in identity theft.
e. Notice from customers, law enforcement, victims or other reliable sources regarding possible identity theft or phishing relating to covered accounts.

52. Prevention and mitigation of identity theft.

In the event that any city employee responsible for or involved in restoring an existing covered account or accepting payment for a covered account becomes aware of red flags indicating possible identity theft with respect to existing covered accounts, such employee shall use her discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in her discretion, such employee determines that identity theft or attempted

identity theft is likely or probable, such employee shall immediately report such red flags to the city clerk/city manager. If, in her discretion, such employee deems that identity theft is unlikely or that reliable information is available to reconcile red flags, the employee shall convey this information to the city clerk/city manager, who may in her discretion determine that no further action is necessary. If the city clerk/city manager in her discretion determines that further action is necessary, a city employee shall perform one or more of the following responses, as determined to be appropriate by the city clerk/city manager:

a) Contact the customer;
b) Make the following changes to the account if, after contacting the customer, it is apparent that someone other than the customer has accessed the customer's covered account:
    a. change any account numbers, passwords, security codes, or other security devices that permit access to an account; or
    b. close the account;
c) Cease attempts to collect additional charges from the customer and decline to sell the customer's account to a debt collector in the event that the customer's account has been accessed without authorization and such access has caused additional charges to accrue;
d) Notify a debt collector within 72 hours of the discovery of likely or probable identity theft relating to a customer account that has been sold to such debt collector in the event that a customer's account has been sold to a debt collector prior to the discovery of the likelihood or probability of identity theft relating to such account;
e) Notify law enforcement, in the event that someone other than the customer has accessed the customer's account causing additional charges to accrue or accessing personal identifying information; or
f) Take other appropriate action to prevent or mitigate identity theft.

In the event that any city employee responsible for or involved in opening a new covered account becomes aware of red flags indicating possible identity theft with respect an application for a new account, such employee shall use her discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in her discretion, such employee determines that identity theft or attempted identity theft is likely or probable, such employee shall immediately report such red flags to the city clerk/city manager. If, in her discretion, such employee deems that identity theft is unlikely or that reliable information is available to reconcile red flags, the employee shall convey this information to the city clerk/city manager, who may in her discretion determine that no further action is necessary. If the city clerk/city manager in her discretion determines that further action is necessary, a city employee shall perform one or more of the following responses, as determined to be appropriate by the city clerk/city manager:

a) Request additional identifying information from the applicant;
b) Deny the application for the new account;
c) Notify law enforcement of possible identity theft; or
d) Take other appropriate action to prevent or mitigate identity theft.

53. Updating the program.

The city council shall annually review and, as deemed necessary by the council, update the Identity Theft Prevention Program along with any relevant red flags in order to reflect changes in risks to customers or to the safety and soundness of the city and its covered accounts from identity theft. In so doing, the city council shall consider the following factors and exercise its discretion in amending the program:

a) The city's experiences with identity theft;
b) Updates in methods of identity theft;
c) Updates in customary methods used to detect, prevent, and mitigate identity theft;
d) Updates in the types of accounts that the city offers or maintains; and
e) Updates in service provider arrangements.

54. Program administration.

The city clerk responsible for oversight of the program and for program implementation. The city clerk is responsible for reviewing reports prepared by staff regarding compliance with red flag requirements and with recommending material changes to the program, as necessary in the opinion of the city clerk to address changing identity theft risks and to identify new or discontinued types of covered accounts. Any recommended material changes to the program shall be submitted to the city council for consideration by the council.

The city clerk will report to the mayor at least annually, on compliance with the red flag requirements. The report will address material matters related to the program and evaluate issues such as:

a) The effectiveness of the policies and procedures of city in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
b) Service provider arrangements;
c) Significant incidents involving identity theft and management's response; and
d) Recommendations for material changes to the program.

The city clerk is responsible for providing training to all employees responsible for or involved in opening a new covered account, restoring an existing covered account or accepting payment for a covered account with respect to the implementation and requirements of the Identity Theft Prevention Program. The city clerk shall exercise her discretion in determining the amount and substance of training necessary.

Outside service providers.
In the event that the city engages a service provider to perform an activity in connection with one or more covered accounts the city clerk shall exercise her discretion in reviewing such arrangements in order to ensure, to the best of her ability, that the service provider's activities are conducted in accordance with policies and procedures, agreed upon by contract, that are

designed to detect any red flags that may arise in the performance of the service provider's activities and take appropriate steps to prevent or mitigate identity theft."

55. TREATMENT OF ADDRESS DISCREPANCIES. - - Purpose.

Pursuant to 16 CFR § 681.1, the purpose of this Article is to establish a process by which the city will be able to form a reasonable belief that a consumer report relates to the consumer about whom it has requested a consumer credit report when the city has received a notice of address discrepancy.
(Ord. of 6-1-2009(3), § 2(2))

56. Definitions.

For purposes of this article, the following definitions apply:

a) *Notice of address discrepancy* means a notice sent to a user by a consumer reporting agency pursuant to 15 U.S.C. § 1681(c)(h)(1), that informs the user of a substantial difference between the address for the consumer that the user provided to request the consumer report and the address(es) in the agency's file for the consumer.
b) *City* means the City of Oxford, Georgia.

57. Policy.

In the event that the city receives a notice of address discrepancy, the city employee responsible for verifying consumer addresses for the purpose of providing the municipal service or account sought by the consumer shall perform one or more of the following activities, as determined to be appropriate by such employee:

Compare the information in the consumer report with:

a) Information the city obtains and uses to verify a consumer's identity in accordance with the requirements of the Customer Information Program rules implementing 31U.S.C. § 5318(1);
b) Information the city maintains in its own records, such as applications for service, change of address notices, other customer account records or tax records; or
c) Information the city obtains from third-party sources that are deemed reliable by the relevant city employee.

Verify the information in the consumer report with the consumer.

58. Furnishing consumer's address to consumer reporting agency.

In the event that the city reasonably confirms that an address provided by a consumer to the city is accurate, the city is required to provide such address to the consumer reporting agency from which the city received a notice of address discrepancy with respect to such consumer. This information is required to be provided to the consumer reporting agency when:

a) The city is able to form a reasonable belief that the consumer report relates to the consumer about whom the city requested the report;
b) The city establishes a continuing relation with the consumer; and
c) The city regularly and in the ordinary course of business provides information to the consumer reporting agency from which it received the notice of address discrepancy.
d) Such information shall be provided to the consumer reporting agency as part of the information regularly provided by the city to such agency for the reporting period in which the city establishes a relationship with the customer.

59. Methods of confirming consumer addresses.

The city employee charged with confirming consumer addresses may, in her discretion, confirm the accuracy of an address through one or more of the following methods:

a) Verifying the address with the consumer;
b) Reviewing the city's records to verify the consumer's address;
c) Verifying the address through third party sources; or
d) Using other reasonable processes.

