



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, NOVEMBER 18, 2019 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Mayor Jerry D. Roseberry; Councilmembers: Jim Windham, George Holt, Mike Ready, Jeff Wearing, Avis Williams, and Sarah Davis. Honorary Councilmember Rachel Ding was also in attendance.

OTHERS PRESENT: Matt Pepper, City Manager; Dave Harvey, Police Chief; David Strickland, City Attorney; Marcia Brooks, City Clerk; Stacey Mullen, Deputy City Clerk; Scottie Croy, Assistant Public Works Supervisor; Art & Laurie Vinson; Theresa Eady; Mike McQuaide; Cheryl Ready; Danielle Miller of Oxford College; Lynn Bohanan; Laura McCanless; and David Eady.

The meeting was called to order by Mayor Jerry D. Roseberry.

Agenda (Attachment A)

1. Mayor's Announcements

- Mayor Roseberry advised that he and Matt Pepper attended MEAG's Mayor's Summit earlier this month and will provide a full report to the Council soon. Many cities are unhappy about the amount they owe under their power contracts, and he will provide more details in his report.
- City Attorney David Strickland swore in Avis Williams, who was appointed to fill the vacant POST 4 Council member seat on November 4, 2019.

2. Honorary Councilmember of the Month

Mayor Roseberry introduced Rachel Ding, a sophomore at Oxford College, who has been appointed as Honorary Council Member for the month of December. Ms. Ding spoke to the Council about her role as the President of the Student Government Association at Oxford College.

3. Discussion on the Match for Community Development Block Grant Funding

Matt Pepper discussed the criteria for awarding Community Development Block Grants (CDBG). There is a requirement for the applicant to state a match percentage when applying for a CDBG, and the applicant can choose the percentage with a minimum of 5%. However, the Northeast Georgia Regional Commission (NEGRC) has advised that the more the applicant is willing to match, the more competitive the applicant will be in the grant reward decision. Therefore, to give the City of Oxford some leverage in the grant decision process for the Water Main Replacement Project, he recommends that we pledge to match 20% of the funds for this project. We are applying for the maximum amount allowed of \$750,000, so 20% of this amount would be \$150,000 that the City would pledge to pay if the grant is awarded. Mr. Pepper advised it would be the first quarter of the next fiscal year before we know if we will receive the grant. The application is due by April 1, 2020, followed by a review process to determine which grants are rewarded.

4. Engineer Recommendation for Water Main Replacement Project (Attachment B)

Matt Pepper advised that as part of the CBDG application process, each applicant must issue an RFP for engineering services for the project. The services in the RFP include engineering design, permitting, project monitoring, and confirmation of work completion according to specifications in project plans for invoices received. We issued the RFP in September and received five (5) responses. Mr. Pepper and the Public Works staff reviewed the proposals based on several criteria, including number of CBDG projects completed, ability to staff the project, quality of work, our relationship with them, and their proximity.

The recommendation for the project is Carter & Sloope. We have dealt with this company on two other projects, the most recent one being the water main replacement on Emory Street and Asbury Street, and had a positive experience with them. No cost estimates are included at this time because four of the five bids were based on a percentage of the construction cost, which we do not know yet since we have not started a bidding process for the project itself. For an idea of cost, in the Capital Projects budget right now we have this project planned at \$1.1 million dollars based on an estimate from a contractor. This estimate is a bit old and Mr. Pepper is working to update that estimate.

Carter & Sloope proposed a fee of 9% of total project cost for engineering services, and 3% of total cost for construction administration. They charge \$6,000 to do a Preliminary Engineering Report (PER), which is required for the CBDG application. This report consists of a review of current existing pipes we have, a project schedule, a cost analysis, and recommendations for any changes they recommend for the project. Two other vendors have the same cost structure except that they do not charge for the PER.

Mr. Holt asked for clarification on what we would be voting on at the next Council meeting, to ensure we are not voting to award the construction work to Carter & Sloope, just the PER. Mr. Pepper confirmed that Mr. Holt was correct.

5. Proposed Resolution - FY2020 Local Maintenance Improvement Grant (LMIG) (Attachment C)

Matt Pepper stated that the city has selected Stone Street for paving in FY2020. We just completed our FY2019 work about a month ago due to scheduling issues with Newton County. The grant for FY2020 is about \$27,000. The grant is based on population and center line mileage as a percentage of the state's totals. Mayor Roseberry asked Mr. Croy how we determine which street(s) to work on each year. Mr. Croy advised it is based on condition and how much patching has been done in the past.

