



**MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, NOVEMBER 13, 2023 – 7:00 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Laura McCanless – Councilmember
(by phone)
Mike Ready – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Erik Oliver – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Mark Anglin – Police Chief
Jody Reid – Supervisor of Maintenance
David Strickland – City Attorney

OTHERS PRESENT: three residents at 804 Emory Street (AKA “E. George Street”), Jamie Porges (Peak Solarworks)

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. Jim Windham made a motion to amend the agenda for the November 13, 2023 Mayor and Council Regular Meeting to add an item regarding the recent incident at Asbury Street Park. Mike Ready seconded the motion. The motion was approved unanimously (7/0).
(Attachment A)

Jeff Wearing made a motion to approve the amended agenda. Mike Ready seconded the motion. The motion was approved unanimously (7/0).
3. Jeff Wearing made a motion to accept the Consent Agenda for November 13, 2023. Mike Ready seconded the motion. The motion was approved unanimously (7/0). (Attachment B)
4. **Mayor’s Report**
Noted on agenda.
5. **Citizen Concerns**
None.
6. **Water Line Easement on “E. George Street”** (Attachment C)

Mike Ready made a motion to approve the water line easement. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

7. Resolution for a Sewer Connection Moratorium due to Unknown Sewer Capacity (Attachment D)

Jeff Wearing made a motion to approve the resolution. Erik Oliver seconded the motion.

Discussion:

Jim Windham asked for a list of the exempted property owners. He is concerned about exemptions being open-ended. Mayor Eady advised the exemption is limited to the property owners on Emory Street who have until December 23, 2023 to pay a reduced rate to connect to the North Emory Sewer tap, a property owner on Moore Street who expressed interest in a commercial warehouse on their property, and Archer Aviation. This will be documented in a memo and attached to the record.

The motion was approved unanimously (7/0).

8. Water Fountain Replacement at Asbury Street Park (Attachment E)

Mike Ready made a motion to approve replacement of three of the four fountains at Asbury Street Park, excluding the one next to the pavilion. Jeff Wearing seconded the motion.

Discussion:

Staff have only received one bid thus far. The price to replace three fountains would be under \$10,000.

Jim Windham asked why the fourth fountain outside the pavilion is not being replaced and what will happen to it. Jody Reid confirmed that the fourth fountain will be removed and capped because it is not needed at that location.

Mike Ready amended his motion to grant administrative discretion to Bill Andrew to approve the lowest bid if it is less than \$10,000. George Holt seconded the amended motion. The motion was approved unanimously (7/0).

9. Bike-Friendly Community Designation from League of American Bicyclists (Attachment F)

Erik Oliver made a motion to approve pursuit of the designation. Mike Ready seconded the motion.

Discussion:

Jeff Wearing asked if this designation would mean changes for Highway 81 and for the sidewalk being installed/replaced. He asked if bicycle lanes will be required on Highway 81. Bill Andrew stated that bicycle lanes are not required. Having the designation may provide some leverage for having a discussion with GDOT in the future about adding bicycle lanes. He has discussed a timeframe for the designation with John Devine, Executive Director of Georgia Bikes. Mr. Devine suggested laying the framework for the application by the June deadline in 2024 with the goal of fully developing the application in time for the 2025 application deadline.

The motion was approved unanimously (7/0).**10. Whatcoat Street Realignment** (Attachment G)

Mayor Eady stated that the purpose of this vote is to decide whether to move forward with obtaining bids on the job based on the 100% drawings from Atkins that reflect what was approved in the 50% drawings along with some changes. Bill Andrew added that the RFP will require per-unit costs that cannot change after the contract is awarded. The bids will provide a more accurate cost for the work compared to the planning figure used in the FY 2024 Capital budget of \$700,000.

George Holt expressed concern about per-unit prices increasing after award. Jim Windham stated that any contractor will put time limitations on per-unit prices to avoid their costs increasing if the work is done later. This will put pressure on the City Council to take some action soon. Jeff Wearing stated that prices are usually good for ninety (90) days with this type of contract.

Erik Oliver asked David Strickland if there is any issue with the City putting out official bid documents related to property the City does not yet own. Mr. Strickland advised the ownership issue should not be an impediment to getting bids, because the bidding process is not approval to go forward with the actual work.

Laura McCanless stated her support of getting a more concrete cost estimate.

Mike Ready made a motion to approve releasing the job for bids. Jeff Wearing seconded the motion. The motion carried 4/3. Mike Ready, Jeff Wearing, David Eady and Laura McCanless voted yea. Jim Windham, George Holt, and Erik Oliver voted nay.

11. Atkins Task Order – Possible Bike/Pedestrian Path Routes (Attachment H)

Jim Windham made a motion to approve the Atkins Task Order. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

12. Invoices (Attachment I)

The City Council reviewed invoices paid for \$1,000 or more during October 2023.

13. FOR DISCUSSION ONLY: Peak Solarworks Power Purchase Agreement (Attachment J)

In order to make the 2 MW solar project proposed by Peak Solarworks work, one of two things must be done:

1. Connect to both circuits (north and south) by running cable overhead or underground for about 5,000 feet.
2. Have the substation reconfigured to allow power to flow from one circuit to the other without going outside the meter. MEAG has advised that the substation should have been initially configured this way but was not.

The cost for either option is estimated to be around \$250,000. Jamie Porges with Peak Solarworks spoke to the City Council regarding how this additional cost would impact their proposal if they pay for it initially. He also mentioned that the estimate does not include property tax. They hope to request a property tax abatement from Newton County. They would absorb all but \$60,000 of the cost upfront and ask that \$30,000 be recouped in Years 1 and 2. In Year 5 they would have good-faith negotiations. If the savings they anticipate are realized, they are

asking that one third of those savings be used to reimburse them for the remaining costs plus property taxes.

Jim Windham asked for some examples with order of magnitude figures for the discussion during the next work session.

Mayor Eady discussed an option for the City of Oxford to pay the full cost upfront by withdrawing the City's money in its Municipal Competitive Trust short term investment, which has a balance of around \$300,000.

Of the two options, George Holt and Laura McCanless supported upgrading the substation. Erik Oliver asked if Emory would realize cost reductions from the project. Mr. Porges stated that they would be able to show progress toward their environmental goals. They would get renewal energy credits in exchange for leasing the property to the City. He also stated that if the City decided to pay the full cost for the interconnection up front, his company would absorb any property tax costs.

The consensus of the City Council is to reconfigure the substation and to pay for it up front using the Municipal Competitive Trust investment funds. This decision will be ratified at the December regular session.

14. FOR DISCUSSION ONLY: New System Development Charges for Water and Sewer

(Attachment K)

Nelsnick Enterprises has been working on a rate study for water and sewer to help the City determine how to recover the cost for the additional sewer capacity needed on the Dried Indian Creek line to support Archer Aviation. The City of Covington has offered to sell capacity to Oxford at \$22 per gallon. The City's rate is substantially less than that and is based on Newton County Water and Sewer Authority (NCWSA) rates from 2016. Not only are the City's rates probably outdated but are also based on a cost structure for a different entity with different operating costs (NCWSA).

The immediate decisions to be made are whether to proceed with requesting the capacity needed from the City of Covington to support Archer Aviation, and also whether to request additional capacity based on possible future needs.

Jim Windham asked if this same company can analyze the City's future capacity needs. Bill Andrew advised they should be able to do that within the next couple of weeks.

14.5 Criminal Damage to Property Incident at Asbury Street Park on November 11, 2023

Chief Mark Anglin spoke of the incident which occurred on November 11, 2023 at Asbury Street Park. A stolen car was driven onto the green at the park and got stuck. The suspects also broke into the utility room that houses the camera system. One of the suspects was hiding in the utility room. He expressed his disappointment that the City of Oxford must rely on the Newton County Sheriff's Office for support for calls such as this, requiring taxpayers in other areas of Newton County to support Oxford. He recommends increasing sworn staff based on staffing levels at nearby law enforcement agencies and requested an administrative staff person to handle clerical and technical duties.

He has several recommendations for immediate changes. The bathrooms will be locked by deadbolt each night. He has already had a lock installed on the utility room and recommends

that access to it be restricted. He recommends more barriers to prohibit vehicular access to the green.

Jim Windham stated that he pays County taxes and doesn't think the fairness of deputies supporting Oxford is a valid argument. He also mentioned that there have been very few incidents in the park and does not believe barricading the park is a solution. He does think more sworn staff are needed. The City should not have to rely on county law enforcement personnel.