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org

City of OXFORD
BIRTHPLACE OF EMORY UNIVERSITY

Incorporated December 23, 1839

Mayor David S. Eady
City Manager Bill Andrew
City Clerk/Treasurer Marcia Brooks

October 16, 2024

To: Bill Andrew

From: Marcia Brooks

RE: Request to add Electronic Time Clocks to BS&A Suite

This request is for consideration to add two (2) electronic time clocks to our BS&A software suite and integrate the timeclocks with the timesheet functionality in BS&A. The two new time clocks would replace the current time clocks in the Administrative office, and Public Works. The Police Department would either use the time clock in the Administrative office or would punch in via the web application or mobile app that comes with the package.

The City of Oxford currently uses manual time clocks. Supervisors must collect all timecards each week and manually calculate hours worked. The timecards are then verified by staff in the Administrative office before payroll is processed. Timecards are physically stored for fifty (50) years in accordance with the State of Georgia retention requirements for local governments.

Integrating the timeclocks with BS&A would streamline processes throughout the City, reduce space required to store physical records, and reduce potential errors that are inherent with manual calculations.

Additional advantages include:

- Biometric clocking in, which prohibits buddy punching
- Automatic calculation of time worked, leave taken, holidays taken, etc., reducing manual labor required to process payroll
- Electronic approval of timecards and leave requests by supervisors

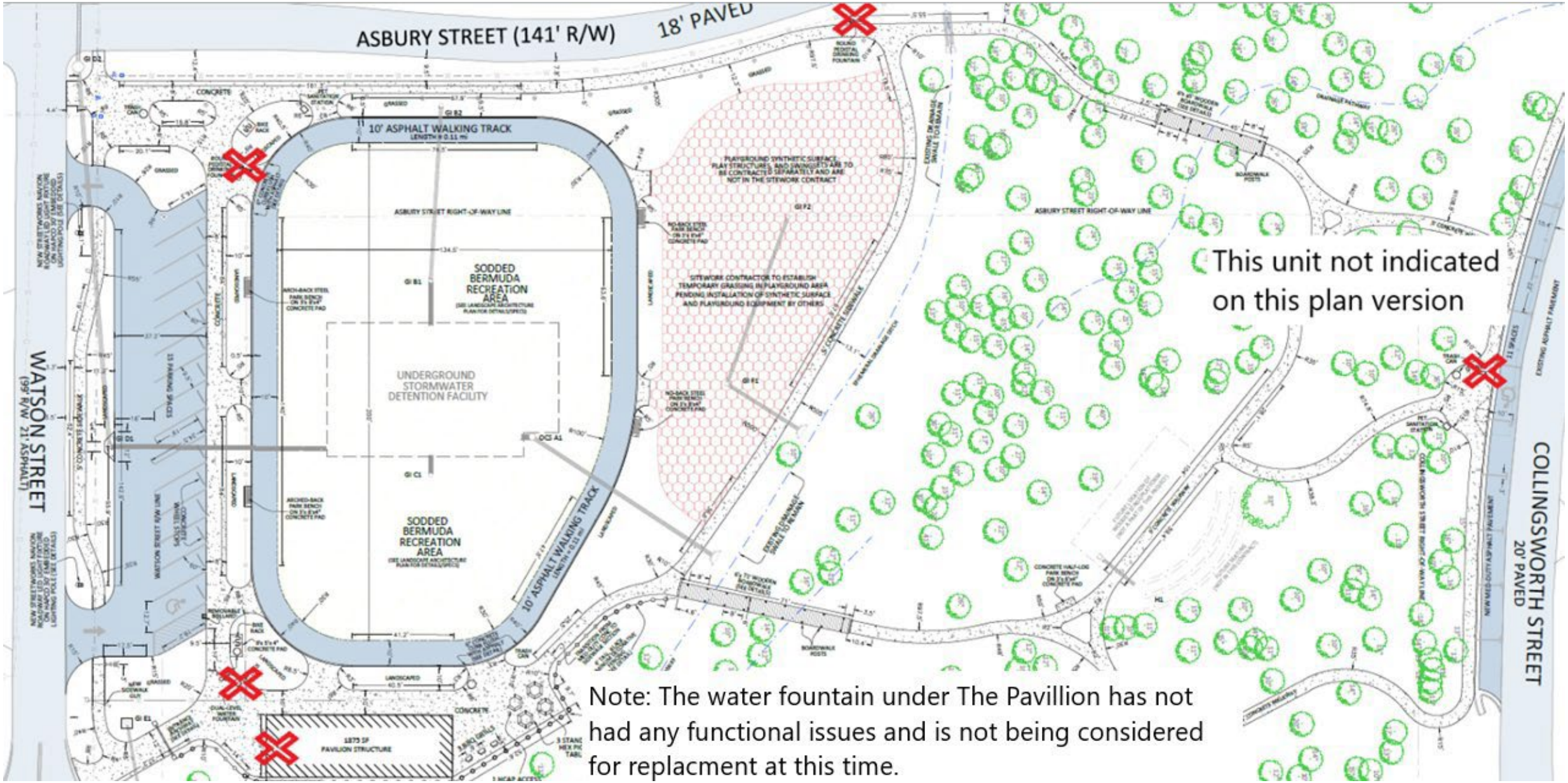
The timeclocks proposed are by UKG and provided by Andrews Technology. This is the only company that BS&A works with to provide full integration of electronic time clocks with their software. Therefore, I am unable to provide additional quotes that are comparable. We could try to obtain additional quotes from other companies, but there would be additional time required for integration with BS&A for a company they do not currently work with.

The quote includes licenses for up to 50 employees. This is the minimum number of employees they will provide a quote for. The one-time costs include three terminals at a cost of $1,990 each and implementation/project management fees of $1,985 (total $5,965). Annual recurring costs are $2,160 for licenses and supervisor module, and $1,180 for annual maintenance (total $3,340).

If this purchase is approved, it would take 60-90 days for Andrews Technology to start on our integration, and about four months to complete the project. Information sheets and the Andrews Technology quote are attached. I appreciate the Mayor and City Council's consideration of this request.

