

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, JULY 20, 2020 – 6:30 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. **Mayor's Announcements**
2. **Discussion on Farmer's Market** – Staff will discuss with Council some ways to improve the operations of the city's Farmer's Market.
3. **COVID-19 Update** – Council will discuss any city business related to the Coronavirus pandemic.
4. **Penalties and Fees for Future Utility Bills** – Council will discuss whether to impose the penalties and fees for past due utility bills for August.
5. **\* 2020 Millage Rate** – Council will discuss the city's millage rate for 2020. We have attached the city's Five-Year History.
6. **\* Discussion on Transportation-Special Purpose Local Option Sales Tax (T-SPLOST)** – Council will continue the discussion on the intergovernmental agreement (IGA) between Newton County and the municipalities regarding the proposed T-SPLOST referendum. We have attached the IGA.
7. **\* Emory Street Sidewalk Concept Study** – Council will review the Emory Street Sidewalk Concept Study prepared by Keck & Wood. We have attached the concept study.
8. **\* Minor Variance Amendment Discussion** – The Planning Commission proposes the inclusion of a minor variance provision within the city's zoning ordinance. We have attached the proposed amendment language.
9. **Executive Session Affidavit** – The City Clerk will discuss with Council the city's current process to complete an executive session affidavit.

\*Attachments

## CURRENT 2020 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

The Mayor and Council of the City of Oxford do hereby announce that the millage rate will be set at a meeting to be held via teleconference on August 3, 2020 at 7:00 PM. A link will be posted on the city's website for those interested in joining the public hearing via the internet. To join via telephone, please call 1-646-558-8656. The access code is 930 9746 0092. The password is 730536. The teleconference for the public hearing will also be broadcast live at City of Oxford City Hall, 110 W. Clark Street. Pursuant to the requirements of O.C.G.A., 48-5-32, the Mayor and Council do hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CITY OF OXFORD	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Real & Personal	15,735,874	16,421,373	18,334,025	20,285,798	22,155,784	24,368,394
Motor Vehicles	1,981,300	1,438,080	1,088,540	824,640	729,820	593,120
Mobile Homes	502	480	480	480	480	480
Timer-100%		7,950				
Heavy Duty Equipment						
Gross Digest	17,717,676	17,867,883	19,423,045	21,110,918	22,886,084	24,961,994
Less M&O Exemptions	3,309,308	3,285,364	3,302,207	3,270,355	3,369,150	3,385,009
Net M&O Digest	14,408,368	14,582,519	16,120,838	17,840,563	19,516,934	21,576,985
Gross M&O Millage	26.17	25.77	23.20	22.71	22.86	23.61
Less Rollbacks	18.41	18.53	16.58	16.09	16.24	16.99
Net M&O Millage	7.76	7.23	6.62	6.62	6.62	6.62
Net Taxes Levied	\$111,809	\$105,432	\$106,752	\$118,140	\$129,241	\$142,883
Net Taxes \$ Increase	-\$4,883	-\$6,377	\$1,321	\$11,388	\$11,101	\$13,642
Net Taxes % Increase	-4.18%	-5.70%	1.25%	10.67%	9.40%	10.56%

**STATE OF GEORGIA  
COUNTY OF NEWTON**

**TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX  
INTERGOVERNMENTAL AGREEMENT**

This Intergovernmental Agreement (the “Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020\_\_ by and between Newton County, Georgia (hereinafter the “County”), a political subdivision of the State of Georgia, and the City of Covington, Georgia, a municipal corporation, the City of Mansfield, Georgia, a municipal corporation, the Town of Newborn, Georgia, a municipal corporation, the City of Oxford, Georgia, a municipal corporation, the City of Porterdale, Georgia, a municipal corporation, and the City of Social Circle, Georgia, a municipal corporation (hereinafter the “Municipalities” or “Cities”), acting pursuant to validly adopted resolutions by their respective governing bodies. The County and the Municipalities do hereby agree as follows:

**W I T N E S S E T H:**

**WHEREAS**, Article 5A of Chapter 8 of Title 48 of the Official Code of Georgia Annotated, as amended (the “Act”), authorizes the imposition of a Single County Transportation Special Purpose Local Options Sales and Use Tax (the “TSPLOST”) to fund authorized transportation purposes for the use and benefit of the County and qualified municipalities within the County; and

**WHEREAS**, in accordance with Section 48-8-262(a)(1) of the Act, the parties have determined that the majority of counties in the region served by the Northeast Georgia Regional Commission have not proposed a referendum on a regional transportation special purposes sales and use tax; and

**WHEREAS**, the governing authorities County and the Municipalities met together on \_\_\_\_\_, 2020 to discuss possible projects and purposes for inclusion in the TSPLOST referendum in substantial conformity with the requirements of Section 48-8-262(a)(2) of the Act; and

**WHEREAS**, the County and the Municipalities desire to execute an intergovernmental agreement memorializing their agreement on the levy of the TSPLOST and the rate of such tax; and

**WHEREAS**, the County proposes to issue general obligation debt in the amount of \$ \_\_\_\_\_ to fund some of the Projects defined herein;

**NOW THEREFORE**, in consideration of the premises and undertakings hereinafter set forth, it is agreed by and between the County and the Municipalities as follows:

**Section 1. Representation of the Parties.** Each party hereto makes the following representations and warranties which are specifically relied upon by all other parties as a basis for entering this Agreement:

(a) The County agrees that it will take all actions necessary to call an election, to be held in all the voting precincts in the County on November 3, 2020, for the purpose of submitting to the qualified voters of the County for their approval, the question of whether or not a TSPLOST of one percent shall be imposed on all sales and uses subject to the sales and use tax in the special district of Newton County, as authorized by the Act for up to 20 calendar quarters (five years) commencing on April 1, 2021 for the purpose of funding specified Projects (hereinafter more fully referred to and defined), and whether or not the County shall be authorized to issue general obligation debt in the principal amount of \$\_\_\_\_\_ to finance certain of the Projects. The amount of money to be raised by the TSPLOST is estimated to be \$\_\_\_\_\_.

(b) The Municipalities are legally chartered municipal corporations as defined by law and judicial interpretation and are each a “qualifying municipality” as such term is defined in the Act. During a public meeting of its governing board, each conducted in compliance with the Open Meetings Act, O.C.G.A. § 50-14-1, et seq., each of the Municipalities validly approved the execution of this Agreement.

(c) The County is a political subdivision of the State of Georgia created and existing under the Constitution and laws of the State. During a public meeting conducted in compliance with the Open Meetings Act, O.C.G.A. § 50-14-1, et seq., the County approved the execution of this Agreement.

(d) It is the intention of the County and the Municipalities to comply in all respects with O.C.G.A. § 48-8-260 et seq., and all provisions of this Agreement shall be construed in light of O.C.G.A. § 48-8-260, et seq.

**Section 2. Conditions Precedent.** The obligations of all parties under this Agreement are conditioned upon the following prior events:

(a) The adoption of a resolution by the Board of Commissioners of Newton County authorizing the imposition of the TSPLOST and calling the necessary election in accordance with the provisions of Section 48-8-262(d) of the Act.

(b) The approval of the TSPLOST by a majority of the voters in the County voting in the election (for those purposes) to be held in accordance with the provisions of Section 48-8-263 of the Act.

(c) This Agreement is further conditioned upon the collection of TSPLOST revenues

by the State of Georgia Department of Revenue and its transfer of the same to the County.

**Section 3. Rate of Tax; Estimated Amount; Effective Date and Term of the Tax.** The TSPLOST, subject to approval in an election to be held on November 3, 2020, shall be imposed at the rate of **one percent (1%)**. The total estimated dollar amount is \$\_\_\_\_\_ (after deduction of collection fees by the State of Georgia Department of Revenue), which shall be the maximum amount to be raised by the TSPLOST. The maximum period of time for which the tax may be imposed is five years, beginning on April 1, 2021.