Erik Oliver stated that Oxford College should provide law enforcement support or should contribute financially to augmenting the City's sworn staff because of the responsibility the City of Oxford has to protect the students on and off campus.

15. **Executive Session**

Jim Windham made a motion at 8:53 p.m. to go into Executive Session to discuss a personnel matter. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Jim Windham made a motion at 9:13 p.m. to exit Executive Session. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

16. **Adjourn**

Jim Windham made a motion to adjourn at 9:13 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
REGULAR SESSION
NOVEMBER 13, 2023 – 7:00 P.M.
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
A G E N D A**

- 1. Call to Order – Mayor David S. Eady**
- 2. Motion to accept the Agenda for the November 13, 2023 Mayor and Council Regular Meeting.**
- 3. Consent Agenda**
 - a. *Minutes of the City Council Regular Session October 2, 2023
 - b. *Minutes of the City Council Work Session October 16, 2023
- 4. *Mayor's Report:**
 - a. The Work Session for November 20 has been moved to the Council Retreat for November 17th. That Retreat will be at the Newton County Chamber of Commerce.
 - b. The next Oxford College/City of Oxford Community Classroom will be on November 27 at 6:00 PM here at City Hall. The Rev. Dr. Lyn Pace will facilitate a discussion on the connections between our spiritual lives, time, and healing with his talk, "Healing the World Through Healing Ourselves."
- 5. Citizen Concerns**
- 6. *Water Line Easement on "E. George Street":** The Katiushinsky family have asked the City of Oxford to consider creating an easement for the existing water line and water meters. Since we do not have a right-of-way on this road, we need an easement for the water line and meters. The City originally installed the line and the easement was never finalized. An easement will allow the City to properly maintain the water line. This was discussed at the Work Session on June 16, 2023. Mr. Strickland and Mr. Jordan prepared the agreements and exhibits.
- 7. Consideration of a Resolution for a Sewer Connection Moratorium due to an Unknown Sewer Capacity:** Due to the Flow Study and Capacity Analysis being conducted for both the Turkey Creek and Dried Indian Creek Basins, staff recommends a cessation to future sewer connections until we better understand our sewer infrastructure's capacity. The attached resolution would allow for a six month pause. Exceptions for Archer Aviation and homeowners connecting to the N. Emory Street line (the discounted connection offer ends 12/23/23) would be understood as they have already been offered sewer capacity.
- 8. *Vote on bids for Water Fountain Replacement at Asbury Street Park:** We are still working to obtain two more bids for the meeting.

9. ***City of Oxford pursuing a Bicycle Friendly Community Designation from the League of American Bicyclists:** Please see attached memo and other information.
10. ***Whatcoat Street Realignment:** In order to keep on schedule, should the current design be released for bid and then the pricing/design can be amended with the chosen contractor.
11. ***Atkins Task Order for Costing out possible Bike/Pedestrian Path Routes for the funds, Conceptual Plans for Parking at Old Church and Conceptual Landscape Plans for the City:** Please see the attached memo from Atkins
12. ***Invoices:** Council will review the city's recently paid invoices over \$1,000.
13. ***For NON-VOTING, DISCUSSION ONLY – Review the recent options for the Peak Solarworks Power Purchase Agreement:** This item will be discussed further at the November 17 Work Session and is planned for a vote on December 4, 2023.
14. ***For NON-VOTING, DISCUSSION ONLY – Review the Technical Memo recommending new System Development Charges for Water and Sewer:** Oxford has 38,500 gpd left in the Covington Line. Archer is requesting 55,800, leaving us a deficit of 17,300. Our current price works out to \$9/gallon for sewer, this would rise to \$27.53 with the \$22/gallon cost from Covington. Water would fall from \$6.46/gallon to \$1.84/gallon. This item will be discussed further at the November 17 Work Session and is planned for a vote on December 4, 2023.
15. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.
16. **Adjourn**

*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, OCTOBER 2, 2023 – 7:00 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember (late)
Erik Oliver – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Mark Anglin – Police Chief
Jody Reid – Supervisor of Maintenance
David Strickland – City Attorney

**Note: Jeff Wearing was not present
during votes taken for items 1-8**

OTHERS PRESENT: Mark McKercher

1. The meeting was called to order by the Honorable David S. Eady, Mayor.
2. **Laura McCanless made a motion to accept the agenda for the October 2, 2023 Mayor and Council Regular Meeting. Erik Oliver seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
3. **Laura McCanless made a motion to accept the Consent Agenda for October 2, 2023. Erik Oliver seconded the motion. The motion was approved unanimously (6/0).** (Attachment B)
4. **Mayor's Report**
Mayor Eady announced that the next City of Oxford/Oxford College Community Classroom will be held at Oxford City Hall October 30th at 6:00 p.m.
5. **Citizen Concerns**
None.
6. **Change Order #1 for Emory St. Sidewalk from West Soule Street to West Richardson St.**
(Attachment C)

Jim Windham made a motion to approve the change order. Mike Ready seconded the motion. The motion was approved unanimously (6/0).

7. **Approve Purchase of New Mower** (Attachment D)

Erik Oliver made a motion to approve the purchase of the mower. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

8. **Ratification of the Trees Across Georgia Grant Application** (Attachment E)

Laura McCanless made a motion to ratify the application for the grant. Erik Oliver seconded the motion.

Discussion:

Laura McCanless asked where the southern edge of the covered area is. Mayor Eady advised it is Moore Street.

Erik Oliver asked what the width is of the ground that will be treated. Bill Andrew advised it is the City right of way along the creek.

The motion was approved unanimously (7/0).

9. **Invoices** (Attachment F)

The City Council reviewed invoices paid for \$1,000 or more and a listing of all SPLOST 2017 Public Safety expenditures to date.

10. **Executive Session**

None.

Other Business

Laura McCanless asked to restate her position regarding her reservations about the Whatcoat Street realignment. She stated that she discovered information this week about the cost (\$700,000), and feels that this cost is too high, given the limited benefit to the public. She understands it may be too late to stop the 100% drawings, but she wants it on record that she will not support going forward with this project.

Bill Andrew stated that Atkins is nearly finished with the 100% drawings, and they should be finalized by the end of next week. He also stated that he believes the estimated cost of \$700,000 was included in the FY 2024 Capital Budget, which the City Council approved in June.

Jim Windham reiterated his position he has stated in previous meetings, that he is opposed to the Town Center development as a whole, of which the Whatcoat Street realignment is a part, without further research and analysis first. He stated that he is not opposed to some type of work on Whatcoat Street but feels that the intended outcome could be accomplished by spending much less money. He agreed with Ms. McCanless' statement that he does not see how the project will benefit the public.

Mayor Eady stated that this meeting is not the proper forum to discuss the issue, but it can be discussed at the next work session. By then the 100% drawings should be in the City's hands. The consensus of the City Council at the last work session was to proceed with the 100% drawings. He is not familiar with a document being distributed in the last week concerning the estimated cost, but \$700,000 was included in the budget as an estimate based on a document

received from Atkins in April. This is only a best-guess estimate, and the true cost will not be known until the project is bid out. The 100% drawings must be completed in order to move to the bidding process. He also reminded the City Council that the project which the Downtown Development Authority (DDA) is working on and has awarded to a contractor is contingent upon completion of the Whatcoat Street realignment work. This work includes not only rerouting the street but also addressing some major drainage issues.

He emphatically expressed concern about the City Council continually moving projects to a certain point and then putting the brakes on them. He stated his position that if the City Council wants to see any progress the City Councilmembers will have to commit to projects and be willing to see them through. This issue will be added to the October 16th work session agenda.

11. **Adjourn**

Jim Windham made a motion to adjourn at 7:38 p.m. Mike Ready seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, OCTOBER 16, 2023 – 6:30 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady - Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jeff Wearing – Councilmember
Erik Oliver – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
Jody Reid – Supervisor of Maintenance

OTHERS PRESENT: Laura Gafnea (Oxford College), Art Vinson, Laurie Vinson, Nick Cole, Brian Barnard

Agenda (Attachment A)

1. Mayor's Announcements

Mayor Eady introduced the new Dean of Oxford College, Badia Ahad. She spoke briefly to those in attendance. Mayor Eady announced that the November regular session meeting will be moved from November 6 to November 13 due to an election in the Council chamber on November 7. Mayor Eady also announced the awarding of a grant to the City of Oxford to plant trees in Longstreet subdivision. Laura McCanless recognized the City arborist, Beryl Budd, and Bill Andrew and Jody Reid for their work to obtain the grant.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Laura McCanless provided the report.
- b. **Sustainability Committee** – There was no report.
- c. **Downtown Development Authority (DDA)** – Brian Barnard provided the report.
- d. **Planning Commission** – Bill Andrew provided the report.