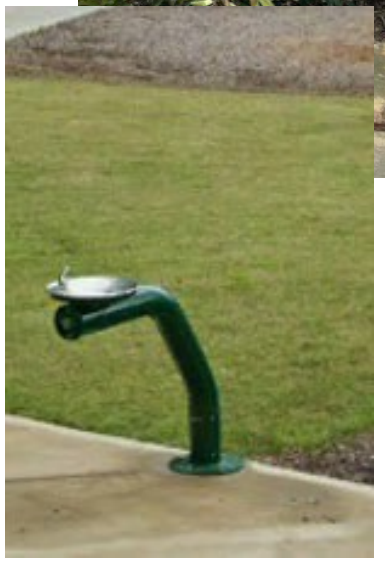
/mlb

Current Water Fountain Locations at Asbury Street Park



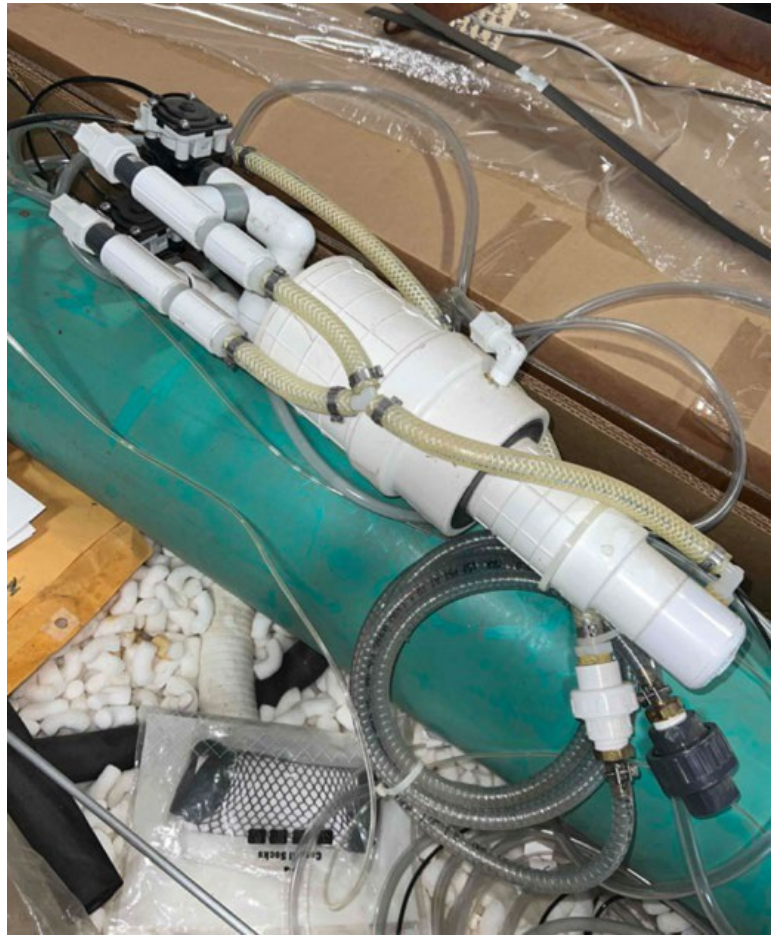
The two current water fountain models, we have two of each





Replacement Freeze Resistant Water Fountains – we have 4 units in storage which are all bi-level and have the pet fountain. They were purchased a few years ago.





Of the four units we have out in the park now, two are the bi-level water fountains with the pet fountain and two are single-level with no pet fountain.

The current bi-level water fountains with the pet fountain are approximately $4,000 each with the freeze resistant components costing extra. We have four of these units in storage, bought a few years ago. Arguably, we have approximately $17,000 invested in these new units.

Should we replace all four units? Do we want to eliminate one of the units and just replace three?

MORNINGSIDE PLUMBING

Your Neighborhood Plumber for 50 Years

Morningside Plumbing Services Inc.
2175 Piedmont Road B10
Atlanta, Ga. 30324
Remittance:
P.O. Box 8614 Atlanta, Ga. 31106
(404) 873-1881

BILL TO
Jody Reid - City of Oxford
105 West Watson Street
Oxford, GA 30054 USA

ESTIMATE	ESTIMATE DATE
10529915	Jun 11, 2024

JOB ADDRESS
Jody Reid - City of Oxford
105 West Watson Street
Oxford, GA 30054 USA

Job: 10488922

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Estimate	Installing customer provided outdoor heavy duty drinking fountain. For this install there is quite a bit of plumbing that goes underneath the ground for this unit as well. We will have to remove portions of concrete and put in a gravel bed in the ground and hook up all plumbing in the ground. At this point we would then pour back concrete and give time to cure. We will then return to install the actual drinking fountain which involves bolting to the ground and hooking up plumbing. This job is expected to take several days per fountain to complete there will be several trips to be able to complete this job.	3.00	$8,900.00	$26,700.00

SUB-TOTAL	$26,700.00
TAX	$0.00
TOTAL	$26,700.00

Thank you for choosing Morningside Plumbing

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Morningside Plumbing Services Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here Date

ART PLUMBING COMPANY
1847 SOUTH COBB INDUSTRIAL BLVD.
SMYRNA, GA 30082

Marty Carroll - 404-787-9104
marty@artplumbing.com

Sold To:	**QUOTATION**	
CITY OF OXFORD 110 WEST CLARK STREET OXFORD, GA 30054	Quote: Date: Reference Number: Who Called: Customer Code:	133118 Jun24/24 JODY
Job Location:		
CITY OF OXFORD 110 WEST CLARK STREET OXFORD, GA 30054	Start Date:	Jun26/24

Description	Qty	Price	Total
We are pleased to submit our quotation for the following work:			
FURNISH LABOR, EQUIPMENT AND MATERIAL TO REPLACE 3 DRINKING FOUNTAINS IN PARK. REMOVE AND CAP ANOTHER.			
NEW FOUNTAINS TO BE FURNISHED BY OWNER.			
SCOPE OF WORK: - REMOVE EXISTING FOUNTAINS AND DEMO CONCRETE SLAB. - USE HYDROEXCAVATOR TO EXCAVATE HOLE FOR DRAINAGE ROCK AND VALVE BOX. - INSTALL VALVE BOX AND PIPING AND FILL HOLE. - POUR NEW SLAB IN PLACE. - RETURN ONCE CONCRETE HAS SET AND INSTALL NEW FOUNTAIN AND CONNECT.			
Exclusions: Premium labor - assume normal working hours Rock excavation or removal of unsuitable material Special bedding or backfill - Responsibility for unmarked utilities Locating of private utilities Landscaping - backfill only Asphalt or concrete patch			
Materials			
TOTAL MATERIALS			2,717.95
Labour			
N-Side Drinking Fountain	8.00	170.00	1,360.00
West-Side Drinkng Fountai	8.00	170.00	1,360.00
South W-Side Drinking Fou	8.00	170.00	1,360.00

ART PLUMBING COMPANY
1847 SOUTH COBB INDUSTRIAL BLVD.
SMYRNA, GA 30082

Marty Carroll - 404-787-9104
marty@artplumbing.com

South E-Side Drinking Fou	8.00	170.00	1,360.00
JOBSITE CLEANUP	8.00	170.00	1,360.00
FLAGGING	16.00	60.00	960.00
TOTAL LABOR			7,760.00
Equipment			
4WD 60-90 HP BACKHOE/WEEK	1.00	1,638.44	1,638.44
DUMP TRUCK RENTAL/DAY	4.00	432.88	1,731.52
TOTAL EQUIPMENT			3,369.96
Other			
VALVE BOX FOR EACH FOUNTAIN	3.00	405.00	1,215.00
CONCRETE FOR EACH FOUNTAIN PAD	26.00	8.10	210.60
LUMBER FOR EACH PAD	8.00	13.50	108.00
GRAVEL BACKFILL FOR EACH FOUNT	50.00	8.10	405.00
hydroexcavation	1.00	3,375.00	3,375.00
TOTAL OTHER			5,313.60
		Subtotal	19,161.51
		Tax 2	0.00
		Total Quotation	19,161.51

Update: City-Wide Sign Family

Oxford City Council Work Session October 17, 2022

City Limit Signage

- Locations for this sign would be:
  1. N. Emory Street
  2. E. Soule Street
  3. Moore Street
  4. Oxford Road