**Section 4. Effective Date and Term of This Agreement.** This Agreement shall commence upon the date of its execution and shall terminate upon the latter of:

- (a) The official declaration by the Board of Elections and Registration of Newton County of the failure of the election described in this Agreement; or
- (b) The expenditure by the County and the Municipalities of the last dollar of money collected from the TSPLOST even if such expenditure is made after the expiration of the TSPLOST collection period.

**Section 5. Purposes and Projects, Priority and Order of Funding.**

(a) In recognition of the need for transportation improvements across the County and the City, the parties agree that the total net proceeds shall be utilized for the following transportation purposes (the "Purposes"): **roads, bridges, public transit, and all accompanying infrastructure and services necessary to provide access to these transportation facilities.**

(b) The transportation projects to be funded in whole or in part from TSPLOST proceeds (the "Projects"), are listed in Exhibit A which is attached hereto and made part of this Agreement. The parties acknowledge and agree that at least 30% of the estimated revenues are being expended on Projects that are consistent with the Statewide Strategic Transportation Plan as defined in O.C.G.A. § 32-2-22(a)(6).

(c) All Projects and Purposes described herein shall be funded from proceeds from the TSPLOST as provided in this Agreement, provided, however, that in the event that the actual proceeds are insufficient to fully fund the actual cost of all Projects and Purposes, then the Projects and Purposes shall be funded in the order of priority specified in Exhibit A, and no party shall be obligated to fund any Project or Purpose from revenues other than TSPLOST collections. Subject to the funding priority stated above, each party shall have the sole discretion to reduce the scope of a Project in the event of a funding shortfall.

**Section 6. TSPLOST Funds; Separate Accounts; No Commingling.**

(a) A special fund or account shall be created by the County and designated as the 2020 Newton County Transportation Special Purpose Local Option Sales Tax Fund ("County TSPLOST Fund"). The County shall select a local bank which shall act as a depository

and custodian of the County TSPLOST Fund upon such terms and conditions as may be acceptable to the County.

(b) Each Municipality shall create a special fund to be designated as the 2020 [*Municipality name*] Transportation Special Purpose Local Option Sales Tax Fund. Each Municipality shall select a local bank which shall act as a depository and custodian of the TSPLOST proceeds received by each Municipality upon such terms and conditions as may be acceptable to the Municipality.

(c) All TSPLOST proceeds shall be maintained by the County and each Municipality in the separate accounts or funds established pursuant to this Section. Except as provided in Section 7, TSPLOST proceeds shall not be commingled with other funds of the County or Municipalities and shall be used exclusively for the purposes detailed in this Agreement. No funds other than TSPLOST proceeds shall be placed in such accounts.

**Section 7. Procedure for Disbursement of TSPLOST Proceeds.**

(a) Upon receipt by the County of TSPLOST proceeds collected by the Georgia Department of Revenue, the County shall promptly deposit said proceeds in the County TSPLOST Fund. The monies in the County TSPLOST Fund shall be held and applied to the cost of acquiring, constructing, and installing the Transportation Projects for the County listed in Exhibit A or, where applicable, disbursed to the Municipalities as provided in subsections (b) and (c).

(b) All funds received by the County from the Georgia Department of Revenue from the imposition of the TSPLOST shall be apportioned by the County according to the figures provided herein. The figures set forth herein are binding and not subject to change or modification except upon written agreement by all parties. The County, following the deposit of the TSPLOST proceeds in the County TSPLOST Fund, shall, within 10 business days, disburse the TSPLOST proceeds due to each Municipality according to subsection (c) [; provided that, to the extent there is any outstanding City Finance Obligation (as defined in Section 11), the County shall first apply the TSPLOST proceeds of the applicable Municipality toward any debt service payments attributable to the City Finance Obligation.] The proceeds shall be promptly deposited in the separate funds established by each Municipality in accordance with Section 6 of this Agreement. The monies in each Municipality's TSPLOST Fund shall be held and applied to the cost of acquiring, constructing, and installing the Municipal Transportation Projects listed for that Municipality in Exhibit A.

(c) The parties will divide the monthly actual proceeds as follows: (Based on 2017 SPLOST)

1. Newton County: 74.999963 %
2. City of Covington: 18.47 %
3. City of Oxford: 3.02 %
4. City of Porterdale: 2.05 %
5. Town of Newborn: .83 %

6. City of Mansfield: \_\_\_\_\_.63\_%

7. City of Social Circle: .000037\_\_\_\_%

**Section 8. Project Monitoring, Record-Keeping and Reporting, Audits.**

(a) All parties to this Agreement shall promptly move forward with the acquisition, construction, equipage and installation of the Projects in an efficient and economical manner and at a reasonable cost in conformity with all applicable laws, ordinances, rules and regulations of any governmental authority having jurisdiction over the Projects.

(b) The governing authority of the County and the governing authority of each of the Municipalities shall comply with the requirements of O.C.G.A. § 48-8-269.5(a)(2), which requires that certain information be included in the annual audit of the County or each of the Municipalities. During the term of this Agreement, the distribution and use of all TSPLOST proceeds deposited in the TSPLOST Fund and each Municipal TSPLOST Fund shall be audited annually by an independent certified public accounting firm. The County and Municipalities agree to cooperate with the independent certified public accounting firm in any audit by providing all necessary information. Each Municipality shall provide the County a copy of their annual audit.

(c) The governing authority of the County and the governing authority of each of the Municipalities shall comply with the requirements of O.C.G.A. § 48-8-269.6, which requires the publication of annual reports concerning expenditures for the Projects.

(d) The County and Municipalities agree to maintain thorough and accurate records concerning receipt of TSPLOST proceeds and expenditures for each Project undertaken by the County or respective Municipality as required to fulfill the terms of this Agreement

**Section 9. Completion of Projects.**

(a) The County and the Municipalities acknowledge that the costs shown for each Project described in Exhibit A are estimated amounts.

(b) If a County Project has been satisfactorily completed at a cost less than the estimated cost listed for that Project in Exhibit A, the County may apply the remaining unexpended funds to any other County Project in Exhibit A.

(c) If a Municipal Project has been satisfactorily completed at a cost less than the estimated cost listed for that Project in Exhibit A, the Municipality may apply the remaining unexpended funds to any other Project included for that Municipality in Exhibit A.

(d) The County and the Municipalities agree that each approved TSPLOST Project associated with this Agreement shall be completed or substantially completed within five years after the termination of the TSPLOST collection period. Any TSPLOST proceeds held by a County or Municipality at the end of the five-year period shall, for the purposes

of this Agreement, be deemed excess funds and disposed of according to O.C.G.A. § 48-8-269.5(f)(2).

**Section 10. Certificate of Completion and Termination.** Within thirty (30) days after the acquisition, construction or installation of a Municipal Project listed on Exhibit A is completed, the Municipality owning the Project shall file with the County a certificate of completion signed by the mayor or other chief elected official of the respective Municipality, setting forth the date on which the Project was completed and the final cost of the Project.

**Section 11. The County Debt.**

(a) The TSPLOST election ballot shall contain language required by the Act for the authorization of general obligation County debt in the principal amount of \$\_\_\_\_\_.

[Option 1] [The County may use the proceeds of its debt for the purpose of funding County Projects, paying capitalized interest (if any), and paying the cost of issuing its debt. The County acknowledges that it is solely responsible for the payment of its debt, including any and all costs, interest, and fees associated therewith.]

[Option 2] [The County shall use the proceeds of its debt to first pay the cost of issuing the debt. Then it shall disburse \$\_\_\_\_\_ of the proceeds of the debt issuance to the City of \_\_\_\_\_ and retain the remainder. The amount disbursed to the City of \_\_\_\_\_ and all interest and fees associated therewith, plus the City's pro-rata share of the cost of issuing the debt, shall be the "City Finance Obligation." The City of \_\_\_\_\_ will be responsible for providing the County with funds sufficient to satisfy the City Finance Obligation. The amount disbursed to the County and all interest and fees associated therewith, plus the County's pro-rata share of the cost of issuing the debt, shall be the "County Finance Obligation". The County will be solely responsible for the County Finance Obligation.]