3. **C-Town Bikes Request to Host First Annual Velo Futura** (Attachment B)

Mayor Eady and Bill Andrew reviewed the request to host this event in 2024 at Asbury Street Park along with a health fair. They also would like to use the city green. It was mentioned that the Oxford Lions Club's annual yard sale is usually held on the same day on the city green, and that conflict will need to be resolved. There is also the matter of the revenue loss due to inability to rent the pavilion.

Erik Oliver, Jim Windham, Jeff Wearing and Laura McCanless expressed their support for the event.

Mayor Eady expressed his appreciation to Chief Anglin and the Oxford Police Department for the success of the Faith and Blue event on October 7th.

4. **Bicycle Friendly Community Designation from American League of American Bicyclists** (Attachment C)

Bill Andrew explained that the Northeast Georgia Regional Commission (NEGRC) will provide services for completing the application on the city's behalf at no charge. Applications are due in June. While June 2024 may be too soon to submit a meaningful application, the city can at least start laying the groundwork for an application in 2025.

Mr. Andrew spoke with John Divine's Chief of Staff at NEGRC, and she advised that applying for the designation is a lot of hard work. There are other ways to promote a bicycle/pedestrian friendly community besides applying for this designation. However, NEGRC will support the City of Oxford regardless of the direction chosen.

Laura McCanless expressed concerns about financial outlays necessary to achieve the designation. She feels that a cost-benefit analysis should be undertaken.

Mr. Andrew acknowledged Ms. McCanless's concerns but stated that there are several "low-hanging fruits," efforts that could be accomplished fairly easily whether the application is pursued or not. Ms. McCanless agreed that pursuing such items is a good thing for the community.

Jim Windham stated he sees the designation as a way to focus on the issue and stay focused on it. He believes it would help sway GDOT on some of the issues the City of Oxford has been pushing with them. He understands that the City may not be ready to apply in June 2024 but he feels it's a great opportunity to get started.

Erik Oliver stated that there are local people who can help on this effort without spending a lot of money on consultants. Ms. McCanless stated she does not support hiring a consultant but does support working with NEGRC to get started on some items.

5. **Farmers Market Informational Meeting** (Attachment D)

Bill Andrew advised that a student from Oxford College has been helping focus efforts for the farmer's market. The City of Covington has also been very supportive of Oxford's market as a way to enhance their own market by coordinating specific dates for Covington and Oxford. A community meeting is scheduled for October 26 at 6:30 p.m. to share ideas. All Oxford vendors have been invited. He has also discussed the possibility of a pop-up coffee stand with Lily & Sparrow in Covington. Another idea being floated around is creating a parklet to create a sense of place on the farmer's market grounds.

6. Water Fountain Replacement for Asbury Street Park (Attachment E)

Three of the four fountains at Asbury Street Park are not operational. The City purchased four freeze-proof fountains in November of 2019 which are currently in storage. The installed fountains are frost-proof but not freeze-proof. The City has spent money already repairing them when they froze.

Bill Andrew advised that they currently have one quote for the labor to install the fountains for \$10,000. They are waiting for an additional quote.

The Councilmembers discussed how many should be replaced. They do not feel that the refrigerated ones under the pavilion should be replaced. Three are outside the pavilion. Jim Windham was not in favor of storing the fourth fountain as a reserve because it would deteriorate over time. He feels all four should be installed. The discussion then turned to other locations that a fourth one could be installed. It was understood that water pipes would have to be run to a location that does not currently have one, such as the trail at Old Church.

The consensus was to move forward with installation of the three fountains at Asbury Street Park that are outside the pavilion and defer a decision on the fourth fountain to when a location for installation can be installed. If the total for installation of three fountains is \$10,000 or less, Mr. Andrew can move forward with the lower bid without City Council approval.

7. Resolution for a Sewer Connection Moratorium due to Unknown Sewer Capacity (Attachment F)

Mayor Eady discussed the need for a temporary sewer connection moratorium until the study by Carter & Sloope to make this determination can be completed. There have been several interested developers lately who the City cannot make accurate determinations on as far as sewer capacity. He is proposing a six-month moratorium on new connections. This should give adequate time for the study to be completed. If the study is not completed by then the moratorium could be extended. An exception will have to be carved out in the resolution for anyone qualifying for the reduced price for a tap on Emory Street which expires December 23, 2023.

8. Atkins Task Order for Three Project Items (Attachment G)

The committee discussing the trail grant came up with proposals for which no task orders exist with Atkins. There are also two other initiatives needing analysis.

The three broad project items are:

1. Options for trail grant – conceptual trail planning services
2. Parking at Old Church
3. Landscaping plan for City-owned property

Laura McCanless asked that each be considered separately. Jim Windham asked if there is a valid reason for proposing a 12-foot trail. Bill Andrew advised 12 feet is the standard width for a trail to be safe for pedestrians and bicyclists. Laura McCanless pointed out that this standard is for urban high-capacity trails. Erik Oliver does not feel that the current trail plans need to be built to a 12-foot standard.

Mike Ready asked where the funding for the task orders will come from. Mayor Eady stated the trails work can come from the grant. The other option for paying it is from Capital funds.

Erik Oliver proposed that local individuals could work on the old church parking and the landscaping plan. Mayor Eady stated that Atkins' work would be much more analytically based, and they would help the City ground truth its assumptions. They would also come back with estimates of cost.

The Councilmembers discussed shortening the list for trail options, reducing the total cost. The City Council agreed to eliminate #4 and #5 from the list and ask Atkins to review #1, #2, and #3. Erik Oliver volunteered to measure and draw a parking diagram for Old Church.

Laura McCanless expressed concern about Atkins having expertise with native plants, which the City's ordinances require, regarding a plan for landscaping City properties. Erik Oliver recommended reviewing the charrettes that were conducted before, and also involve the Trees, Parks and Recreation Board in this effort. Mayor Eady stated he has requested a comprehensive landscape plan from the Board for several years and has not received anything. Mr. Windham offered his support for the Atkins firm conducting the landscaping task order. He feels confident of their ability to do this in a way that would be beneficial to Oxford.

George Holt proposed moving forward with a revised request for Task 1 since it's tied to the grant and defer the other two tasks to further discussion at a future work session. Mayor Eady agreed and asked Mr. Andrew to work on getting the revised quote for Task 1.

9. **Whatcoat Street Realignment** (Attachment H)

Mayor Eady spoke first about having a conversation with the DDA and the developer about timing of the work to realign Whatcoat Street to ensure accountability for any damage done during construction and to avoid rework. There should also be a conversation as to what portion of the construction is site development and what portion is infrastructure development. There may be some opportunities for cost sharing. Of the estimate received for the realignment cost, \$300,000 was for resurfacing the road. The base of the road will have to be widened to allow for twenty feet of pavement. Curbing and gutter will have to be added as well. There are some stormwater drainage issues that will have to be addressed. On the south side, the ditch will have to be relocated. For that reason, curb and gutter will be more cost effective for the south side. The City said until about three weeks ago that it would like to continue the parking theme on the north side a little further down. Stormwater drainage will also need to be addressed on the north side.

Laura McCanless asked who would pay for the parking for the new facility and if the developer could share in the cost. Mayor Eady stated that who will pay for specific parts of the project is still up in the air. This will have to be resolved during negotiations.

George Holt stated that for the last seven to eight years the City Council has been discussing making some improvements to Whatcoat Street for the citizens and have not been discussing spending as much as the current estimate. Now that a developer wants to come in and build a building on Whatcoat Street, the City is discussing doing all of the work in the estimate. Most of the time a developer pays for infrastructure improvements.

Mayor Eady stated that the City has been discussing this since 2012. Some plans were provided by Robert Jordan that included the parking features. The City Council could not reach agreement on whether to have sidewalks on both sides, but essentially the only difference from those original plans is the small piece of land added to align the road on both sides of Emory Street. The Capital budget included \$300,000 for improvements as far back as 2017.