6. Environmental Study Committee Report (Attachment D)

George Holt reported that the committee had divided the list of proposed actions out into several phases, which he has provided to Council. They would like to get buy-in from the Council that they are on the right track. They plan to add some of the items to a short-term work plan once the Council approves their phased list. Mr. Holt requested input from Council.

7. Proposed Ordinance (FIRST DRAFT) - Shared Active Transportation Devices Discussion (Attachment E)

Mayor Roseberry stated the City is trying to come up with an ordinance to regulate e-scooters and other similar transportation devices. Matt Pepper advised that the sample ordinance provided is based on the City of Decatur's recently adopted ordinance. Mr. Pepper discussed the elements of the draft ordinance. Mayor Roseberry suggested that the maximum speed limit these vehicles can be operated in should be 25 mph, which would discourage use in Oxford, since they cannot be used on sidewalks. Jeff Wearing commented that the operation of these devices is like that of golf carts, in that they cannot be operated on any major highway. Jeff Wearing recommended that we check with the City of Covington to find out if they are considering a similar ordinance. Ms. Ding stated that the speed, where it is parked, etc. is controlled by the app on a mobile phone, which is required to rent a device. Emory does not allow students to go off

campus with the devices. Jeff Wearing asked for confirmation that these devices would not be allowed on the trails, which Mr. Pepper confirmed would be true implicitly since motorized vehicles are not allowed on the trails.

8. **107 W. Clark Street Renovation Project**

Jeff Wearing stated that this project is progressing. They are finalizing the drawings for a Welcome Center/Community Center. They are about to enter another phase. Carter & Watkins will continue to make final drawings for the house itself. They will be putting out a Request For Qualifications (RFQ) to find someone who can restore the house. When the drawings are complete, they will be able to share a lot more information and hope they will be able to start soon on the work.

9. **Whatcoat Street Project**

Mike Ready stated that in 2014 plans were put together for improving Whatcoat Street. Since then some changes were made to the plans. Then a couple of years ago Oxford College decided to make some changes to the intersection of Pierce and Haygood streets, so the City backed off on its plans for Whatcoat Street. Now that the park is complete and Yarbrough House is moving forward, the City would like to proceed with plans to beautify Whatcoat Street, which historically is a main thoroughfare. The engineer is updating the records to reflect the work Oxford College completed. The intent is to build out Whatcoat Street, adding a sidewalk to the south side and adding pedestrian lighting as appropriate.

Mr. Holt asked if we are going to continue what the college started in terms of lighting and parking on the same side of the street. Mr. Ready stated they have not discussed doing that, but the plan can be changed. Mr. Holt and Mayor Roseberry stated they thought the work would continue what the college had started, down to George Street. Mr. Ready stated the plan can easily be changed.

The work session was adjourned at 6:31 p.m.

Special Called Meeting was called to order at 6:31 p.m. by the Honorable Jerry D. Roseberry. The purpose of the Special Called Meeting was to vote on the appointment of Marcia Brooks as the City Clerk of Oxford.

Motion was made by Wearing – Second – Davis to appoint Marcia Brooks as the City Clerk of Oxford, approved unanimous 6/0.

Motion to enter Executive Session at 6:33 p.m. Ready – Second – Holt, approved unanimous 6/0.

Motion to adjourn Executive Session at 6:37 p.m. Ready – Second – Holt, approved unanimous 6/0.

Motion to adjourn the Special Called Meeting at 6:40 p.m. Wearing – Second – Davis, approved unanimous 6/0.