  - Option B - The Double Post Sign is $3,700 each for a total of **$14,800**
  - The Oxford Market Style is $1,500 each for a total of **$6,000**
  - The Option A – Post Sign is $4,600 each for a total of **$18,400**



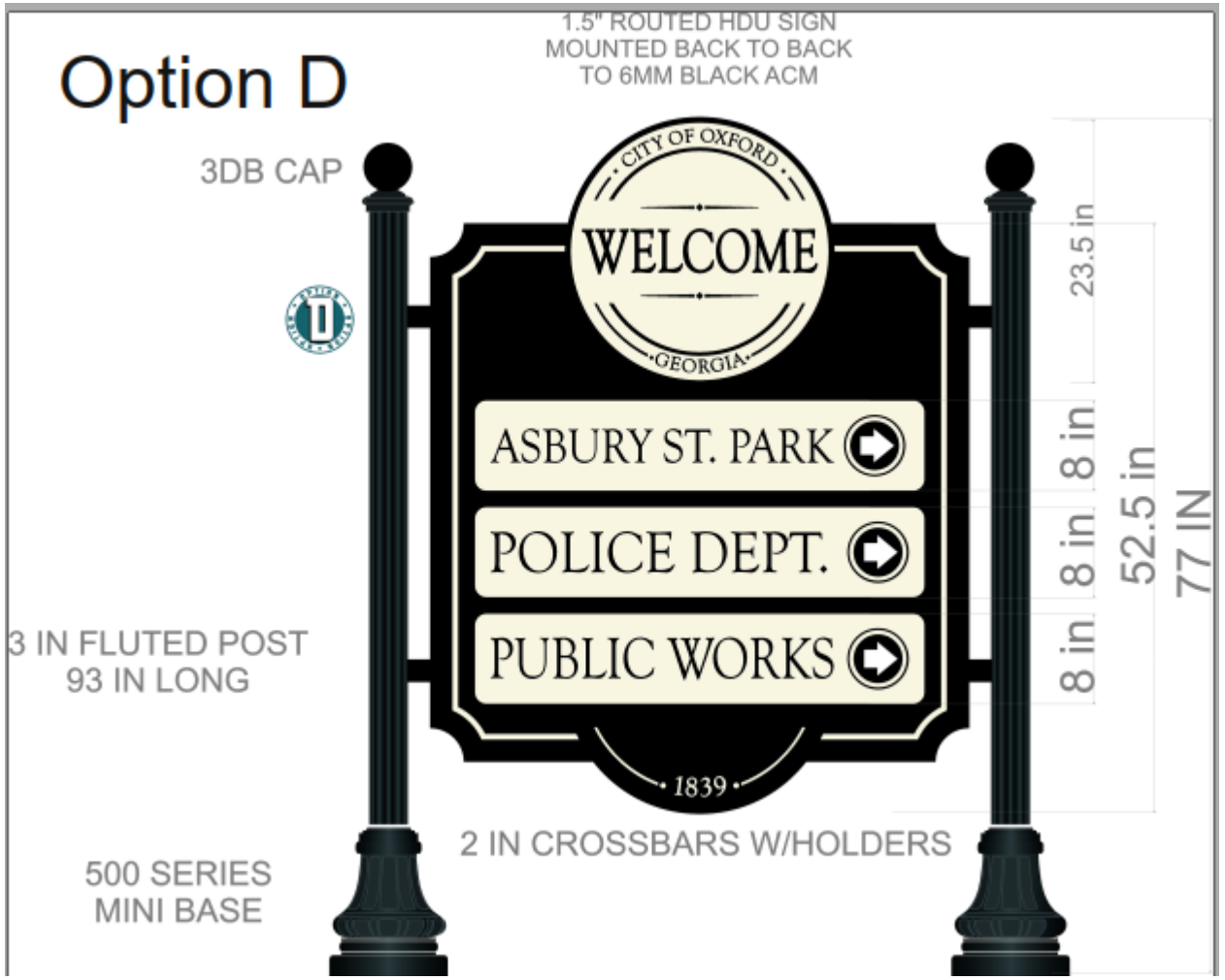




Important Facilities Signage

- Locations for this sign would be:
  1. City Hall
  2. Asbury Street Park/Public Works

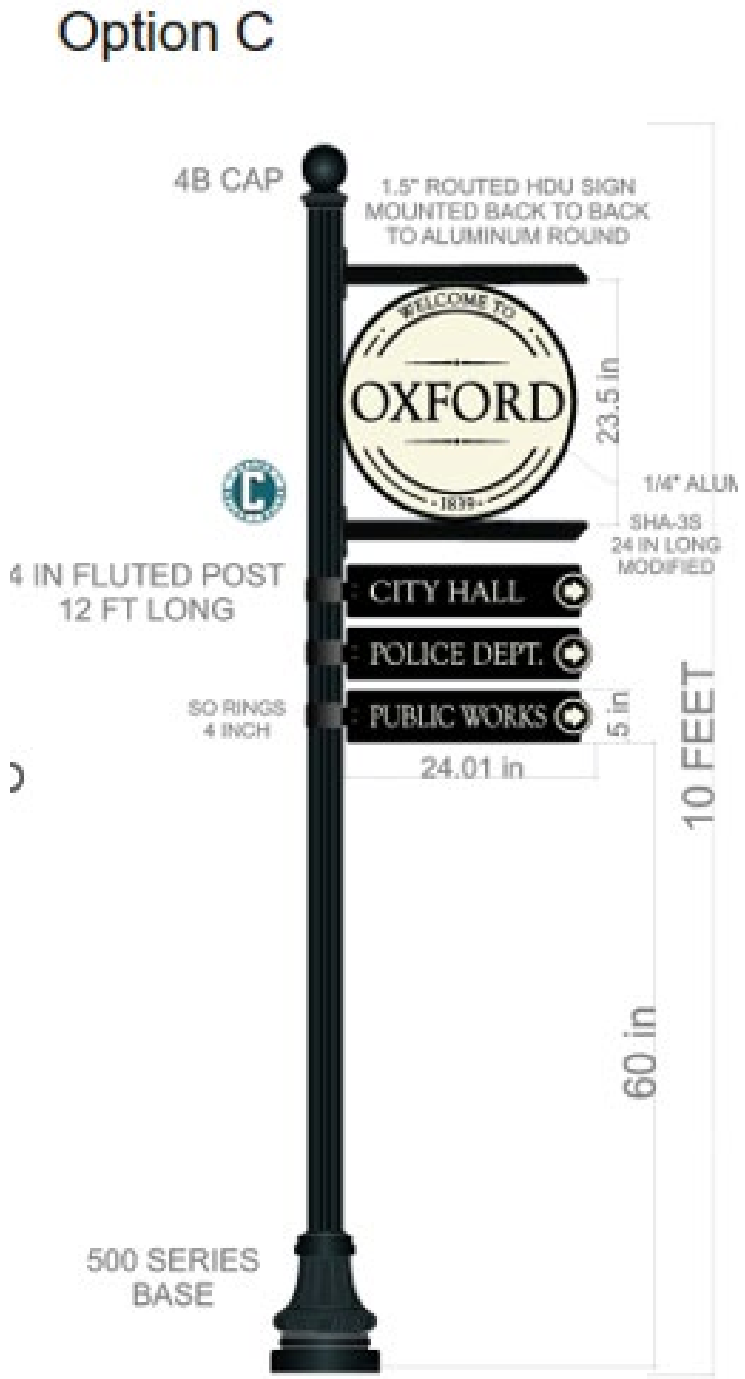
  - Option D – Double-Post with information plates and double-sided is $3,300 each for a total of $6,600.