(b)

[Option 1] The County's debt shall be paid first from the proceeds of its portion of the TSPLOST. In the event that there are insufficient TSPLOST collections to pay the debt from its portion of the proceeds, the County shall pay any shortfall attributable to the debt from its general fund (the "Debt Service Payments"). The County covenants that, in order to make the Debt Service Payments when due from its general funds to the extent required, it will exercise its power of taxation to the extent necessary to timely pay any amounts required to be paid hereunder and it will make available and use for such payments all taxes levied and collected for that purpose together with funds from any other source. The County further covenants and agrees that in order to make funds available for such purpose, it will, in its general revenue, appropriation, and budgetary measures whereby its tax funds or revenues and the allocation thereof are controlled or provided for, include sums sufficient to timely satisfy such Debt Service Payments that may be required to be made from the general funds, whether or not any other sums are included in such measure, until all payments so required to be made shall have been made in full. The obligation of the



County to make any payments that may be required to be made from its general funds shall constitute a general obligation of the County and a pledge of full faith and credit of the County to provide the funds required to timely fulfill any such obligation.

[Option 2] The City Finance Obligation shall be paid first from the proceeds of the City of \_\_\_\_\_'s portion of the TSPLOST, and the County Finance Obligation shall be paid first from the proceeds of the County's portion of the TSPLOST. In the event that there are insufficient TSPLOST collections to pay the debt service on the City Finance Obligation or County Finance Obligation, the City of \_\_\_\_\_ or County (as applicable) shall pay any shortfall from its general fund ("Debt Service Payments"). The City of \_\_\_\_\_ and the County each separately covenant that, in order to make Debt Service Payments when due from its general funds to the extent required, it will exercise its power of taxation to the extent necessary to timely pay any amounts required to be paid hereunder and it will make available and use for such payments all taxes levied and collected for that purpose together with funds from any other source. The City of \_\_\_\_\_ and the County each further covenant and agree that in order to make funds available for such purpose, it will, in its general revenue, appropriation, and budgetary measures whereby its tax funds or revenues and the allocation thereof are controlled or provided for, include sums sufficient to timely satisfy such Debt Service Payments that may be required to be made from the general funds, whether or not any other sums are included in such measure, until all payments so required to be made shall have been made in full. The obligation of the City of \_\_\_\_\_ or the County (as applicable) to make any payments that may be required to be made from its general funds shall constitute a general obligation of that entity and a pledge of that entity's full faith and credit to provide the funds required to timely fulfill any such obligation.

(c) In the event for any reason such provision or appropriation is not made as provided in the preceding paragraphs, then the fiscal officer of the County or City (as applicable) is hereby authorized and directed to set up as an appropriation on its accounts in the appropriate fiscal year the amounts required to timely pay the obligations which may be due from the general funds. The amount of such appropriation shall be due and payable and shall be expended for the purpose of paying any such obligations, and such appropriation shall have the same legal status as if the County (or City) had included the amount of the appropriation in its general revenue, appropriation, and budgetary measures, and the fiscal office of the County (or City) shall immediately make such Debt Service Payments to the paying agent for the debt if for any reason the payment of such obligations shall not otherwise have been timely made.

(e) The obligations of the County and City of \_\_\_\_\_ to make Debt Service Payments and to perform and observe the other agreements on its part contained in this Section 11 shall be absolute and unconditional. Until such time as the principal of and interest on the debt shall have been paid in full or provision for the payment thereof shall have been made, the County and City of \_\_\_\_\_ (a) will not suspend or discontinue any payments provided for herein, (b) will perform and observe all of its other agreements contained in this Agreement, and (c) will not terminate this Agreement for any cause, including, without limiting the generality of the foregoing, failure to complete any Project, a defect in any

Project, or any failure of any other party to this Agreement to observe, whether express or implied, any duty, liability or obligation arising out of or connected with this Agreement.

(f) The County will be responsible for all facets of the debt issuance and repayment process. The County will select the underwriter, bond counsel, local counsel, etc. The County will endeavor in good faith to be fiscally responsible in minimizing to the extent possible the costs and fees with the debt issuance process. **The Municipalities are not issuing any bonds or other indebtedness associated with this Agreement.**

**Section 12. Expenses.** The County shall administer the County TSPLOST Fund to effectuate the terms of this Agreement. Furthermore, the County and the Municipalities shall be jointly responsible on a pro rata basis for the cost of holding the TSPLOST election. The County shall be reimbursed for the Municipalities' share of such costs.

**Section 13. Default.** The failure of any party to perform its obligations under this Agreement shall constitute an event of default.

**Section 14. Liability for Noncompliance.** The County and the Municipalities shall comply with all applicable local, State, and Federal statutes, ordinances, rules and regulations. In the event that any Municipality fails to comply with the requirements of the Act (O.C.G.A. § 48-8-260 et seq.), the County shall not be held liable for such noncompliance. No consent or waiver, express or implied, by any party to this Agreement, to any breach of any covenant, condition or duty of another party shall be construed as a consent to, or waiver of, any future breach of the same.

**Section 15. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**Section 16. Governing Law.** This Agreement and all transactions contemplated hereby shall be governed by, and construed and enforced in accordance with the laws of the State of Georgia.

**Section 17. Severability.** Should any provision of this Agreement or application thereof to any person or circumstance be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to any person or circumstance, other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the full extent permitted by law.

**Section 18. Entire Agreement.** This Agreement embodies and sets forth all the provisions and understandings between the parties relative to the Projects. There are no provisions, agreements, understandings, representations, or inducements, either oral or written, between the parties other than those hereinabove set forth. Any and all prior provisions, agreements, contracts or understandings, either oral or written, between the parties relative to the Projects are hereby rescinded and superseded by this Agreement.

**Section 19. Amendments.** This Agreement shall not be amended or modified except by agreement in writing executed by the governing authorities of the County and the Municipalities.

**Section 20. Notices.** All notices, demands or requests required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given or served and shall be effective on being deposited or placed in the United States mail, postage prepaid and registered or certified with return receipt requested to the addresses appearing below, or when delivered by hand to the addresses indicated below:

- (a) Newton County Board of Commissioners  
1124 Clark Street  
Covington, GA 30014  
Attention: County Manager
  
- (b) City of Covington  
P. O. Box 1527  
Covington, GA 30015  
Attention: City Manager
  
- (c) City of Mansfield  
P. O. Box 35  
3146 S. Highway 11  
Mansfield, GA 30055  
Attention: City Mayor
  
- (d) Town of Newborn  
P. O. Box 247  
Newborn, GA 30056  
Attention: Town Clerk
  
- (e) City of Oxford  
110 West Clark Street  
Oxford, GA 30054  
Attention: Mayor
  
- (f) City of Porterdale  
P. O. Box 667  
Porterdale, GA 30070  
Attention: City Manager
  
- (f) City of Social Circle  
166 N. Cherokee Rd.  
P. O. Box 310 Social Circle, GA 30025  
Attention: City Manager

**IN WITNESS WHEREOF**, all parties hereto agree.

**NEWTON COUNTY, GEORGIA**

(COUNTY SEAL)

By: \_\_\_\_\_  
Marcello Banes, Chairman

Attest:

\_\_\_\_\_  
Jackie Smith, Clerk                                  \_\_\_\_\_  
Date

**CITY OF COVINGTON**

(CITY SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk    \_\_\_\_\_  
Date

**CITY OF MANSFIELD**

(CITY SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk                                      Date

**TOWN OF NEWBORN**

(TOWN SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk                                      Date

**CITY OF OXFORD**

(CITY SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk                                      Date

**CITY OF PORTERDALE**

(CITY SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk                      Date

**CITY OF SOCIAL CIRCLE**

(CITY SEAL)

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk                      Date

**EXHIBIT A**

TSPLOST proceeds, to the extent available, shall be allocated to the Purposes and Projects shown in the table below. The projects are all of equal priority and may be funded in any order, in the discretion of the responsible party. For joint City-County projects (identified below), the parties shall cooperate in good faith to decide on funding and construction priority. After all Projects are fully funded, any excess TSPLOST proceeds shall be allocated as provided by O.C.G.A. § 48-8-269.5.