Respectfully Submitted,



Marcia Brooks
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, NOVEMBER 18, 2019 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Mayor's Announcements**
2. **Honorary Councilmember of the Month** – Mayor and City Council have appointed Rachel Ding as the Honorary Councilmember of the Month.
3. **Discussion on the Match for Community Development Block Grant Funding** – We will apply for the maximum amount of grant funding (\$750,000) for the water main replacement project. In order to receive any funding, the city must provide matching funds. We recommend that the city provide a 20% match (\$150,000) of the maximum requested amount for the grant.
4. **Engineer Recommendation for Water Main Replacement Project** – In September, we issued a Request for Proposals for engineering, design, and construction administration services for the water main replacement project. We received five proposals in response. Staff has reviewed each proposal. We recommend that Mayor and Council select Carter and Sloope to provide the engineering services.
5. *** FY2020 Local Maintenance Improvement Grant (LMIG)** – The attached resolution designates Stone Street for the LMIG resurfacing work for this fiscal year.
6. **Environmental Study Committee Report** – Council will discuss the committee's recommendations on implementing environmental sustainability practices within the city.
7. **Shared Active Transportation Devices Discussion** – Council will continue discussions on adopting an ordinance to regulate the use of shared active transportation devices such as e-scooters within city limits.
8. **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street renovation project.
9. **Whatcoat Street Project** – The *ad hoc* Whatcoat Street Committee will report on the progress of the Whatcoat Street project.

The Mayor and Council will hold a Special Called Meeting (Executive Session) on November 18, 2019 following the Work Session at City Hall to consider personnel matters.

*Attachments



Memo

To: City Council
From: Matthew Pepper, City Manager
Date: Wednesday, November 13, 2019
Re: Engineer for Water Main Replacement Project

Introduction

As part of the Community Development Block Grant (CDBG) application process, the city must issue a Request for Proposals (RFP) to select an engineering firm to provide engineering, design, and construction administration services for the Water Main Replacement Project. We issued the RFP in September and received proposals from the following engineering firms:

1. Tunipseed Engineers
2. Goodwyn Mills Cawood
3. Thompson Ehle Company
4. Carter & Sloope, Inc.
5. GWES, LLC

Proposal Breakdown

As stated before, each engineering firm submitted a proposal to provide three primary services for the project. They are described below:

1. The Preliminary Engineering Report (PER) – The PER is required for the CDBG application. It includes items such as a description of the existing infrastructure, recommendation of improvements, a detailed cost analysis, and project schedule.
2. Engineering and Design – The service includes preparing the civil plans, submitting the applications for permits and testing, preparing the bid documents, reviewing bids, and making a recommendation for a contractor for the project.
3. Construction Administration – The service includes reviewing contractor invoices and recommending payment, frequent site visits for onsite observation, and a final construction review and statement of completion.

Criteria for Proposal

Staff reviewed each proposal against the following criteria: experience with CDBG-funded projects, quality of work, capability to work within the budget, accessibility of project staff, cost of services, and other items.

Experience with CDBG-funded Projects

According to their proposal, Carter & Sloope, Inc. has completed more than 35 CDBG-related projects within the last five years and over 155 projects total. Many of the CDBG projects are similar in scope to our Water Main Replacement Project.

Experience with the City

In 2013, we hired Carter & Sloope, Inc. to provide engineering services for the project involving the replacement of the water main on Emory Street and Asbury Street. In addition, we worked with Carter and Sloope, Inc. on the joint project with Newton County to make improvements to the water main on Cook Road.

Accessibility of Project Staff

Carter & Sloope, Inc. has an office in Watkinsville, GA. According to the proposal, Mr. Marty Boyd will be working on the Water Main Replacement Project. We have worked with Mr. Boyd on both the Emory & Asbury Street and Cook Road projects.

Cost of Services

Each engineering firm based their cost estimates on a percentage of the construction cost. For instance, Turnipseed, Goodwyn Mills Cawood, and Carter & Sloope, Inc. will provide the engineering and design services for 9% and the construction administration services for 3% of the construction cost. We estimated the construction cost at \$1,102,000. The chart below shows each engineering firm's total cost of services based on our construction cost estimate.

Engineering Firm	Total Cost of Services
Turnipseed Engineers	\$132,240
Goodwyn Mills Cawood	\$132,240
Thompson Ehle Company	\$109,000
Carter & Sloope, Inc.	\$138,240
GWES, LLC	\$110,200

Recommendation

Based on the evaluation of the proposals and our experience, staff recommends that Mayor and Council select Carter & Sloope, Inc. to provide the requisite engineering services.

CITY OF OXFORD

RESOLUTION

TO AUTHORIZE THE SUBMISSION OF A PROJECT TO THE STATE DEPARTMENT OF TRANSPORTATION FOR THE FY 2020 LOCAL MAINTENANCE AND IMPROVEMENT GRANT PROGRAM.