Important Facilities Signage

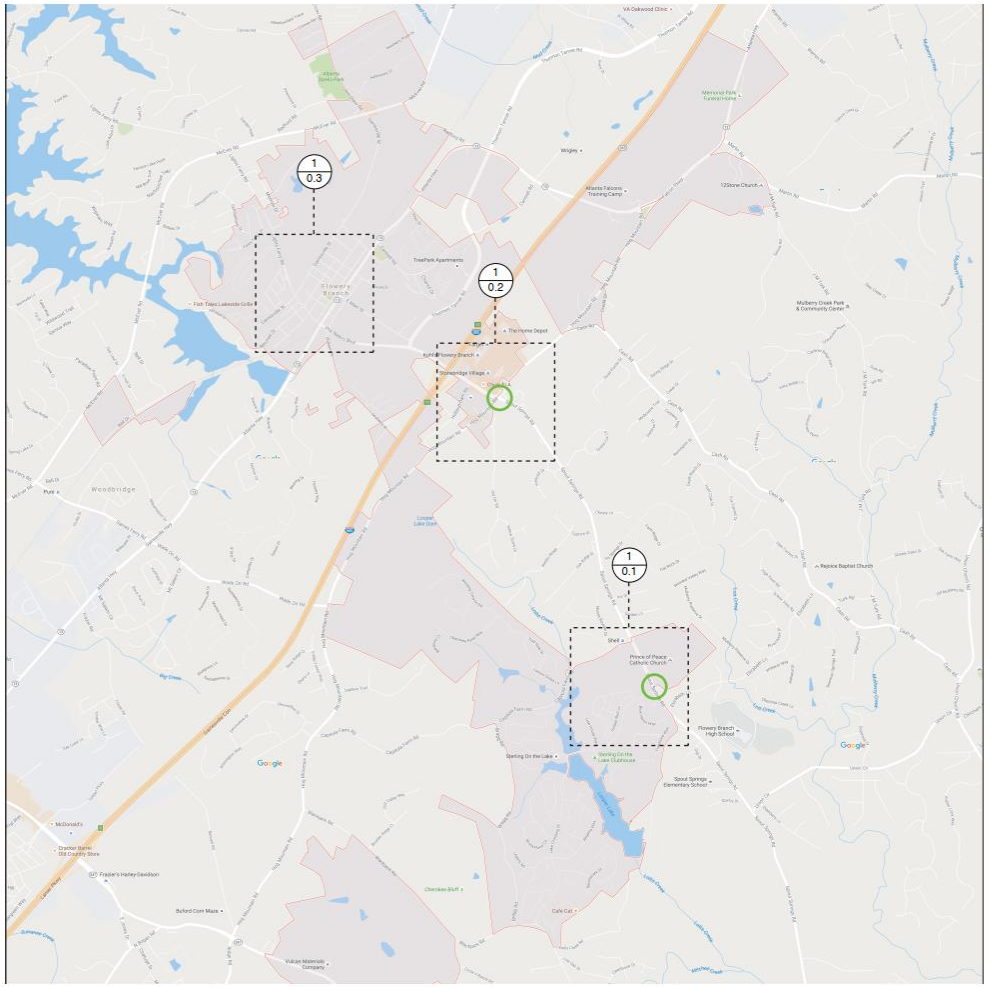
- Locations for this sign would be:
  1. Fletcher Street

  - Option C – Post with information plates and double-sided is $4,300 each.



Development of a Wayfinding Plan and Sign Family for Oxford

Council Meeting Work Session January 18, 2022



SIGN TYPE LEGEND

- A. PRIMARY GATEWAY
- B. VEHICULAR DIRECTIONAL
- C. BUILDING/SITE ID
- D. BUILDING/SITE ID (SMALL)
- E. PUBLIC PARKING ID
- F. PEDESTRIAN INFO KIOSK
- G. REGULATORY
- H. PEDESTRIAN DIRECTIONAL

NEW STREETNAME AND REGULATORY SIGNAGE (i.e. STOP, SPEED LIMIT, YIELD ETC.) TO REPLACE EXISTING LOCATIONS AS NEEDED

SIGN TYPES ARE NOT INDICATED IN SCALE. FOR GENERAL PLACEMENT ONLY.

Wayfinding encompasses the ways in which people orient themselves in physical space to navigate from place to place. It may also assist in creating an area identity.

Key principles of wayfinding

1. CREATE AN IDENTITY AT EACH LOCATION
2. USE LANDMARKS TO PROVIDE ORIENTATION CUES
3. CREATE WELL-STRUCTURED PATHS
4. CREATE REGIONS OF DIFFERING VISUAL CHARACTER
5. DON'T GIVE THE USER TOO MANY NAVIGATIONAL CHOICES