Jim Windham stated that before that it was in the budget for \$80,000. His recollection of the plan was to make mostly aesthetic changes.

Mayor Eady stated that the resurfacing and widening were part of Robert Jordan's original plans, and most of the cost was for this work.

Mr. Windham stated that was mostly for aesthetics. His main concern is that the City is losing a building, is spending at least \$700,000, and will end up with nothing. The City will be losing annual revenue on the lease of the current building. The developer will be getting the building, which they will tear down to build another one. They stated that the current building is in good condition, but they do not recommend adding a second floor to it without further foundational studies. He believes the City should build the building and retain ownership of it. However, he does not see the benefit of the project.

Mayor Eady stated that half of the cost is for full depth reclamation and resurfacing of the road. Mr. Holt stated that in the past roads have only been resurfaced, and it should not cost \$300,000 to do that. Mayor Eady stated that was the reason we had the streets throughout the City assessed to determine what kind of work each needed, and the City has \$1.3 million budgeted toward that project during this fiscal year.

Mayor Eady stated that the DDA is talking to Oxford College and a potential developer. The discussion revolves around a land lease for the developer to lease the land for thirty years. This lease may offset the current yearly revenue from leasing the building to Oxford College. As a private asset, the building will be taxed, generating revenue for the City. The building will be around 13,000 square feet of high-quality Class A office space that will pay utilities, generating revenue for the City. These revenue streams combined will more than offset the lost lease revenue. The building and improvements to Whatcoat Street will set a domino effect in motion that will likely kick off with the relocation of the post office to the new building, followed by other new businesses. The development of the Town Center is something that the City Council has said it values.

Erik Oliver stated that the plans being discussed for Whatcoat Street were conceived ten years ago and have been mitigated by other factors and the inability to commit subsequent Councils to previous initiatives. He asked if all the City Council members could have an opportunity to talk directly to Oxford College and to the DDA. He wanted to be able to express to them what he had expressed in individual discussion with Mayor Eady. He stated that everyone wants to see positive development for the Town Center, and it's a matter of tweaking plans and moving forward possibly in a way that some do not agree with.

Mr. Oliver asked Brian Barnard if the old City Hall building would remain in place until after the new building is built. Mr. Barnard responded that the larger portion of the new building is on the footprint of the old building, so the plan is to build part of the building, move into that part, then tear down the old building and replace it with the rest of the new building and a parking lot. Mr. Oliver stated that confirms that the need to move north and create a new footprint out of the existing right-of-way is because the college wants to continue to use the old city hall.

Mayor Eady stated that is not correct. It was always part of the plan but they discussed that it makes sense to use the existing building as long as they can. Mr. Barnard added that Oxford

College has surveyed their need for space and will be utilizing space in the new building that they are currently using all over the campus.

Mr. Oliver stated that since these discussions began, the college has acquired a number of properties on Whatcoat Street, and now owns 80% of the Whatcoat Street corridor. It is known that Oxford College plans to develop the Forney property. Allen Memorial is no longer operating. Every time Emory has done something it is an attribute to the City. There is an Emory standard that would become part of this new area. Every time they have done work they have paid for work on the streets. When the other properties they have purchased are developed, their standard for lampposts, sidewalks, etc., will be applied to those areas as well. He is concerned about having to do rework after spending money on Whatcoat Street. The potential for future development is not guaranteed. The City of Oxford will also not have any control over what types of businesses occupy the 25% of space that is not occupied by Oxford College. A significant investment is being requested without knowing the cost or the return to the citizens. He suggests proposing to the developer a swap of the old City Hall building for the post office property, thereby allowing the vendor to work directly with Oxford College on the development. He feels the citizens would be much more comfortable with a lower-cost option.

Mayor Eady stated that option could be placed on the table. Laura McCanless and George Holt are in favor of proposing this option.

Mr. Barnard was asked for his thoughts on this proposal. He stated that the DDA is pretty far into the planning stage of the project based on their vision and direction. He does not feel that much cost is involved with turning the road to accommodate the development footprint. He believes the concerns about rework could be addressed by installing temporary or crush and run road. They have not finalized anything with the developer because they are still trying to finalize some issues with Oxford College. They do not plan to reengage with the developer until they have those issues resolved.

Regarding the DDA's mission to help develop the Town Center area's sense of place, he feels that they have done exactly that. The City of Oxford will retain ownership of the land and can place covenants or restrictions on the developer to control the types of businesses that can be there. He believes what they are proposing is well within the parameters of what the DDA was created for.

Ms. McCanless asked if they have any sense of a timeline for answers from Oxford College. Mike Ready stated they expect to have answers before their next meeting.

Jeff Wearing stated it seems to him that everything is at the City's expense. Oxford College and the developers will benefit but the development will do nothing for the City, while spending almost \$1 million.

Mayor Eady stated there are several sources of revenue that will benefit the City of Oxford when the project is completed.

Mr. Holt stated there is no way the City agreed to spend \$700,000 to work on Whatcoat Street and was not going to spend that much until the development started moving forward.

Mayor Eady stated the City could also ask the developer to cover part of the cost of the roadwork on Whatcoat Street.

Mr. Oliver asked if not turning Whatcoat Street is an option. Mayor Eady stated the City Council voted in March of this year to support the DDA's plans and to move forward to release a RFP based on the plan to turn the road.

Mr. Barnard stated that in his opinion, the plan for the building does not work without Whatcoat Street being turned.

Mr. Oliver reiterated his concern about doing street work to City standards, knowing that Oxford College plans to develop most of the corridor and will want to redo the sidewalks, lampposts, etc., to Emory standards.

Mayor Eady stated that although the City has approved their standards in the past, that does not mean the City will approve them in the future.

Mr. Barnard stated if the City decides that no improvements will be made to Whatcoat Street until Oxford College decides what they will do with the Forney property, he does not know what the way forward is.

Mr. Oliver stated that the intersection does not have any problems and is not dangerous. The only reason it is being discussed now is because of the development. Mayor Eady disagreed with this assertion saying that the design has been being discussed since 2012. The only difference is a movement 20 feet to the west. Mr. Oliver stated the work has not been done because there has been no compelling reason until now. Mayor Eady stated that is also not true. The Council was ready to move forward, then Oxford College asked the City to hold off because they wanted to make Pierce Street the main entrance to the campus.

Mr. Barnard asked if creating a town center is a compelling reason to go forward. The DDA's understanding was to create a sense of place, not create a revenue-generating hub for the City. He understands the City's concern about ROI, but the citizens want a nice place to gather. The current proposal is the most logical place to start in the opinion of the DDA. They have worked tirelessly for months to get to this point. If the City is back to the place where it feels like that is not the point again, he does not know why the DDA exists. If the City wants to pause, stop, or reverse what has been done, he feels like a lot of that work has been moot.

Ms. McCanless stated her belief that the City should not move forward until the answers are received from Oxford College. She also expressed support for Mayor Eady's shared cost idea for the road improvements.

Mayor Eady exercised his authority as a mayor to create a committee with Laura McCanless and George Holt assigned to attend DDA meetings and report back to the City Council. He advised that any other city council members can attend as citizens. Mr. Oliver stated that the open meeting rules about a quorum would prohibit all of them from attending. Mayor Eady does not believe that rule applies if they are attending as citizens.

Mr. Windham suggested a quarterly meeting with the DDA to address questions. He stated the main thing to keep in mind is not having a quorum of the Council there conducting any City

business. He also stated that up until two weeks ago, he was under the impression that the project was a done deal.

10. Other Business

11. Work Session Meeting Review

12. Executive Session

Jim Windham made a motion to go into Executive Session at 9:56 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

An Executive Session was held to discuss real estate matters.