WHEREAS, the Georgia Department of Transportation has granted \$27,704.50 to the city of Oxford as part of the Local Maintenance and Improvement Grant (LMIG) program for FY 2020; and;

WHEREAS, the LMIG grant program requires a 30% local match or \$8,311.35; and;

WHEREAS, City Council has determined that Stone Street is in need of repair at this time.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OXFORD,

That the Local Maintenance and Improvement Grant program for FY 2020 to be submitted to the state Department of Transportation shall include resurfacing and deep patching for Stone Street.

ADOPTED THIS MONDAY, DECEMBER 7, 2019.

BY:

Jerry D. Roseberry, Mayor

ATTEST:

Lauran S. Willis, City Clerk

Sustainability Report

Sustainability is about balancing the environmental, economic, and social needs of the city of Oxford today as well as the needs of the next generation, and the one after that. We should also want to make sure we are addressing the equally pressing economic and social needs of residents. We should make sure that sustainability become inclusive of all residents. Too often sustainability feels like something for just some residents in some areas of the city. Residents will be engaged to support projects that will improve the quality of life in Oxford.

If you have a suggestion for how to implement one of the actions, your advice would be appreciated. Making the city of Oxford the healthiest, greenest, most livable city in the country will require the ideas and energy of our entire community.

Specific ideals about sustainability

Maintain, developed or restored green margins to the city (explain what is involved)

Ban on toxic spraying whether in buildings or the general environment. All contracts and purchase orders state this ban.

Set up a call line for yard waste and leaf pickup in lieu of driving a route. (This is done by other cities)

Develop Meadows in city rights of way (to be selected by special committee and approved by city council)

Ban bottle water from city facilities

Solicit Suggestions from staff

Green and recycling information posted at city hall, maintenance barn and on our website

Rebate for installing an electric whole house on demand water heater

An ordinance for a net lost tree canopy

Multisided paper printing

Police Dept. hand-out only natural or biodegradable novities

Bamboo utensils in city facilities

Stainless steel or ceramic mugs for coffee and/or water

Explore replacement for Keurig

Promote use of reusable shopping bags with city logo imprint

Solar power generation (Roof of the maintenance barn)

Some sort of credit or rebate for electric car charging stations installed at residence

All future projects should be required by ordinance to do an impact study

Oxford should invest in GIS mapping of our trees

Oxford 1ST Draft

Shareable Dockless Mobility Devices.

A. Purpose. The purpose of this section is to regulate the storage and use of shareable dockless mobility devices in the public right-of-way, on public property, or anywhere in the city, to allow for adequate pedestrian traffic flow and to promote public safety.

B. Definitions. As used in this article, the following terms shall have the following meanings:

1. *Company:* Any shared motorized mobility device vendor that has been issued a Shared Motorized Mobility Device Permit by the City.
2. *Operator:* Any individual operating and/or in possession of a motorized mobility device.
3. *Shareable Dockless Mobility Device.* An electric/motorized or human-powered device that permits an individual user to move or be moved freely, is not registered with the state of Georgia or Newton County, is available for rent to the general public via an on-demand portal, whether a smartphone application, membership card, or similar method at unstaffed, self-service locations. Such devices shall include but not be limited to bicycles/e-bicycles, scooters/e-scooters, and other similarly operated vehicles.

C. Operation of Shareable Dockless Mobility Devices.

- 1) Motorized mobility devices shall not be operated by any person under 16 years of age.
- 2) Riding of shareable dockless mobility devices is prohibited on all sidewalks and on streets with a designated speed of 31 miles per hour or more.
- 3) Shareable dockless mobility devices are to be ridden only on streets with a designated speed of 30 miles per hour or less, if no bicycle lane or bicycle path is available.
- 4) Shareable dockless mobility devices shall not be operated between the hours of 9:00 p.m. and 6:00 a.m.
- 5) Shareable dockless mobility devices shall not be operated at a speed greater than fifteen (15) miles per hour.
- 6) No operator shall use shareable dockless mobility devices to carry more than one person at a time.
- 7) No operator shall take hold of or hang on to any automobile or other vehicle while operating a motorized mobility device.
- 8) No person shall use a stand-alone electronic device or wireless telecommunication device, as those terms are defined by Chapter 6 of Title 40 of the Official Code of Georgia, while operating a motorized mobility device.
- 9) Persons operating shareable dockless mobility devices shall comply with the Georgia Uniform Rules of the Road (Chapter 6 of Title 40 of the Official Code of Georgia).