1 HISTORIC DOWNTOWN - Sign Location Plan
SCALE: NTS

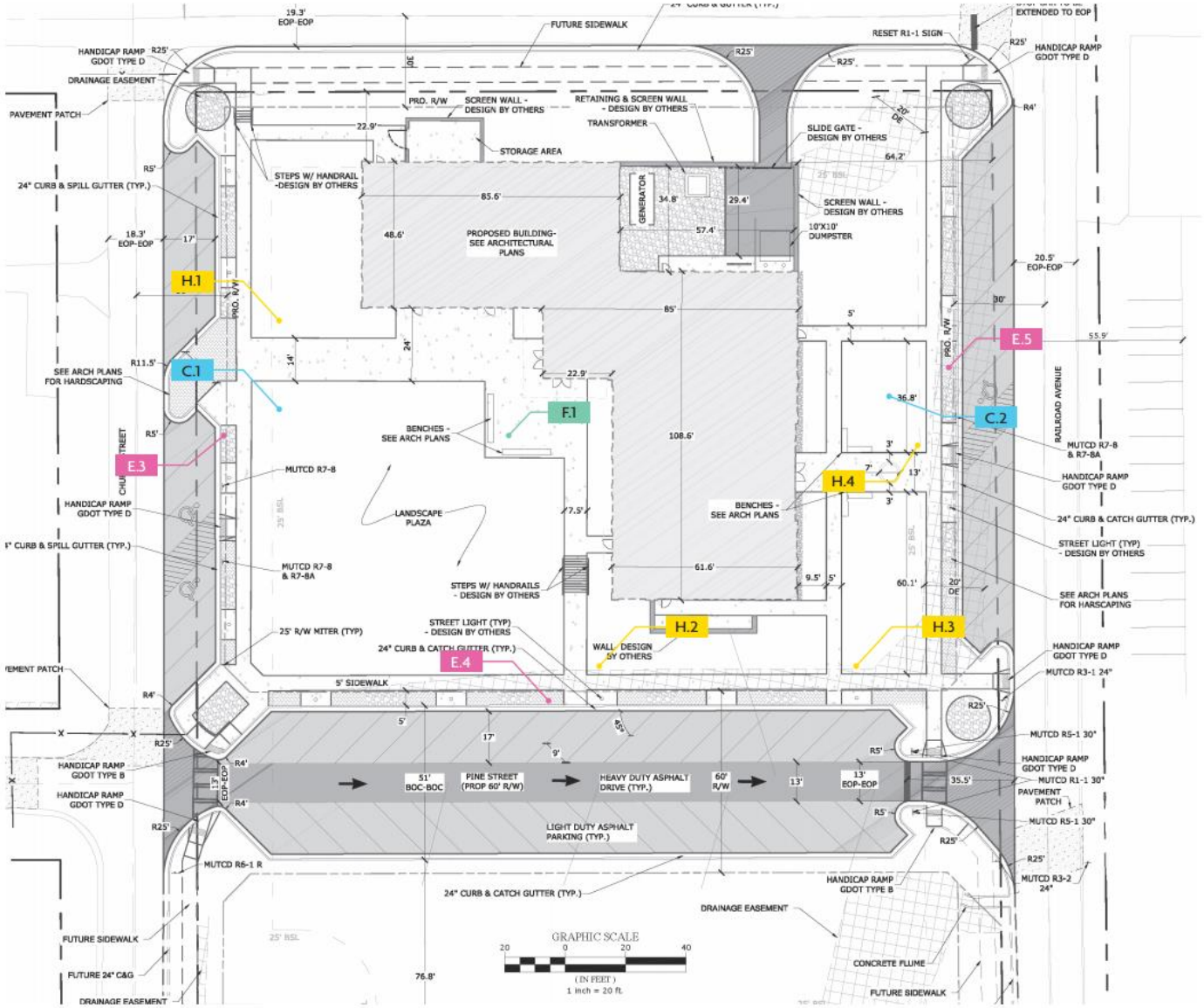
SIGN TYPE LEGEND

- A. PRIMARY GATEWAY
- B. VEHICULAR DIRECTIONAL
- C. BUILDING/SITE ID
- D. BUILDING/SITE ID (SMALL)
- E. PUBLIC PARKING ID
- F. PEDESTRIAN INFO KIOSK
- G. REGULATORY
- H. PEDESTRIAN DIRECTIONAL

NEW STREETNAME AND REGULATORY SIGNAGE (i.e. STOP, SPEED LIMIT, YIELD ETC.) TO REPLACE EXISTING LOCATIONS AS NEEDED

SIGN TYPES ARE NOT INDICATED IN SCALE. FOR GENERAL PLACEMENT ONLY.

Wayfinding should be considered from the perspective of someone who has never been here.



1 CITY HALL - Sign Location Plan
SCALE: NTS

SIGN TYPE LEGEND

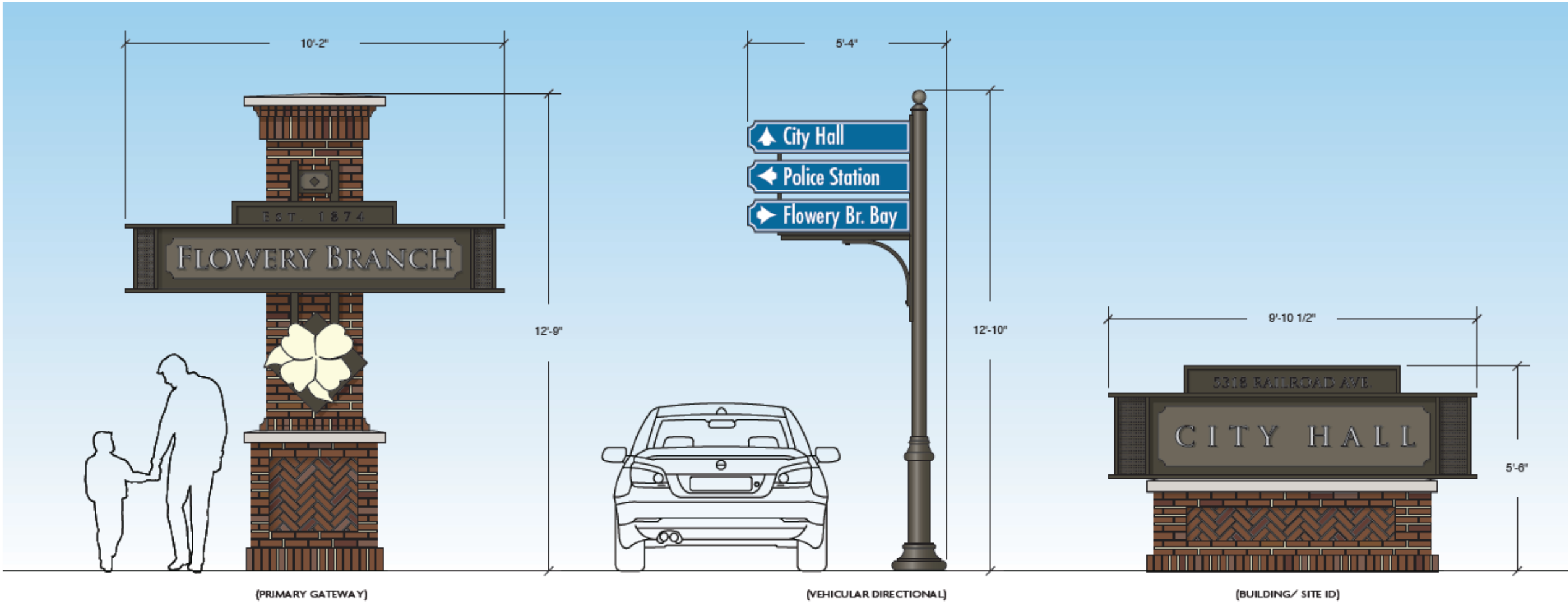
- A. PRIMARY GATEWAY
- B. VEHICULAR DIRECTIONAL
- C. BUILDING/SITE ID
- D. BUILDING/SITE ID (SMALL)
- E. PUBLIC PARKING ID
- F. PEDESTRIAN INFO KIOSK
- G. REGULATORY
- H. PEDESTRIAN DIRECTIONAL

NEW STREETNAME AND REGULATORY SIGNAGE (i.e. STOP, SPEED LIMIT, YIELD ETC.) TO REPLACE EXISTING LOCATIONS AS NEEDED

SIGN TYPES ARE NOT INDICATED IN SCALE. FOR GENERAL PLACEMENT ONLY.

Wayfinding can guide visitors to parking and entrances. The last few yards are often where confusion can cause visitors to be upset.