Jim Windham made a motion to exit Executive Session at 10:08 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

13. Adjourn

The meeting was adjourned by Mayor Eady at 10:08 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer

WATER SERVICE EASEMENT

WITNESSETH:

All that tract or parcel of land, lying and being in Land Lot 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 144 SF (0.003 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any

person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

B Rocky, LLC

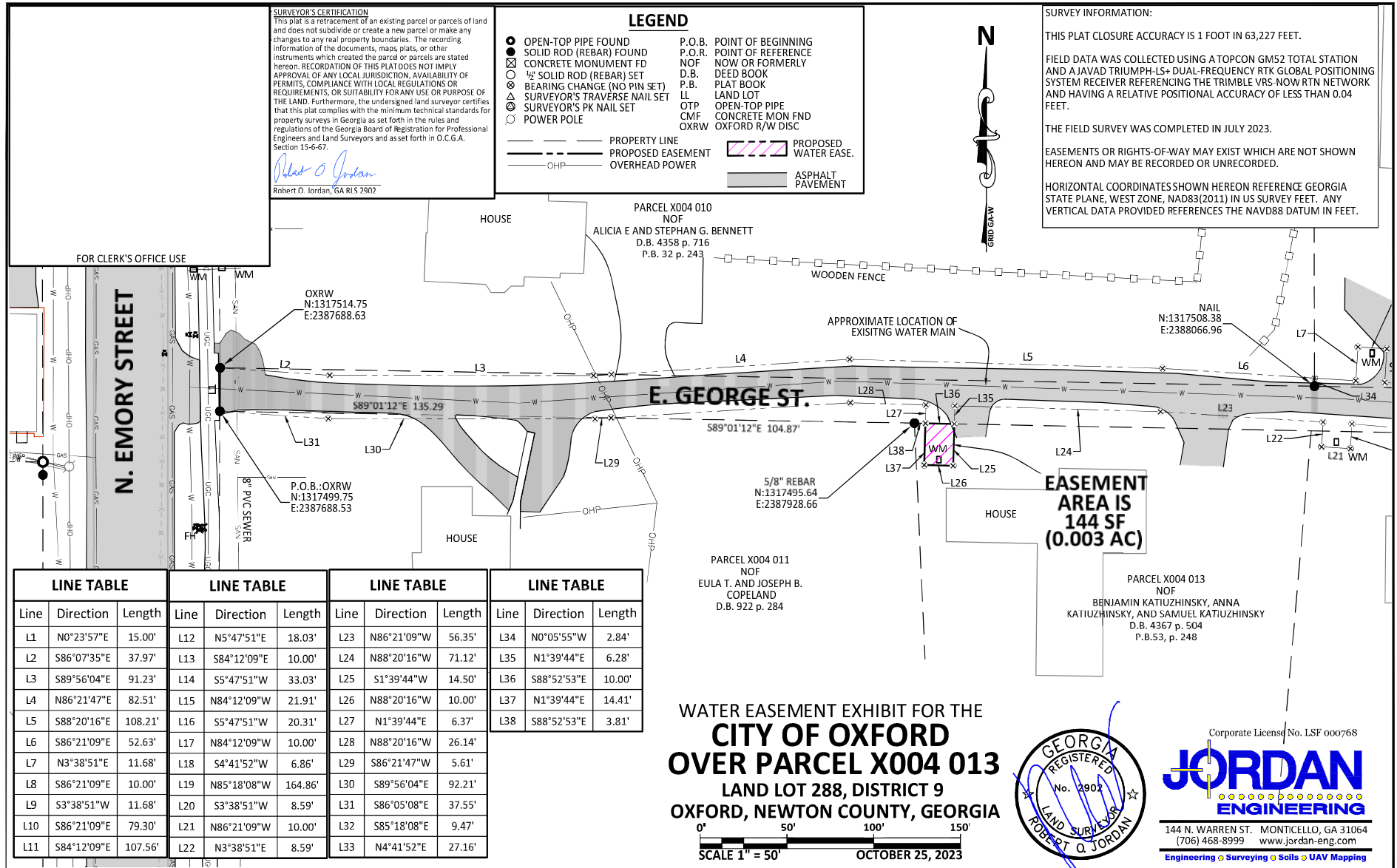
Witness

By: _____
Name: Anna Katiuzhinsky, Manager of
Zhaba, LLC, Manager and Sole Member of
B Rocky, LLC

Notary Public

(Notary Seal)

Exhibit "A"



WATER SERVICE EASEMENT

WITNESSETH:

All that tract or parcel of land, lying and being in Land Lot 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 1131 SF (0.026 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

Witness

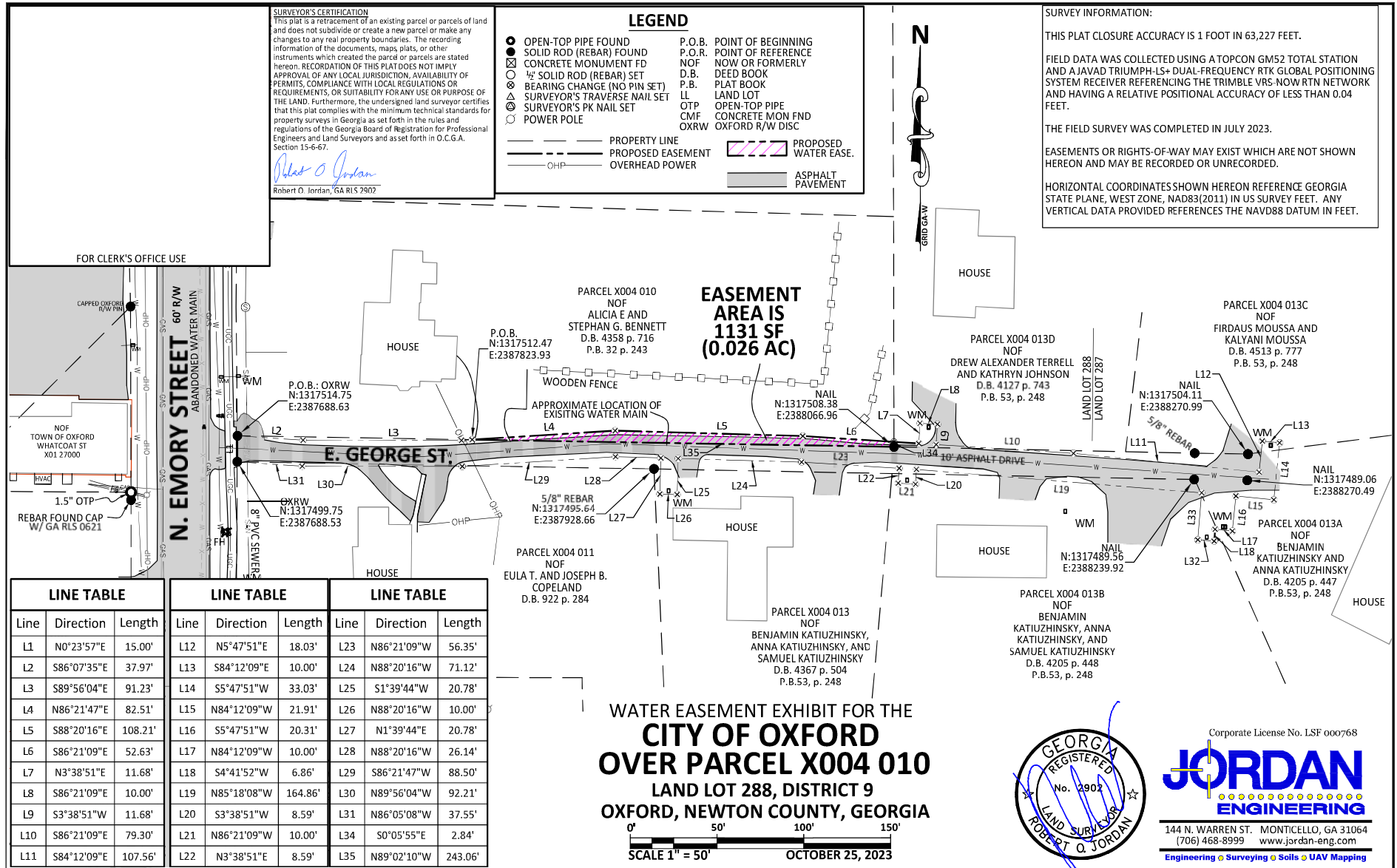
Alicia E. Bennett

Notary Public

Stephen G. Bennett

(Notary Seal)

Exhibit "A"



STATE OF GEORGIA)
)
COUNTY OF NEWTON)

WATER SERVICE EASEMENT

This grant of easement made this ____ day of _____, 2023, by and between **C POOL, LLC**, individual residents of the state of Georgia, as party/parties of the first part (hereinafter called "Grantor") and **THE CITY OF OXFORD, GEORGIA**, as party of the second part (hereinafter called "Grantee"). (The terms "Grantor" and "Grantee" shall include the parties' heirs, successors and assigns where the context requires or permits).