	<b>Project</b>	<b>Purpose</b>	<b>Estimated Cost</b>
Newton County	Safety Improvements	Safety/pedestrian	\$1.9m
	Bridge replacement/repair	safety	\$6.9m
	Facility expansion	Relieve congestion	\$17m
	Intersection Improvements	Safety, improve traffic flow	\$7.9m
	Paving/resurfacing	Maintainance and safety	\$6m
	Transit	Mobility	\$2m
City of Covington			
City of Mansfield			
Town of Newborn			
City of Oxford			
City of Porterdale			
City of Social Circle			
			Total: \$







# SR 81/EMORY STREET SIDEWALK CONCEPT STUDY

**To:** Matthew Pepper, City of Oxford  
**Project Name:** SR 81 Sidewalk Concept Study  
**K&W Project Number:** 200126  
**Date:** 7/14/2020  
**From:** Robert Renwick

---

## 1. Project Identification Information

- a. **Project Name:** SR 81/Emory Street Sidewalk Concept Study
- b. **Project Location and Termini:** City of Oxford. SR 81, from Soule Street to northern City Limits.

## 2. Existing Design Features:

### i. Functional Classification:

- SR 81 – Minor Arterial

### ii. Posted Speed:

- From Soule to E. Richardson Street, 35 mph
- From E. Richardson St to City Limit, 45 mph

### iii. Typical Section (SR 81):

- Two 12' travel lanes, 2.0' paved shoulders on both sides, open ditches

### iv. Right of Way Width:

- SR 81, from Soule Street to Collingsworth Street, approximately 90'
- SR 81, from Collingsworth Street to East Richardson Street, approximately 75'
- SR 81, from East Richardson Street to City Limits, 100'

### v. Intersections:

- The intersection of SR 81 @ Soule Street is a signalized intersection with pedestrian equipment.
- All other intersections are stop controlled on side streets, with continuous thru movement on SR 81.

### vi. Length of Roadway:

- SR 81, from Soule Street to City Limit: 0.75 miles

## 3. Alternatives Considered:

### a. Alternative 1: Sidewalk along West side of SR 81, from Soule Street to northern City Limits:

- i. **Proposed Design Features:** 12' travel lanes, 2.5' curb and gutter, 2' grass strip, 5' sidewalk on west side only. No retaining walls are expected to be needed.
- ii. **Property Impacts:** With an existing right-of-way width of 75' to 100', nearly all of the sidewalk construction can be completed within the existing right-of-way. Temporary grading or driveway easements may be needed at some parcels in order to tie in driveways or fill slopes. Approximately 40% of adjacent property along the street consist of City of Oxford utilities, Asbury Park, and Oxford Cemetery. The remaining properties are private residences and one church owned property.
  - 14 adjacent parcels, 3 of which are city owned

- 8 driveways to be reconstructed for ADA compliance
- Oxford Cemetery has a narrower right-of-way width, 31' from centerline of SR 81, than other sections of the roadway. Sidewalk construction can be completed within this width. However, some of the existing decorative trees in the back slope of the roadside ditch may be impacted by grading activities.

**iii. Utility Impacts:**

- Utility poles with overhead utilities are primarily located along the east side of SR 81 and will not present an issue with sidewalk construction on the west side of SR 81.
- Underground utilities, including water, sanitary sewer, natural gas, and telecommunications are located throughout the corridor. Underground utilities can often present a challenge when removing open ditches and constructing a new closed storm drainage system. During the design phase of the project, the Engineer should accurately locate all underground utilities, and where possible avoid conflicts between proposed storm drainage features and existing facilities in order to minimize or eliminate relocation of existing utilities.

**iv. Drainage Concerns:** Two storm drainage outfalls are anticipated; one draining to the east side of SR 81 between E Watson Street and Collingsworth Street, and one near Mt. Zion First Baptist Church. Existing roadside ditches currently drain to these outfalls. Existing drainage patterns will be maintained with new closed storm drainage systems in order to minimize potential for hydrology concerns.

**v. Pedestrian Crossing at Emory Way:** In order to provide a pedestrian crossing across SR 81 near Emory Way, a detailed pedestrian crossing study will need to be prepared. This study will evaluate existing conditions; including sight distances, proximity to adjacent marked and signalized crossings, and existing traffic volumes. Forecasts of future pedestrian crossings will be prepared. Various treatments; including pedestrian sign and crosswalks with no flashing beacons, pedestrian sign with Rapid Flashing Beacon, a HAWK (High Intensity Activated Crosswalk) signal, and any other potentially appropriate treatments will be evaluated. This study, along with any recommended treatments will have to be reviewed and approved by GDOT. A signal permit will be required from GDOT if a HAWK signal is proposed. In the construction cost estimates below, it is assumed that a HAWK signal will be proposed.

**vi. Permitting: The following approvals and permits will be required:**

- NPDES permit for erosion control activities.
- Encroachment Permit from GDOT.
- Approval from GDOT on lighting photometric calculations.

**vii. Construction Cost Estimates:**

- Sidewalks only, **\$700,000**
- Pedestrian lighting, **\$250,000**
- Pedestrian crossing with signs and crosswalk, **\$2,000**
- Pedestrian Crossing with Rapid Flashing Beacon, **\$35,000**
- Pedestrian Crossing with HAWK Signal, **\$100,000**

**b. Alternative 2: Sidewalk along East side of SR 81 Road, from Soule Street to northern City Limits:**

**i. Proposed Design Features:** 12' travel lanes, 2.5' curb and gutter, 2' grass strip, 5' sidewalk on east side only. No retaining walls are expected to be needed. Mid-block crossing with appropriate traffic control device near Asbury Street Park.

**ii. Property Impacts:** With an existing right-of-way width of 75' to 100', nearly all of the sidewalk construction can be completed within the existing right-of-way. Temporary grading or driveway easements may be needed at some parcels in order to tie in driveways or fill slopes. Adjacent properties are primarily residential, with one church property. Minimal impact to private residences

is expected due to large building setbacks, and few improvements such as fences, landscaping, decorative trees near the right-of-way.

- 23 adjacent parcels
- 18 driveways to be reconstructed for ADA compliance

**iii. Utility Impacts:**

- Utility poles with overhead utilities are present along the east side of SR 81 for. Most poles are located at the back of right-of-way and it is expected that sidewalk can be constructed in front of these poles with minimal impact.
- 3 fire hydrants are located on the east side of SR 81. If hydrants are to remain in present locations, then sidewalk alignment will have to shift around hydrants. Additionally, hydrants and associated valves will have to be adjusted vertically to grade if hydrants remain in present locations. Alternatively, hydrants to be relocated to avoid conflict with sidewalk.
- Underground utilities, including water, sanitary sewer, natural gas, and telecommunications are located throughout the corridor. Underground utilities can often present a challenge when removing open ditches and constructing a new closed storm drainage system. During the design phase of the project, the Engineer should accurately locate all underground utilities, and where possible avoid conflicts between proposed storm drainage features and existing facilities in order to minimize or eliminate relocation of existing utilities.

**iv. Drainage Concerns:** Two storm drainage outfalls are anticipated; one between E Watson Street and Collingsworth Street, and one draining to the west side of SR 81 near Mt. Zion First Baptist Church. Existing roadside ditches currently drain to these outfalls. Existing drainage patterns will be maintained with new closed storm drainage systems in order to minimize potential for hydrology concerns.

**v. Pedestrian Crossing at Asbury Street Park:** In order to provide a pedestrian crossing across SR 81 near Asbury Street Park, a detailed pedestrian crossing study will need to be prepared. This study will evaluate existing conditions; including sight distances, proximity to adjacent marked and signalized crossings, and existing traffic volumes. Forecasts of future pedestrian crossings will be prepared. Various treatments; including pedestrian sign and crosswalks with no flashing beacons, pedestrian sign with Rapid Flashing Beacon, a HAWK (High Intensity Activated Crosswalk) signal, and any other potentially appropriate treatments will be evaluated. This study, along with any recommended treatments will have to be reviewed and approved by GDOT. A signal permit will be required from GDOT is a HAWK signal is proposed. In the construction cost estimates below, it is assumed that a HAWK signal will be proposed.