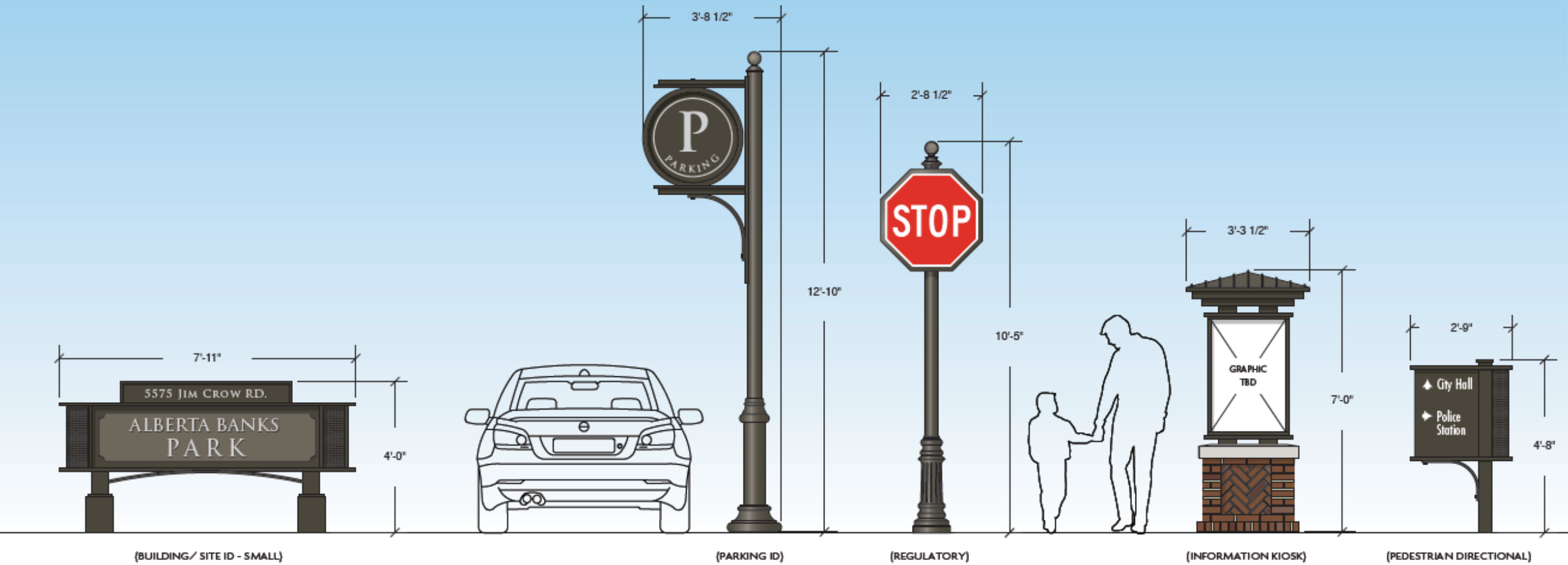
What is a Sign Family?