W I T N E S S E T H:

That the said Grantor for and in consideration of the recitals herein contained including the special conditions specified herein, if any, and the sum of One (\$1.00) Dollar and other valuable considerations, cash in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the Grantee, its successors and assigns, an easement and perpetual right-of-way for the purposes and uses herein set out, over, through, across and under the property described as:

All that tract or parcel of land, lying and being in Land Lots 287 and 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown as Easement Area 1, containing 57 SF (0.001 Acre); being shown as Easement Area 2, containing 444 SF (0.010 Acre); and being shown as Easement Area 3, containing 175 SF (0.004 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

C POOL, LLC

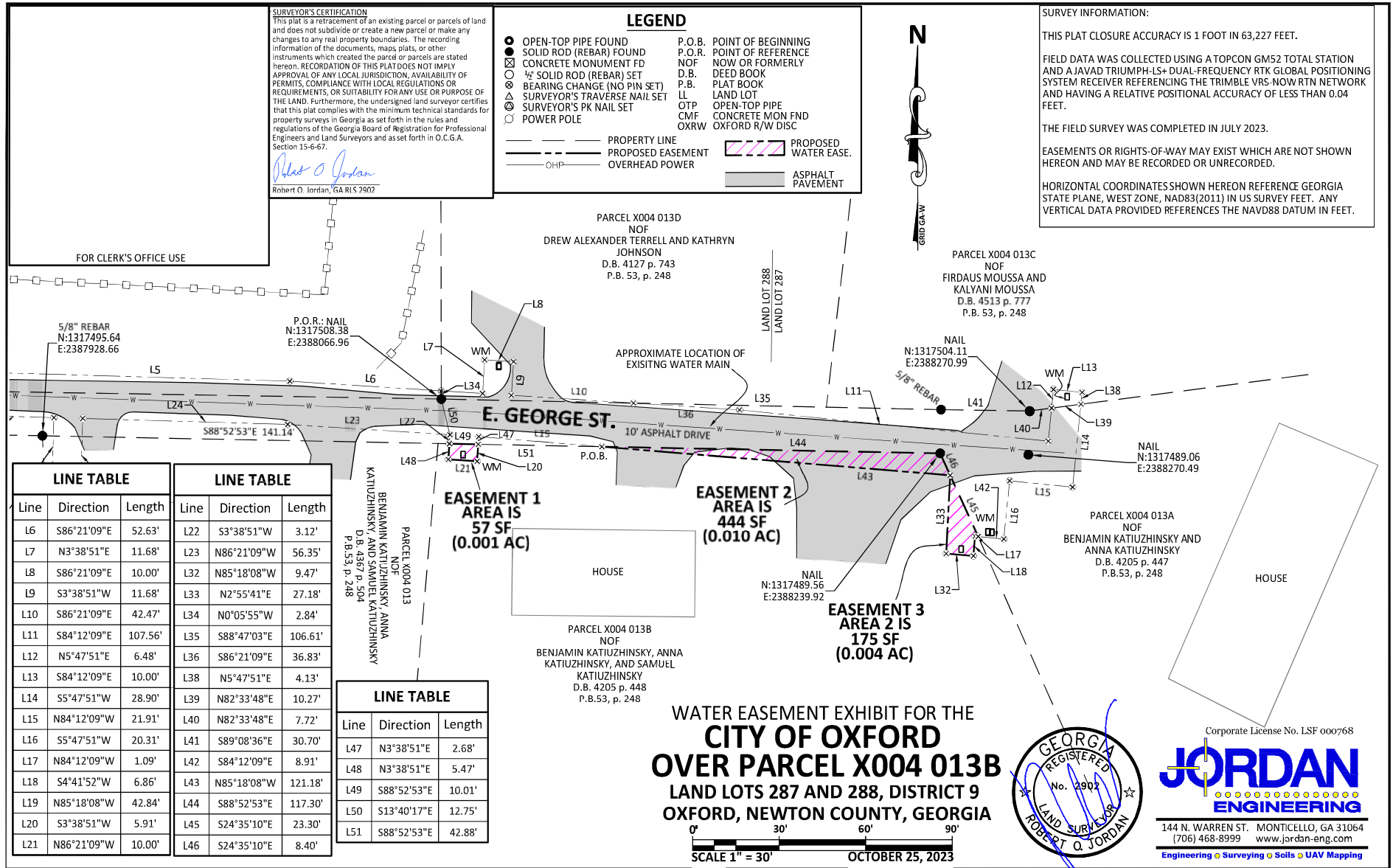
Witness

By: _____
Name: Anna Katiuzhinsky, Manager of
Zhaba, LLC, Manager and Sole Member of
C Pool, LLC

Notary Public

(Notary Seal)

Exhibit "A"



STATE OF GEORGIA)
)
COUNTY OF NEWTON)

WATER SERVICE EASEMENT

This grant of easement made this ____ day of _____, 2023, by and between **EULA T. COPELAND**, individual residents of the state of Georgia, as party/parties of the first part (hereinafter called "Grantor") and **THE CITY OF OXFORD, GEORGIA**, as party of the second part (hereinafter called "Grantee"). (The terms "Grantor" and "Grantee" shall include the parties' heirs, successors and assigns where the context requires or permits).

W I T N E S S E T H:

That the said Grantor for and in consideration of the recitals herein contained including the special conditions specified herein, if any, and the sum of One (\$1.00) Dollar and other valuable considerations, cash in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the Grantee, its successors and assigns, an easement and perpetual right-of-way for the purposes and uses herein set out, over, through, across and under the property described as:

All that tract or parcel of land, lying and being in Land Lot 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 147 SF (0.003 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any

person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

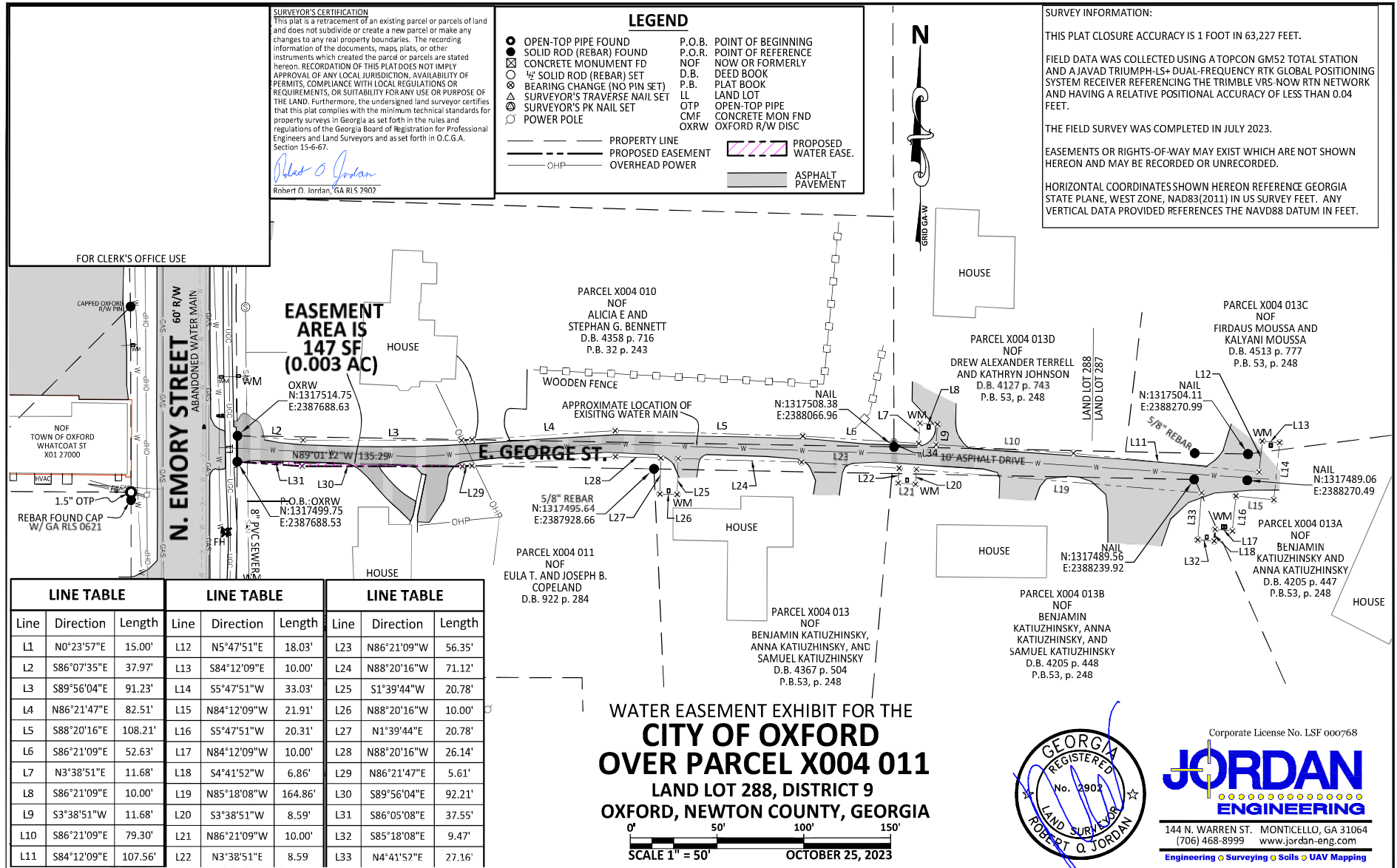
Witness

Eula T. Copeland

Notary Public

(Notary Seal)