**vi. Permitting: The following approvals and permits will be required:**

- NPDES permit for erosion control activities.
- Encroachment Permit from GDOT.
- Approval from GDOT on lighting photometric calculations.
- Approval from GDOT on Pedestrian Crossing Study.
- Signal Permit for HAWK signal, if proposed.

**vii. Cost Estimates:**

- Sidewalks only, **\$750,000**
- Pedestrian Lighting, **\$250,000**
- Pedestrian crossing with signs and crosswalk, **\$2,000**
- Pedestrian Crossing with Rapid Flashing Beacon, **\$35,000**
- Pedestrian Crossing with HAWK Signal, **\$100,000**

**4. Funding Opportunities: In addition to local funds, the following funding programs could be utilities:**

- a. Local Maintenance & Improvement Grant (LMIG). Funding from GDOT to allow local governments to deliver projects. However, Oxford generally receives approximately \$30,000 per year in LMIG funding.

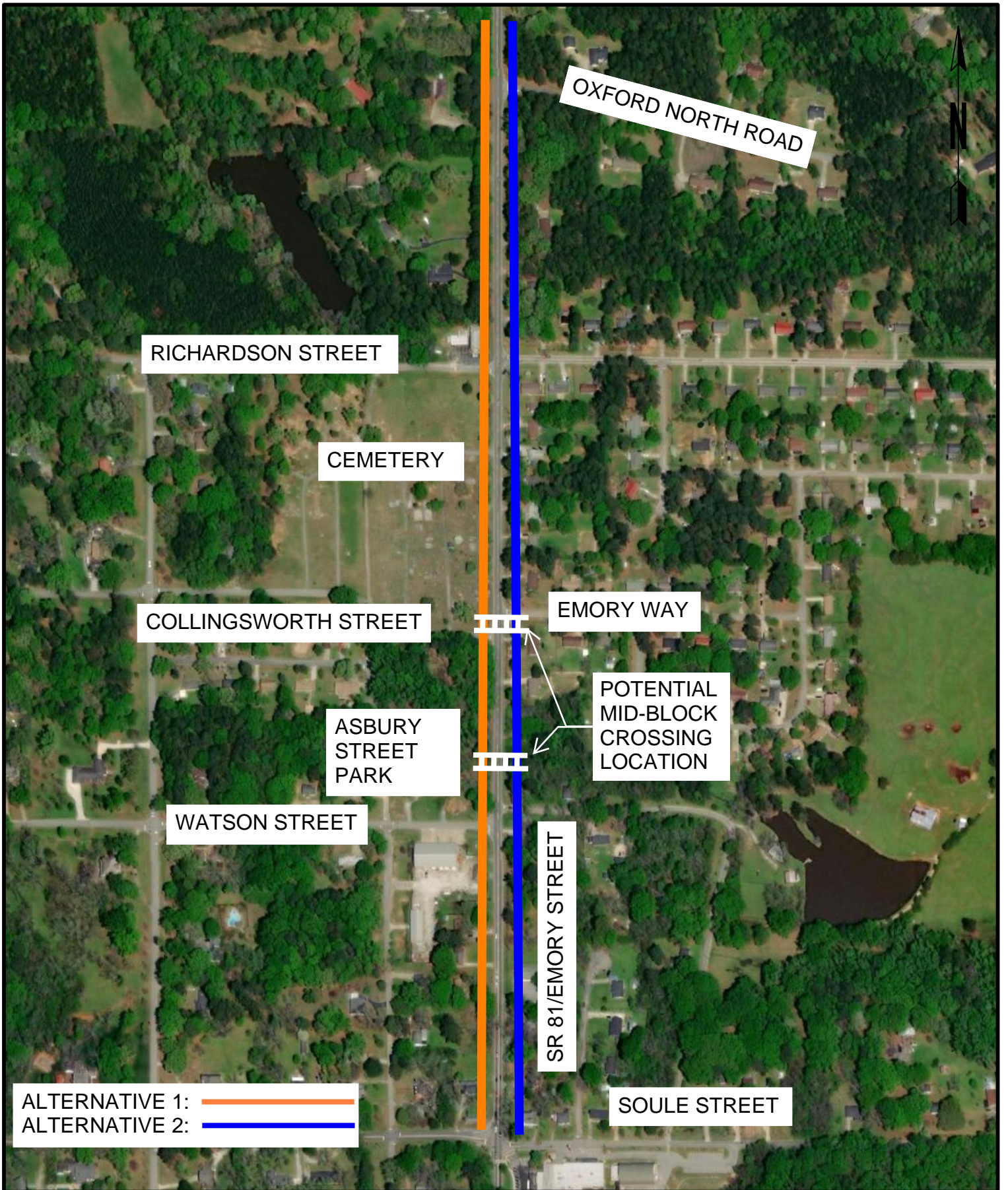
These funds would likely have to be combined with other funding sources and/or the project would have to be delivered in phases.



- b. Transportation Alternatives Program (TAP). Federal Funding awarded through GDOT. GDOT general holds an annual call for projects, where municipalities can apply for funding for various phases of a project. Applications are evaluated, scored, and ranked. Funding is awarded as available to projects that score highest. Municipalities must be LAP certified in order to manage a project. Alternatively, GDOT may manage the project if a municipality is not LAP certified. Attached is additional information from GDOT on the TAP program.

**Attachments:**

1. Location Map
2. Typical Sections
3. Transportation Alternatives Program Guidelines and Application





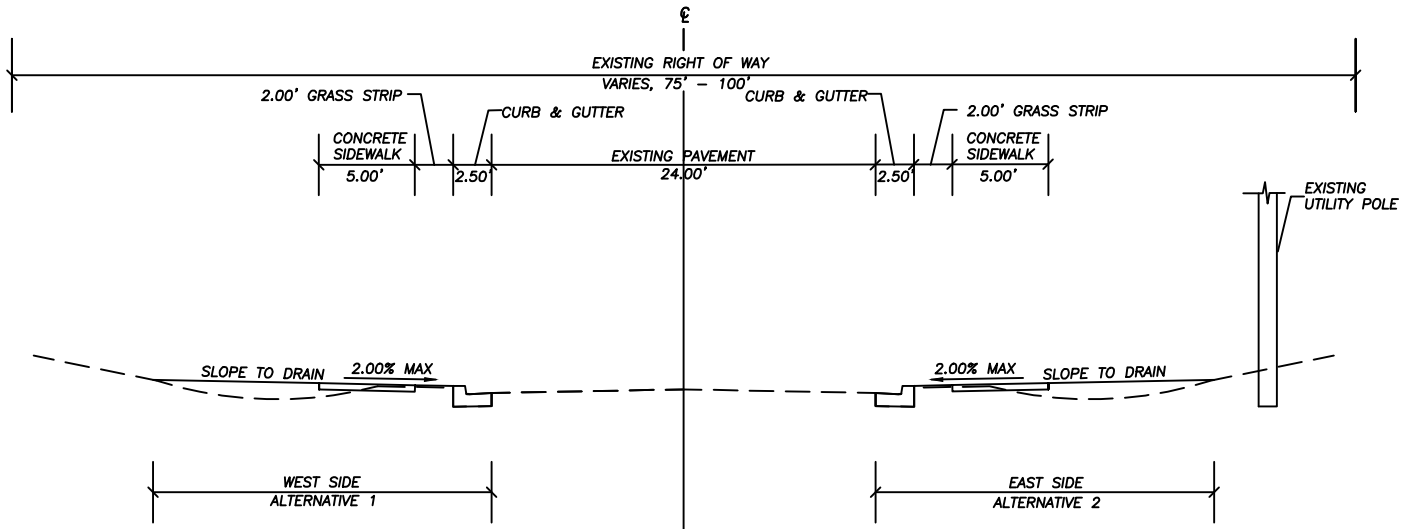
ALTERNATIVE 1:   
 ALTERNATIVE 2: 