Primary Gateway

Vehicular Directional

Building/Site Identification

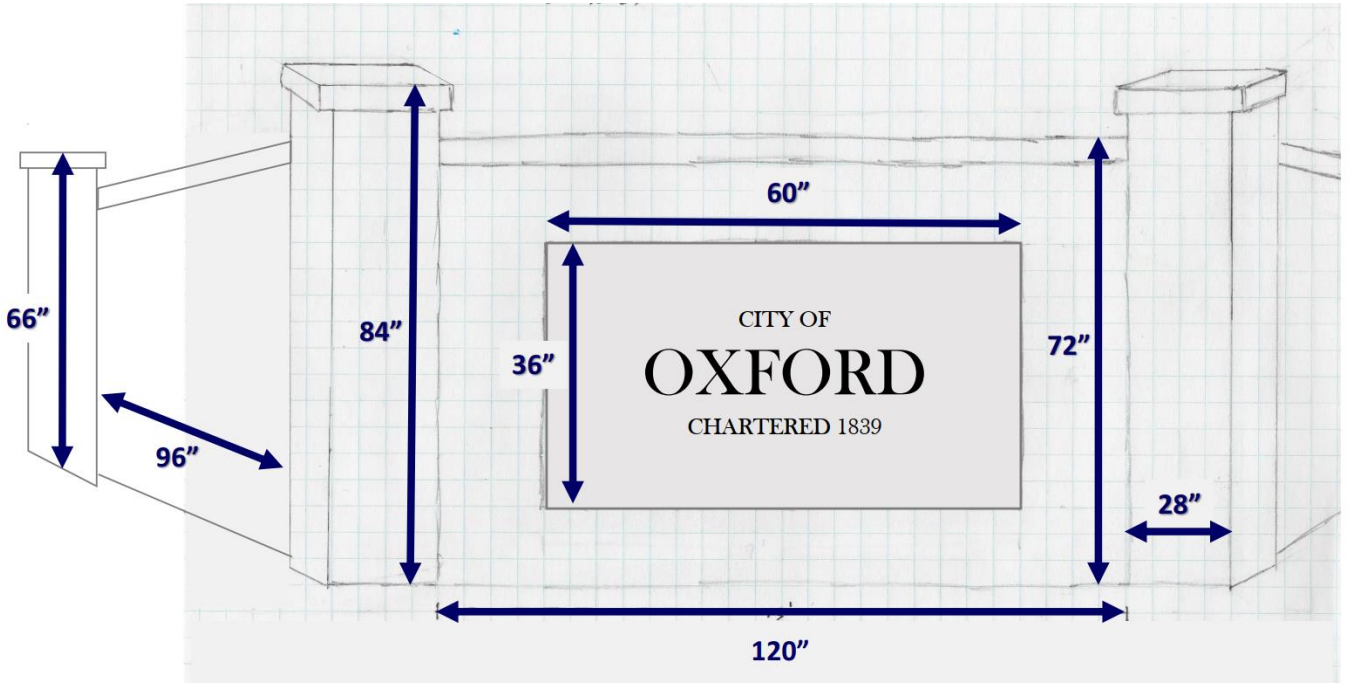


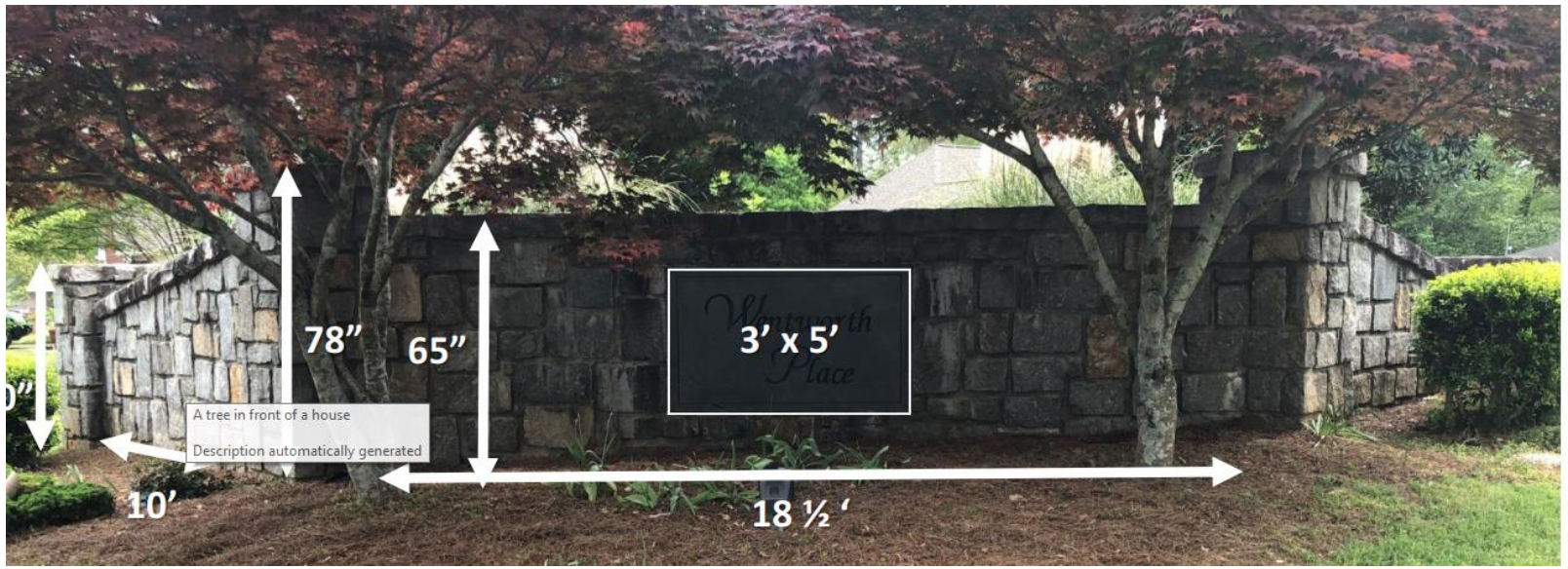
Building/Site ID (small)

Regulatory

Info. Kiosk

Pedestrian Directional





Some design work on a Primary Gateway sign has been put together for the Geiger Street property.

What signs to we need?



<u>City Limit Signs:</u>

1. Emory St. (South)
2. Geiger St.?
3. Moore St.
4. Oxford Rd.
5. W. Richardson St
6. Emory St. (North)
7. E. Richardson/Airport St
8. Williams/Soule St.



City Hall and Police Dept. signs are cluttered. The City Hall should be read more from the north, heading south as the bldg. is visible when heading north.

Parking is not well-defined for City Hall, Court, or the Market.



The Old Church has a directional sign but the Old Church itself does not have good signage.

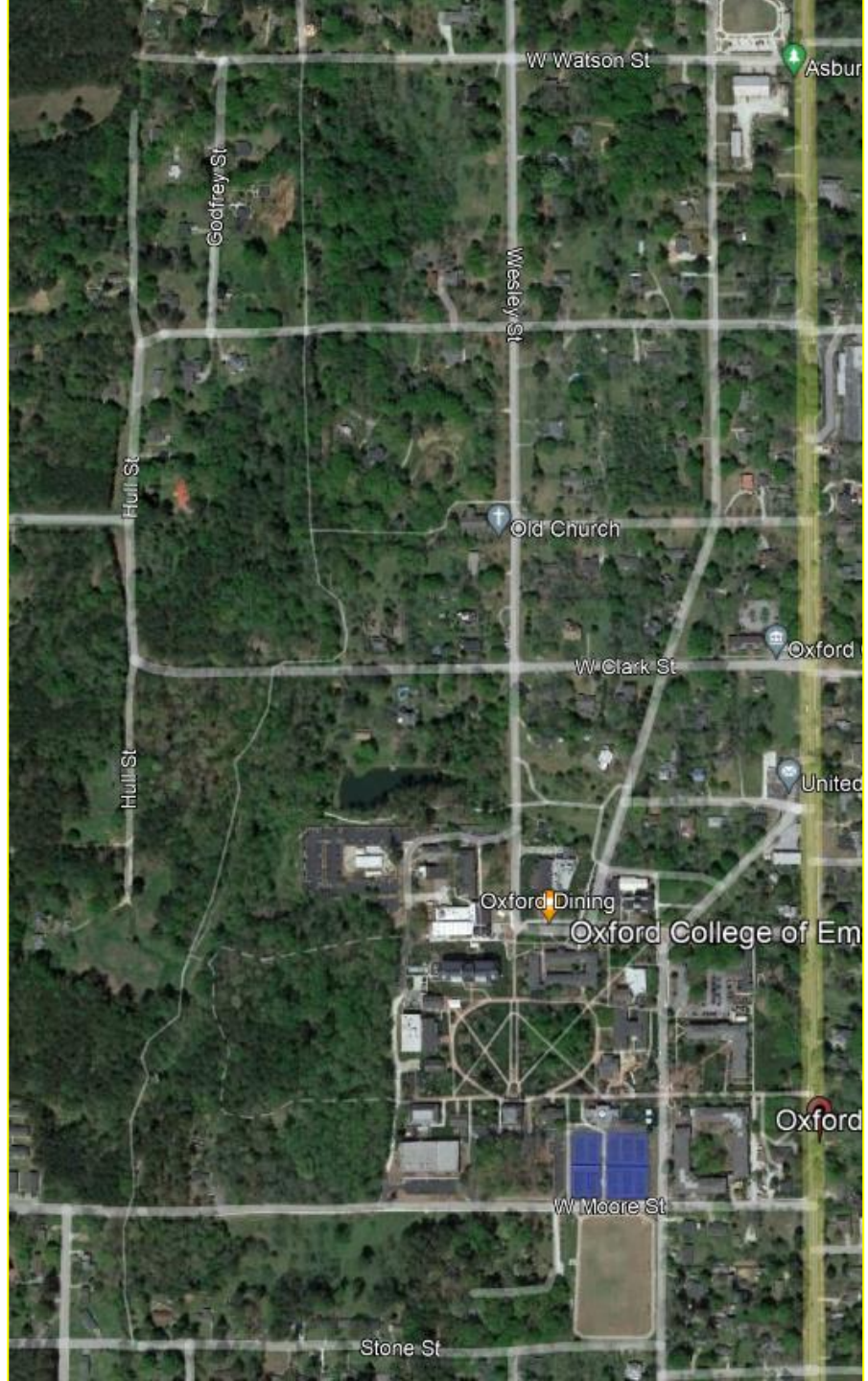


The Oxford Historical Cemetery is a nice sign, but should it fit in with a common theme, so it is understood to be a city-owned facility?



Asbury St. Park only has pole banners but no signage, no address and it is unclear if it is an Oxford city park until the rules are seen. Because Asbury St. runs parallel to Emory St. this is confusing to find.

The Public Works Department should have a sign with a clear address for deliveries and clarity as an Oxford facility.



Is there a way to better advertise our existing bike/pedestrian trail? What is the best parking and access point? QR Code for a map?

Next Steps…

1. Should/can we bid out design services or just choose a company?
2. Hire Design Company
3. Design Signs and Create Wayfinding
4. Engineering to create detail on foundation/attachments
5. Bid out the manufacturing and installation of signs