Exhibit "A"



WATER SERVICE EASEMENT

WITNESSETH:

All that tract or parcel of land, lying and being in Land Lots 287 and 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 7835 SF (0.180 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

Witness

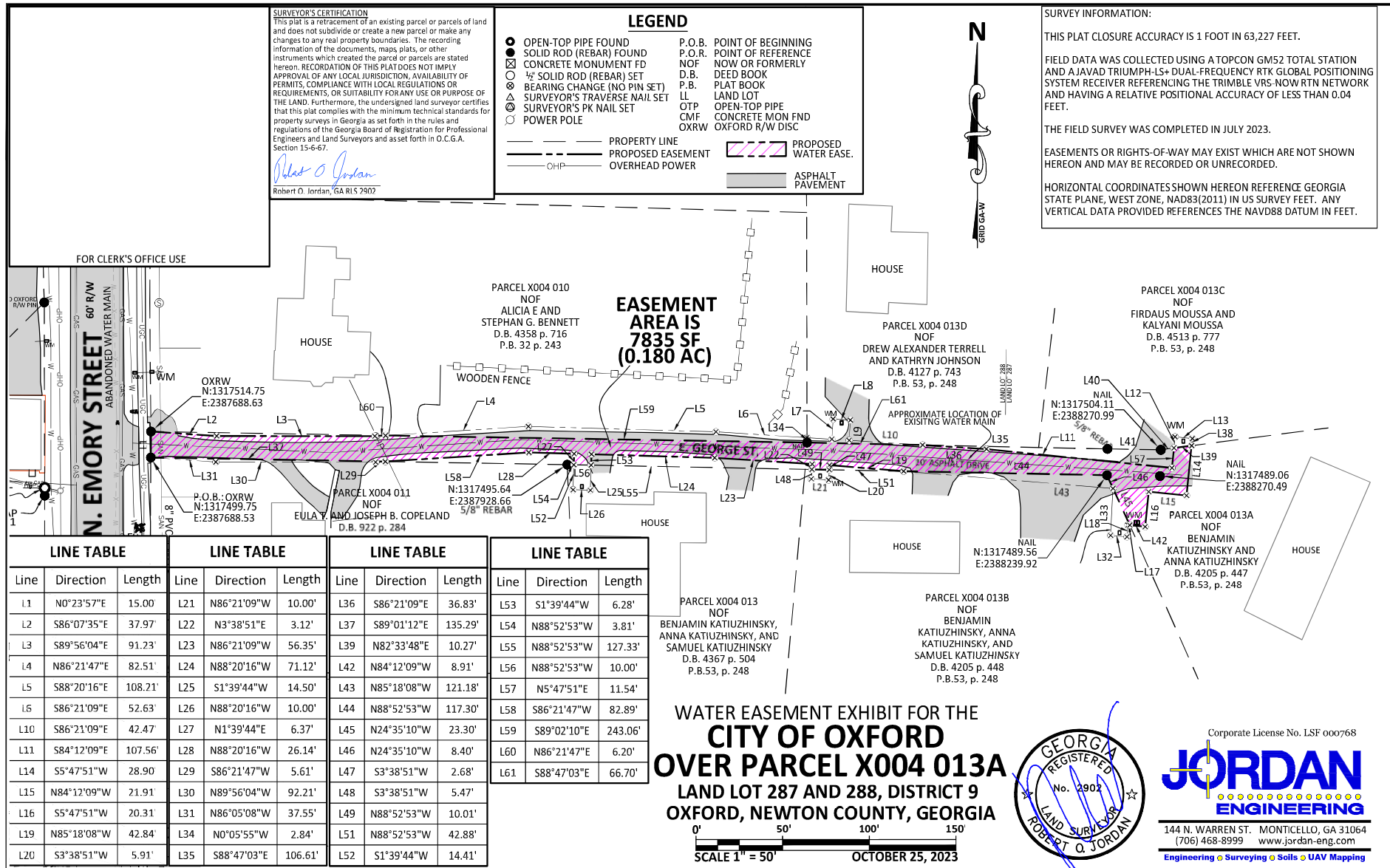
Benjamin Katiuzhinsky

Notary Public
(Notary Seal)

Anna Katiuzhinsky

Samuel Katiuzhinsky

Exhibit "A"



S:\SURVEY\OXFORD E GEORGE WATER EASEMENT\E GEORGE ST WATER EASEMENT PARCEL X004 013A KATIUZHINSKY R5.DWG October 25, 2023

WATER SERVICE EASEMENT

WITNESSETH:

All that tract or parcel of land, lying and being in Land Lot 287 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 53 SF (0.001 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

Witness

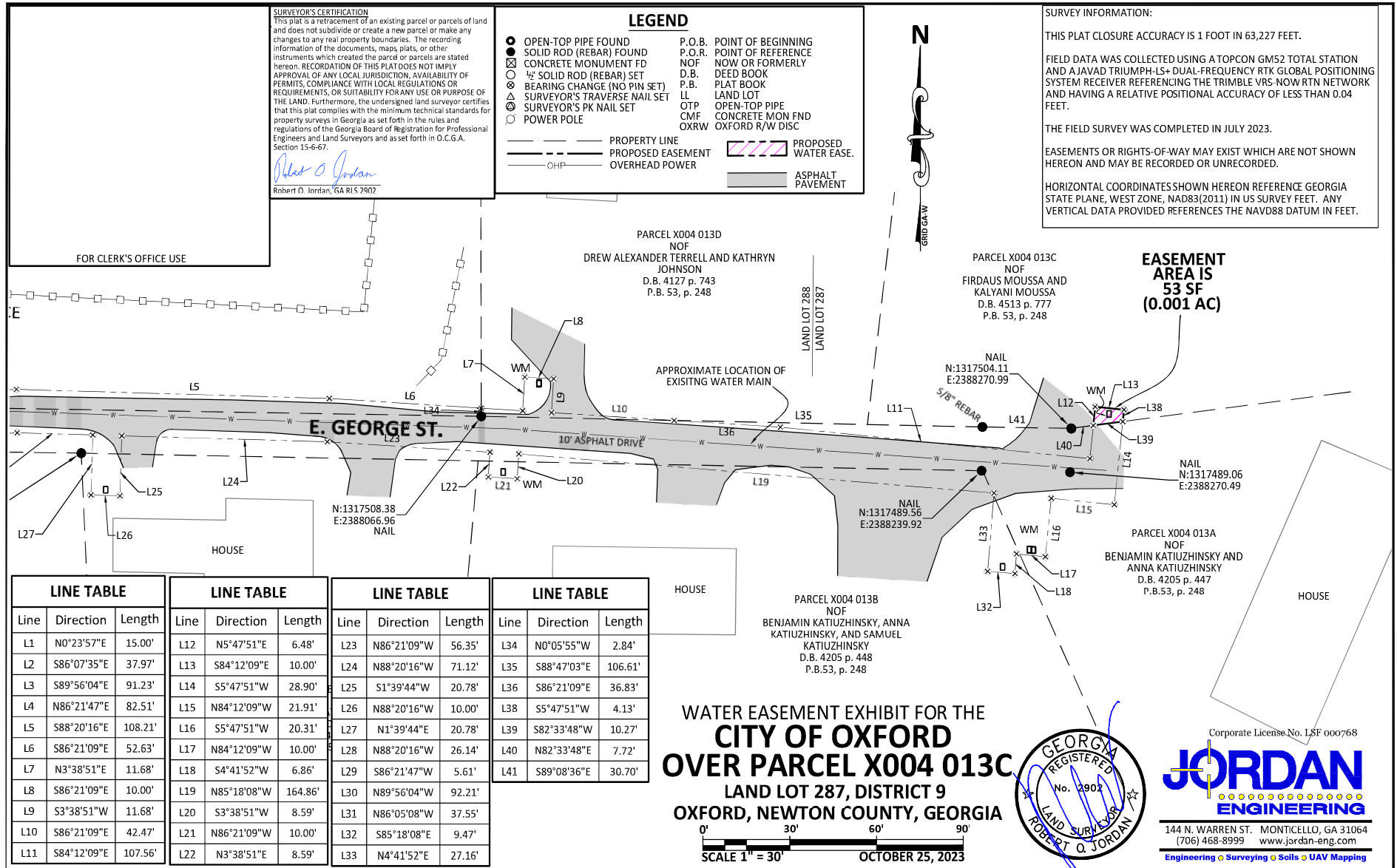
Firdaus Moussa

Notary Public

Kalyani Moussa

(Notary Seal)