D. Parking of Shareable Dockless Mobility Devices

- 1) Operators shall only park shareable dockless mobility devices upright on hard surfaces in the landscape zone of the sidewalk, beside a public bicycle rack or in another area specifically designated for bicycle or motorized mobility device parking, in such a manner as to afford the least obstruction of pedestrian traffic and provide a minimum of five (5) feet clear for pedestrians.

- 2) Operators shall not park shareable dockless mobility devices in the street except in street parking spaces specifically authorized by signage for use by shareable dockless mobility devices
- 3) Except when necessary to avoid conflict with other traffic or to comply with the law or the directions of law enforcement or official traffic-control devices, no individual shall stop, stand, or park a motorized mobility device:
 - a. Upon any portion of the sidewalk that is not the landscape zone;
 - b. Within an intersection;
 - c. On a crosswalk;
 - d. Alongside or opposite any street excavation or obstruction where such stopping, standing, or parking would obstruct traffic;
 - e. On any drain grate or utility or sewer covering;
 - f. In any designated loading zone;
 - g. In any driveway or vehicle travel lane
 - h. In a manner that obstructs pedestrian or wheelchair access to: buildings and establishments; street features that require pedestrian access, including, but not limited to, benches, and crosswalk signal buttons; and, accessibility and safety features, including but not limited to curb ramps, wheelchair ramps, ramp landings, and handrails;
 - i. In a manner that obscures any traffic-control devices or directional or other official signs and notices; or
 - j. In a manner that obstructs access to emergency service infrastructure.
- 4) The City may remove, reposition, rebalance or impound any shareable dockless mobility devices as needed to address immediate hazards and charge the Company and/or operator for any costs to the City.
- 5) If a motorized mobility device is parked in a manner that impedes the flow of vehicular or pedestrian traffic or poses a threat to safety, any person shall be authorized to reposition or move such device in order to remove such impediment or threat, provided that such action performed is not more than necessary to reposition such vehicle to a place that no longer impedes traffic or poses a threat to safety and is not performed recklessly.

E. Permitting

- 1) A permit issued by the City is required before any company may stage any shared shareable dockless mobility devices in the City.
- 2) A permit fee and an administrative fee shall be paid for the issuance of a shared motorized mobility device permit in an amount provided for in the schedule of fees and charges approved by the Mayor and City Council.
- 3) A completed application, on a form provided by the City, for a shared motorized mobility device permit shall be submitted by the Company to the City Manager, which application shall, at a minimum, include the following:
 - a. Federal employer identification number and state sales and use tax number;
 - b. Signed and notarized E-Verify affidavit;
 - c. A registration with the Georgia Secretary of State's office allowing the Company to operate in the State of Georgia;
 - d. Contact information for the locally-based manager/operation staff to respond to City requests, emergencies and other issues twenty-four hours a day, seven days per week;
 - e. Name and address of the registered agent of the Company in Georgia; and,
 - f. Executed indemnification documentation and executed certificate of insurance.
- 4) A permit is valid for 12 calendar months beginning February 1st of each year.
 - a. After August 1st of each year the fee shall be one-half of the annual permit fee.

- 5) The Shared Dockless Mobility Device Permit fee shall be for up to 25 devices.
- 6) Denial of an initial permit application or renewal application shall be provided in writing and shall list the reason or reasons for denial. The applicant shall be given notice of the opportunity to appeal the denial of a permit in writing to the City Manager. The written appeal must include specific information as to why the permit should not be denied and must be filed within 30 days of the date of the notice of the denial of the permit.
- 7) A shared motorized mobility device permit may be suspended or revoked by the Mayor and City Council for good cause after hearing upon five days' written notice to the holder of such permit of the time, place and purpose of the hearing and general statement of the charges to be considered. "Good cause" for the suspension or revocation of any such permit shall consist of the violation of any laws or ordinances regulating such permittee or irregularities, omissions, or untruths in the application for the permit.
- 8) The City reserves the right to impose a restriction on the number of permits and devices per permit at any time.