SCALE: 1" = 400'  
 CHECKED BY: WRR  
 DRAWN BY: WRR  
 DATE: 07/06/20

**Keck+Wood**  
 COLLABORATION BY DESIGN  
 keckwood.com

SR 81/EMORY STREET  
 CITY OF OXFORD, GA  
 Location Map  
 JOB NUMBER: 200126.00

EXHIBIT NO. 1



TYPICAL SECTION 1  
SR 81/EMORY STREET

SCALE: NTS  
 CHECKED BY: WRR  
 DRAWN BY: WRR  
 DATE: 07/06/20



SR 81/EMORY STREET  
 CITY OF OXFORD, GA  
 Typical Sections  
 JOB NUMBER: 200126.00

EXHIBIT NO. 2



# Transportation Alternatives Program Guidelines and Application

4/13/2020

# **Transportation Alternatives Program Guidance**

## **The Transportation Alternatives Program (TAP):**

The Georgia Department of Transportation (GDOT) partners with the Federal Highway Administration (FHWA) in facilitating and providing an opportunity for local governments to pursue non-traditional transportation-related activities such as pedestrian facilities, bicycle facilities, and pedestrian streetscaping projects. TAP improves the quality of life for citizens in communities across the state by providing local governments the means to pursue projects that might not otherwise be possible. The Federal Transportation Funding Act, Moving Ahead for Progress in the 21st Century (MAP-21), that was signed into law on July 6, 2012, authorized the program. TAP builds upon the legacy of the Transportation Enhancement (TE) program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment. The most recent Transportation Funding Act, Fixing America's Surface Transportation (FAST) Act, continues funding TAP.

## **GDOT Awards TAP Funds to Local Governments in two (2) population categories:**

This call for projects is limited to two (2) population areas of the state of Georgia, as outlined below:

- For TAP funds sub-allocated to small urban areas (i.e., areas with populations of 5,001 to 200,000), the GDOT is responsible for selecting TAP projects through a competitive process. The State may make these funds available for projects anywhere within the metropolitan planning area boundaries of a Metropolitan Planning Organization (MPO) serving an urbanized area with a population less than or equal to 200,000.
- For TAP funds sub-allocated to smaller areas (i.e., areas with populations below 5,000), the GDOT is responsible for selecting TAP projects through a competitive process. Projects are only approved up to the funds available in the population area on an annual basis.
- MPOs with populations greater than 200,000 are designated as Transportation Management Areas (TMAs). Potential project sponsors within the TMAs must seek TAP funding through their local MPO.

## **Authorized Applicants:**

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resources or public lands agencies
- School Districts, local education agencies, or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than an MPO or a State agency that the State determines to be eligible)



State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) to sponsor TAP project funding. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Non-Governmental Organizations are eligible to partner with a government entity when applying for funding.

Local government entities include any unit of local government below a State government agency, except for MPOs. Examples include city, town, or county agencies.

Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration (FTA).

Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include: State or local park or forest agencies, State or local fish and game or wildlife agencies, Department of the Interior Land Management Agencies and U.S. Forest Service.

### **Funding Requirements for This Call for Projects:**

- This call for projects is limited to areas of the state with a population greater than 5,000, but less than 200,000 and areas of the state with a population of less than 5,000 (two separate areas with a defined amount of funding available for each area).
- The minimum amount of funding requested for each project is \$1,000,000. The maximum amount is the pool limit. The minimum amount can be the sum of preliminary engineering (PE) cost, right of way (ROW) cost, and construction (CST) cost.
- At least one phase of the project must be ready for funding to be federally authorized in the state fiscal year 2021. The state fiscal year begins on July 1<sup>st</sup> and continues through June 30<sup>th</sup> of the following year. The funding authorized in the fiscal year can be for any project phase.
- Project sponsors should be Local Administered Project (LAP) certified through GDOT.

### **Eligible Projects as Authorized by TAP:**

**Pedestrian and bicycle facilities**, including non-motorized paths, that:

- Connect and develop documented regional or statewide non-motorized transportation networks
- Are appropriate for the need and user types targeted
- Benefit state tourism or economic development initiatives
- If locally significant, have strong transportation connection, and involve planning efforts or serve as connectors to regional networks
- Are a priority on GDOT, county, or regional non-motorized transportation plans
- Address documented pedestrian/bike deficiencies
- Are part of a broader non-TAP funded non-motorized system

**Streetscape Improvements, that:**

- Are located in established traditional downtowns or historic districts
- Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and human environment
- Accomplish multiple goals such as the following but not limited to: traffic calming, enhancement, aesthetics, pedestrian safety, tied with other initiatives
- Receives input and support from the public such as but not limited to citizens, local businesses, economic developers, traffic engineers

**Safe Routes to School Program, that:**

- Meet the requirements under section 1404 of the SAFETEA-LU

For TAP, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheelchair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

**TAP funds cannot be used for:**

- State or MPO administrative purposes
- Grant administration
- Promotional activities
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations
- Safety and educational activities for pedestrians and bicyclists
- Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). *Exceptions:* A few specific activities under this category are eligible for funding as TAP projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
- Landscaping and scenic enhancement as an independent project. However, landscaping is eligible as part of the construction of any TAP funded project. In these cases, details for long term maintenance must be provided along with details for the installation of an irrigation system if deemed necessary.
- Historic preservation and rehabilitation of historic buildings, structures, or facilities Historic preservation activities now are limited to preservation and rehabilitation activities relating to a historic transportation facility. See section 101(a)(29)(E). Operation of historic transportation facilities is not eligible under TAP.
- Archaeological planning and research. Under TAP, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
- Establishment of transportation museums. There is no eligibility for this activity under TAP.

Careful consideration should be given to whether an activity falls within the eligibilities created under TAP. For more information regarding definitions of eligible activities, please refer to: [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

### **Project Competitive Factors:**

#### Financial factors

- Realistic expectations and cost
- A high level of local match funding and ability to pay
- Non-participating work that is determined to be a benefit to the TAP project

#### Public input

- Consistency with adopted plans, policies, or other investments
- Opportunity and evidence of public involvement

#### Safety and Livability

- Addresses safety issues
- Enhances livability, demonstrates quality of experience, improves quality of life, and improves population health
- Total population served and level of exposure or access including the amount or density of nearby population or employment

#### Coordinated efforts

- Project supporting a community's Complete Streets policy, is on a designated state or national bicycle trail, or is part of a statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances an existing network
- Completes planned corridors; fills gaps in existing networks
- Paired with other infrastructure work
- Part of an economic development or community improvement initiative

#### Constructability

- Technical merit including feasibility, meeting design standards, realistic scope, schedule, budget, and project readiness

#### Maintenance factors

- Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

#### Previous TE and TAP funding

- Number and scale of previously awarded projects
- Timely implementation and appropriate maintenance on previous projects

GDOT has developed criteria to evaluate and rank proposed TAP projects. Qualified projects meeting the mandatory requirements are evaluated, scored, and ranked. As funding is available, projects are awarded to those applicants receiving the highest scores. Applicants not receiving funding during the year may resubmit their project the following year for consideration.

## **Applicant Responsibilities:**

### **Application Submission:**

Applications are accepted by GDOT's Office of Program Delivery until the close of business July 31, 2020 to the following email address: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov). Those projects meeting the state and federal requirements will be prioritized, evaluated, scored, and ranked.

## **Regulatory Requirements:**

The applicant must certify it complies or will comply with:

- All federally mandated requirements (such as FHWA, environmental, civil rights, debarment and fiscal management standards)
- All mandatory codes and technical standards apply to the project, such as, but not limited to, USDOT, AASHTO, and GDOT
- Any other standards that may apply to the project to include, but are not limited to, state and federal procurement procedures

## **Applicants Must Demonstrate:**

- That the project is financially feasible
- That they are capable of providing the required matching funds in cash, completing the project and planning for its ongoing maintenance of required items
- That they will indemnify GDOT of liability for the project or its maintenance and certify that there are no known or foreseeable legal impediments to the project

## **Project Administration:**

Because the TAP is a reimbursement program, applicants performing the project administration as a Local Public Agency (LPA) should be prepared to pay for the project's completion. However, successful applicants may submit invoices for reimbursement as work is completed. Any work (PE, advertising, ROW, design, or CST) started or completed before the applicant receives an executed contract with Notice to Proceed shall not be reimbursed with Federal-aid funds and will not count towards the program matching fund requirements.