F. Shareable Dockless Mobility Device Fleet Operating Regulations.

- 1) Company shall not deploy within the city limits of the City at any given time more than a total of twenty-five (25) shared shareable dockless mobility devices.
 - a. Company shall ensure that the number of shared shareable dockless mobility devices is reset to stay within the maximum fleet allotment every 24 hours.
 - b. Company may only increase the maximum fleet allotment with the City's written approval.
 - c. The City may deny a request to increase the maximum fleet allotment at its sole discretion.
- 2) Subject to reasonable restrictions for the protection of confidential, proprietary and personal information:
 - a. Company shall provide the City with real-time information on Company's entire fleet within the City limits through a documented application program interface (API) built to Mobility Data Specification (MDS). The MDS API will provide standardized data that contains information with respect to individual rides, including without limitation: start-time, end-time, start location, end location, route information, vehicle ID, and total trip distance.
 - b. City may request data from Company on a monthly basis to determine and demonstrate the utilization rate of devices in Company's fleet within the city limits.
 - c. Company shall notify City on a monthly basis regarding any injuries to persons using the Company's shared shareable dockless mobility devices within the City.
- 3) Company shall provide the emblem of the permit holder, a unique identification number, and easily visible contact information, including a twenty-four (24) hour toll-free phone number and e-mail address, on each shared motorized mobility device for members of the public to make relocation requests or to report other issues with shared shareable dockless mobility devices or to ask questions. Company will maintain a multilingual website, call center, and/or mobile app customer interface that is available twenty-four (24) hours a day, seven (7) days a week.
- 4) Company shall ensure that all shared motorized mobility device operators are informed about the City's existing rules and regulations, safe and courteous riding, and proper parking.
- 5) In the event a safety or maintenance issue is reported for a specific shared motorized mobility device or identified by any Company representative, such device shall be made unavailable to operators and shall be removed immediately. Any inoperable or unsafe device shall be repaired

before it is put back into service. The City shall not have any obligations with regards to the maintenance of shared shareable dockless mobility devices.

- 6) On days when a weather-related emergency declaration (ice, snow, rain, flooding, etc.) is made that includes the City, Company will halt operations completely. On days where snow or ice accumulates greater than ½ inch, Company shall remove its devices from City. Company agrees to hold City harmless for damage to shared shareable dockless mobility devices caused by City's inclement or emergency weather response operations.
- 7) Company shall embrace transparency in recycling efforts and recycle or otherwise dispose of shared shareable dockless mobility devices and equipment parts in an environmentally friendly manner at end of life-cycle.
- 8) Company shall provide written notice to all operators by means of signage and through mobile and web applications that:
 - a. Operators must be at least 16 years of age;
 - b. Shared shareable dockless mobility devices are to be ridden on streets, not sidewalks, and where available, in bicycle lanes and on bicycle paths;
 - c. Shared shareable dockless mobility devices are to stay to the right of street lanes and to offer the right of way to bicycles on bicycle lanes and bicycle paths;
 - d. Helmets are encouraged for all operators;
 - e. Only one operator shall ride on a shared motorized mobility device;
 - f. Parking is limited to the designated areas;
 - g. Operators may be ticketed for operating the shared shareable dockless mobility devices in a manner which violates the City's Code of Ordinances and/or the Georgia Uniform Rules of the Road (Chapter 6 of Title 40 of the Official Code of Georgia); and
 - h. Operating a shared motorized mobility device is at the sole discretion of the operator, the operator is aware of the risk of injury, and the City assumes no liability for road conditions or injury to the operator.

G. Impounding of Shareable Dockless Mobility Devices.

- 1) The City may impound and assess a fee for each shared motorized mobility device that has been staged in the City by a Vendor that has not been issued a shared motorized mobility device permit by the City in an amount provided for in the schedule of fees.
 - a. To the extent information is available on the device, the City may notify the Vendor of the impounded shared motorized mobility device and its location within 48 hours via electronic mail or other means of written communication.
 - b. Vendor shall retrieve shared shareable dockless mobility devices from City within ten (10) business days of receiving notice.
 - c. If the Vendor does not retrieve the shared motorized mobility device/s by close of business on the tenth business day, the City may dispose of any such shared motorized mobility device by any method at the discretion of the City and the City may invoice the Vendor for the cost of disposal. Vendor agrees to pay such invoice within ten (10) business days of receipt.
 - d. City does not guarantee security of any impounded shared shareable dockless mobility devices.

H. Violations

Any person convicted of a violation of any provision of this article shall be punished in accordance with the city's Code of Ordinances.