LPAs may request to manage the project provided the following minimum conditions are met:

- The LPA must be adequately staffed and suitably equipped to undertake and satisfactorily complete the project.
- The LPA must provide a full-time employee to be in responsible charge of the project.
- The LPA must be LAP certified by GDOT according to Departmental policies and FHWA Guidelines.
- All applicable federal and state requirements shall be completed and documented.
- The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.
- A "soft match" is not allowed.

If GDOT determines the LPA is not qualified to manage the project, GDOT may manage the project through the Plan Development Process (PDP) or applicable standard and published guidelines. The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.

### **Local Administered Project (LAP) Manual and Certification:**

The main purpose of the GDOT LAP Manual is to assist Local Agency personnel (a public agency, local public agency, established public owned organization, or private interest that can legally enter into an agreement with GDOT for a transportation project) involved in the design, construction, and management of state and federally funded projects. The following is a link to the GDOT LAP page: <http://www.dot.ga.gov/PS/Local/LAP>.

### **Project Requirements:**

Applicants for TAP funds must provide at least 20% of the total project costs in matching funds. The minimum request for total project award is \$1,000,000 and the maximum request is the pool limit. The local match must be a “hard match” (cash).

GDOT encourages matching funds in excess of the minimum 20% required under federal code. At the same time, it is recognized that the capacity to raise matching funds varies among communities. Availability of matching funds is evaluated during the project review stage as well as the percentage of the match to the overall project cost. A “soft match” is not allowed as part of the sponsor’s match. The applicant must provide a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Any design, labor, or work on a proposed project performed prior to receipt of an executed participation agreement and a formal Notice to Proceed from GDOT is ineligible for reimbursement from the program and any federal transportation funds.

The LPA shall submit a letter indicating the LPA's Financial Commitment for the required Local Match. The letter shall list the source for matching funds and the amounts.

The LPA must have the project let to construction within five (5) years from the date the Notice to Proceed with PE is issued to the LPA. Missing this deadline could jeopardize the federal funding for the project.

### **Limitations:**

Funding can be approved for PE, utility relocation, or property acquisition only when the applicant can demonstrate that the funds, combined with other existing resources, will result in a completed and fully funded project. The total amount requested must be at least \$1,000,000 including all phases of the project (PE, utility relocation, ROW, and CST). The applicant acknowledges the Department’s resurfacing program does not account for the costs of protecting and/or replacement of enhancements. The above costs are the sole responsibility of the applicant.

Federal funding for selected projects is capped at the amount awarded for the project. Additional funding requested for the same project will not be considered.

## **GDOT Contact Information:**

Electronic mailbox for application submittal: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

TAP Website: [www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)

## **Application Checklist:**

The below list of items can be helpful as a guide, however, make sure that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- For projects on GDOT ROW, obtain a letter indicating your project is feasible in concept from appropriate GDOT local officials. Please provide as much detail about your project as possible and allow sufficient time to receive a letter.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare an itemized list of all project elements and their costs, including quantity, unit prices, and so on. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500' along the mainline roadway, and within 200' of the mainline roadway on intersection roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations.
- Identify ownership of all property and if property is to be acquired, in addition to the values of the property.
- Obtain documentation showing local support (letters, etc.).
- Provide description of plans for maintenance and management of the project including costs of maintenance and the sources of funding
- Provide any previously prepared environmental assessments of the impact of the project. If none have been prepared but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented.
- Provide a list of the source for matching funds and amounts along with letters of commitments from these sources.
- Provide certification with a signature of an individual authorized to commit the applicant to a contract.
- Sponsor's that are LAP certified through GDOT will receive higher consideration
- Projects having no ROW and no Utility Impacts will receive higher consideration
- Project readiness will be considered
- Project must have a phase (PE, ROW, CST, etc.) ready for funding authorization in the current Fiscal Year
- Submit applications to the following electronic mailbox: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

## **Appendix A – Reference and Source Guides for the Transportation Alternatives Program**

US Department of Transportation, Federal Highway Administration (FHWA) FAST Act Website  
<https://www.fhwa.dot.gov/fastact/>

US Department of Transportation, FHWA TAP Guidance  
[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

US Department of Transportation, FHWA TAP Fact Sheet  
<http://www.fhwa.dot.gov/map21/factsheets/tap.cfm>

US Department of Transportation, FHWA TAP Questions & Answers  
<http://www.fhwa.dot.gov/map21/gandas/qatap.cfm>

Georgia Department of Transportation TAP Website  
[www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)

GDOT Local Administered Project Website  
<http://www.dot.ga.gov/PS/Local/LAP>

GEORGIA DEPARTMENT OF TRANSPORTATION

**TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

**PROJECT INFORMATION:**

NAME OF PROJECT: \_\_\_\_\_

BRIEF PROJECT DESCRIPTION:

PROJECT LOCATION:

LENGTH & TERMINI (i.e. where does project begin & end) (IF APPLICABLE):

COUNTY: \_\_\_\_\_ HOUSE DISTRICT: \_\_\_\_\_

SENATE DISTRICT: \_\_\_\_\_ CONGRESSIONAL DISTRICT: \_\_\_\_\_

**PROJECT CATEGORY AND LOCATION OF PROJECT:**

(CHECK ONLY THOSE APPLICABLE ACTIVITIES AND LOCATIONS)

Provisions of facilities for bicycles

Provisions for pedestrians

Provisions for streetscaping

In areas of the State with a population greater than 5,000 but less than 200,000

In areas of the State with a population less than 5,000

**Submit applications to the following TAP electronic mailbox : [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)**



(PLEASE ANSWER THE FOLLOWING IN SPACES PROVIDED.)

**A. ELIGIBILITY DEMONSTRATION:** “SEE ATTACHED” IS NOT ACCEPTABLE.

1. Does the project meet the requirements outlined within the **FAST Act**?  
 YES     NO
2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concurring accessibility?  
 YES     NO

EXPLAIN BRIEFLY:

**B. PROJECT DESCRIPTION: “SEE ATTACHED” IS NOT ACCEPTABLE.**

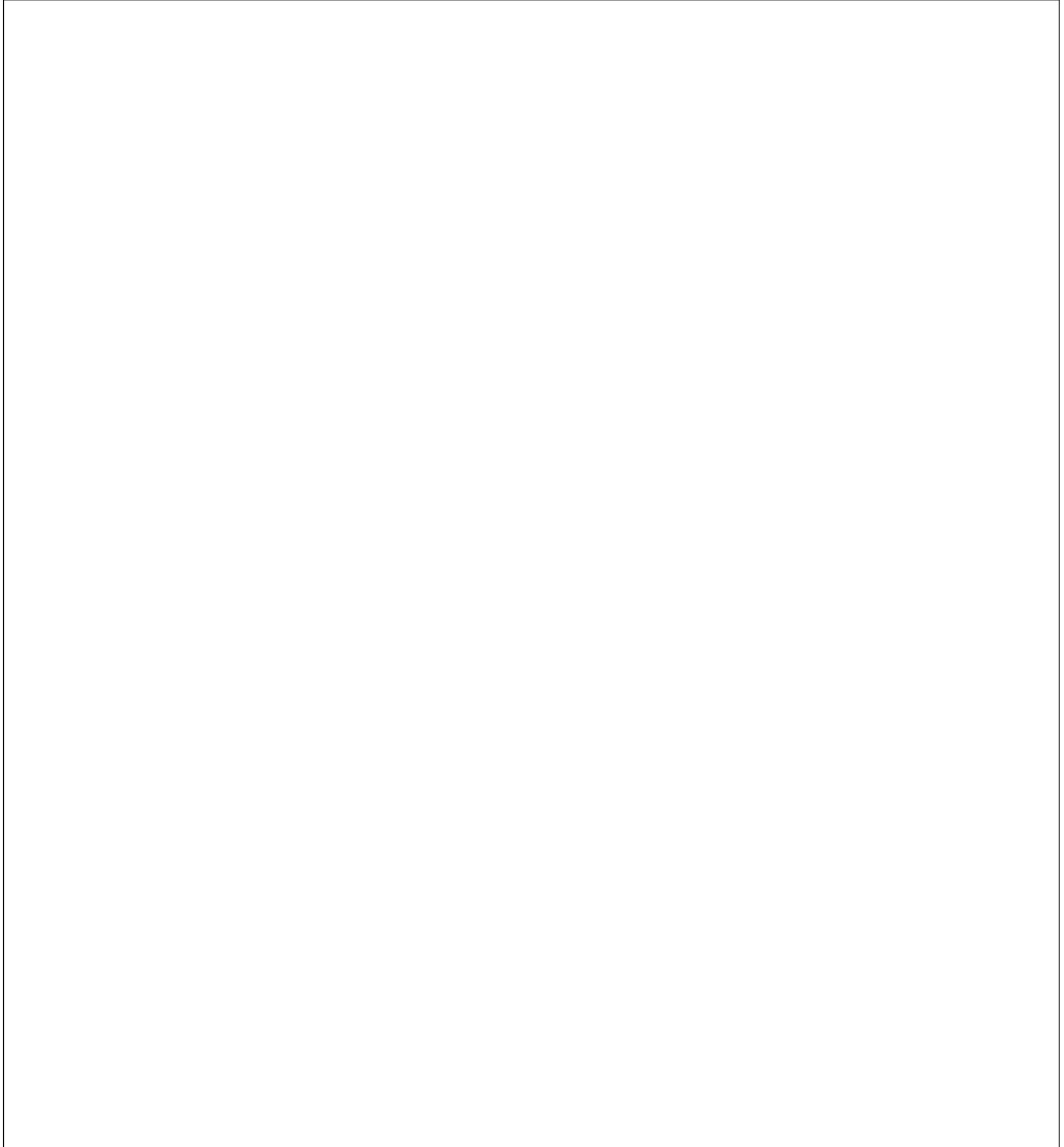
Does the applicant intend to apply to perform the administration and management functions for the project through the Local Public Agency (LPA) process?

YES     NO

Describe all necessary work needed to complete the proposed project. Description should reflect only activities checked under project category:

**C. MAPS, PLANS, & PHOTOGRAPHS:**

Attach project location map(s), project boundary map and site plan. Include photographs of the existing site and/or facility if applicable. COMMENTS:

A large, empty rectangular box with a thin black border, intended for the submission of project location maps, boundary maps, site plans, and photographs of the existing site or facility. The box is currently blank.

**D. PROJECT COST:** “SEE ATTACHED” IS NOT ACCEPTABLE.

Itemize all project elements and costs. List item, description, quantity, unit price, amount, etc. Ensure costs shown are accurate and sufficient to satisfactorily complete all work anticipated in accordance with federal requirements. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500’ along the mainline roadway, and within 200’ of the mainline roadway on intersecting roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations. All budget item costs for project administration and management to adequately accomplish the work must be shown. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. **Applicants MUST show a 10% contingency fee for the project.** (Enter total project cost in Section I – Line 1, Page 9.) Itemize below:

--

**E. PROPERTY OWNERSHIP:**

Identify ownership of all property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property, either purchased or donated.

**F. LOCAL SUPPORT**

Describe the level of local support for the proposed project. Attach letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations. Document the opportunities for public participation in the development of this project.

**G.PROJECT MAINTENANCE & MANAGEMENT PLANS:**

Describe maintenance and management of the project, including the yearly amount of funds to support activities:  
Provide details for long-term maintenance of the project with project yearly maintenance costs.

**H. DATA UNIVERSAL NUMBER (DUNS NUMBER):** \_\_\_\_\_

(The federal government requires that all applications for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name of address data for electronic grant application systems. If an applicant needs to obtain a DUNS Number, please call the dedicated toll-free DUNS Number request line a 1-866-705-5711).

**I. ENVIRONMENT ASSESSMENT:**

Attach any previously prepared environmental documentation to this application. If no previously approved environmental documentation is available, the applicant must complete necessary studies if any, and have them approved prior to project implementation. This requirement does not apply if the application is for planning or feasibility studies only. Indicate below any impact the project is expected to cause.

	<u>IMPACT</u>	
	<u>YES</u>	<u>NO</u>
Displacement of residences or business .....	<input type="checkbox"/>	<input type="checkbox"/>
Disruption of neighborhoods.....	<input type="checkbox"/>	<input type="checkbox"/>
Impacts agricultural or recreational lands.....	<input type="checkbox"/>	<input type="checkbox"/>
Impacts historical/archaeological sites .....	<input type="checkbox"/>	<input type="checkbox"/>
Impacts wetlands, streams/lakes, floodplains .....	<input type="checkbox"/>	<input type="checkbox"/>
within coastal zone .....	<input type="checkbox"/>	<input type="checkbox"/>
Endangered species .....	<input type="checkbox"/>	<input type="checkbox"/>
Air/water quality .....	<input type="checkbox"/>	<input type="checkbox"/>
Noise.....	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous waste site.....	<input type="checkbox"/>	<input type="checkbox"/>

Any county, state, and/or federal permits required will have to be secured by the applicant prior to contract signing. These may include Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Federal Energy Regulatory Commission, County Sediment and Erosion Control and Stormwater Management Ordinance, or State Budget and Control Board.

**Comments:**

**J. FUNDS REQUESTED, LOCAL MATCH AND SOURCE**

LINE 1 – Total project cost (From Section D; Page #5) \$ \_\_\_\_\_

LINE 2 – Funds requested by applicant \$ \_\_\_\_\_  
(80%) of line 1

LINE 3 – Local Match (Must be at least 20 % of Line 1 \$ \_\_\_\_\_  
List source of match and amount from each  
source

**LIST SOURCES (Be Specific)**

**AMOUNT**

A - \_\_\_\_\_ \$ \_\_\_\_\_

B - \_\_\_\_\_ \$ \_\_\_\_\_

C - \_\_\_\_\_ \$ \_\_\_\_\_

D - \_\_\_\_\_ \$ \_\_\_\_\_

E - \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT OF MATCH** (Should be equal to Line #3 above.) \$ \_\_\_\_\_

Is project within a Transportation Management Area (TMA) boundary?  YES  NO

If yes, is the project in the Transportation Improvement Program (TIP)?  YES  NO

List TMA \_\_\_\_\_ Amount in TIP for project: \$ \_\_\_\_\_

**K. CERTIFICATION**

The undersigned has authority to sign on behalf of the applicant and certifies that the applicant has legal authority to enter into contract to implement this project and that all information provided is complete and accurate to their best knowledge.

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
TITLE PHONE NO.

\_\_\_\_\_  
PRINTED NAME



### Minor Variance:

A minor variance may be granted for the development activity on a lot in individual cases where strict application of the development standards for the district in which the lot is located would result in practical difficulties to, or undue hardship upon, the property owner for reason of narrowness, shallowness, shape, topographic conditions or other conditions of the lot or the location of the existing principal building on the lot. The authority to grant minor variances shall be limited to variances from the following requirements:

1. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than 10% of the minimum requirement for the district in which the lot is located (e.g. if the required width is 100 feet, the width requirement for the lot may not be reduced to less than 90 feet).
2. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 25% (e.g. if the required setback is 10 feet, the minimum setback may not be reduced to less than 7.5 feet).
3. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 25% (e.g. if the required setback is 30 feet, the minimum setback may not be reduced to less than 22.5 feet).

Pursuant to Section 105 of the Oxford Building Ordinance, all applications for development permits are reviewed by the Planning Commission. In the event the Planning Commission determines that a minor variance should be granted in connection with the issuance of a development permit, the Planning Commission will grant such minor variance at the regular meeting of the Planning Commission where the application for such development permit is reviewed. If the Planning Commission fails to grant a requested minor variance, then the Mayor and Council may take action in lieu of the Planning Commission action.