Exhibit "A"



WATER SERVICE EASEMENT

WITNESSETH:

All that tract or parcel of land, lying and being in Land Lot 288 of the 9th Land District, City of Oxford, Newton County, State of Georgia, as identified on the plat of the property prepared by Jordan Engineering, certified by Robert O. Jordan, GA RLS No. 2902, dated October 25, 2023, and being shown As Easement Area, containing 211 SF (0.005 Acre); said plat attached hereto and made a part of this deed as Exhibit "A".

This easement and right-of-way is given for the purpose of installing, constructing, maintaining, operating, inspecting, renewing, repairing, changing gauge or size, increasing the number of, relocating, replacing, and owning one or more water meters thereto and the Grantee shall have the right to go upon the within described land for said purposes as may be necessary from time to time, with all the rights, members and appurtenances to said easement in any way appertaining to or belonging.

TO HAVE AND TO HOLD the said described easement and right-of-way unto the said Grantee, its successors and assigns, so that neither the Grantor, its successors or assigns, or any person claiming under the Grantor, shall at any time, have, claim, or demand any right, title or interest to the aforesaid easement and its appurtenances.

IN WITNESS WHEREOF, the Grantor has duly executed this easement under seal on the day and year first above written.

Signed, sealed and delivered
in the presence of :

Witness

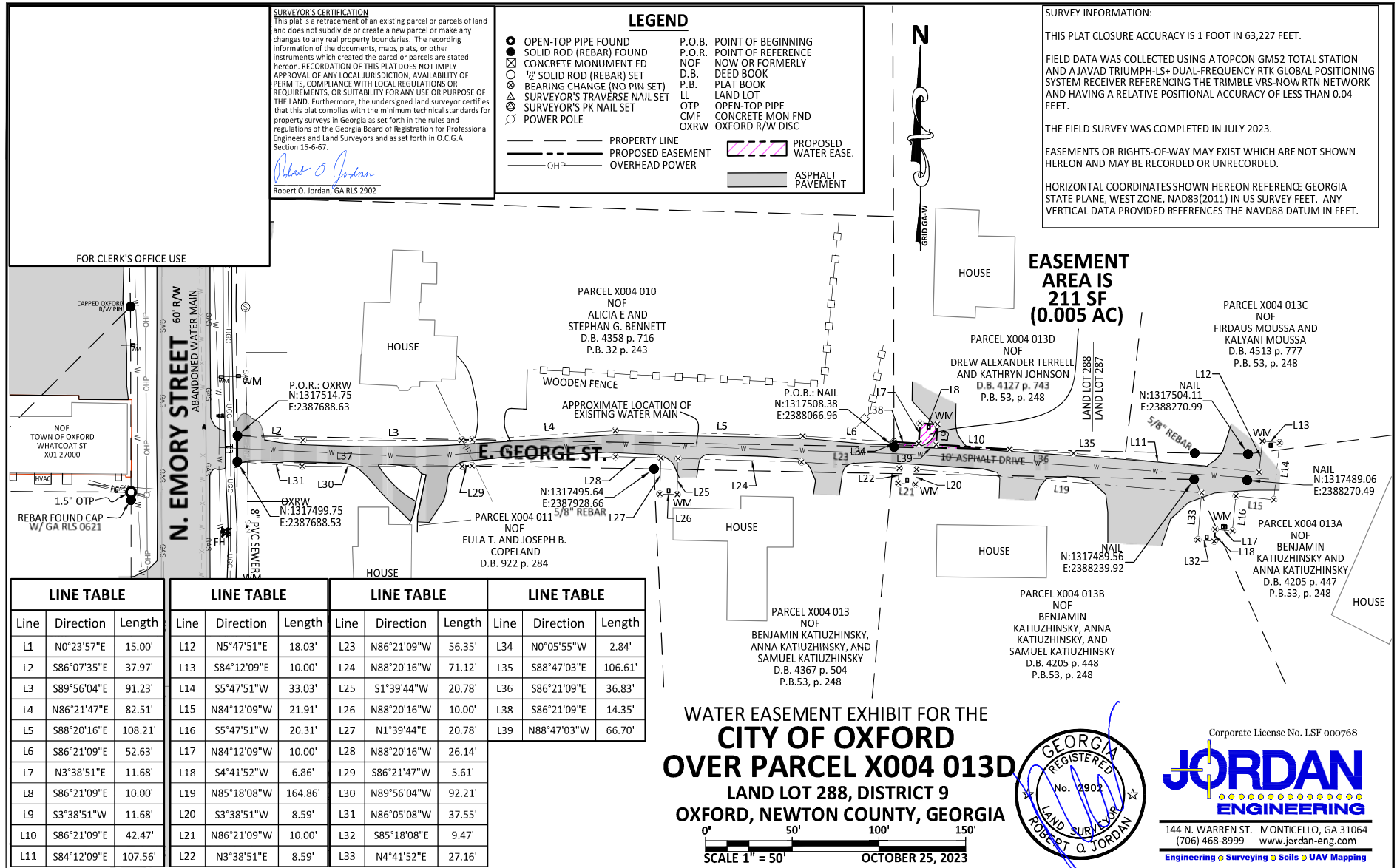
Drew Alexander Terrell

Notary Public

Kathryn Johnson

(Notary Seal)

Exhibit "A"



**RESOLUTION TO ADOPT A
MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR NEW
CONNECTIONS TO THE SEWERAGE COLLECTION AND TREATMENT
SYSTEM OF THE CITY OF OXFORD UNDER THE
MUNICIPAL CODE OF OXFORD, GEORGIA**

WHEREAS, the City Council of Oxford, Georgia (“City Council”) under the Constitution and Laws of the State of Georgia is empowered by virtue of its police power to regulate the health, safety and welfare of the citizens of the City of Oxford to provide for and enact rules and regulations governing the use of utilities furnished by the City;

WHEREAS, the City of Oxford Charter empowers the City to regulate municipal utilities furnished by the City;

WHEREAS, the City Council exercised its authority to enact rules and regulations governing the use of utilities furnished by the City by adopting the “The Code of the City of Oxford, Georgia” (“City Code”) on 10/02/2006;

WHEREAS, Chapter 36, Article I of the City Code provides for the promulgation of regulations governing the use of utilities furnished by the City;

WHEREAS, the City Council has reviewed the current state of the utilities provided by the City as applied to new connections to the sewerage collection and treatment system of the City of Oxford, Georgia;

WHEREAS, the City Council has determined that, in its current state, the sewerage collection and treatment system of the City of Oxford may not effectively service its future customers at its current flow;

WHEREAS, the City Council has partnered, or is seeking to partner with the Newton County Water and Sewerage Authority (NCWSA) for a sewage flow and capacity study of the Turkey Creek Basin, and Dried Indian Creek Basin, which together comprise the entirety of the Service Area of the City of Oxford, Georgia, to determine if the current collection system and wastewater treatment plant capacity is adequate to future needs;

WHEREAS, the City Council has determined that new connections to the sewerage collection and treatment system of the City of Oxford, Georgia would not be advisable until the NCWSA study is complete;

WHEREAS, the City Council has determined that it is in the best interests of the citizens of Oxford, Georgia for the adoption of appropriate policies to protect the sewerage collection and treatment system of Oxford, Georgia and to address potential issues caused by an increase in flow; and

WHEREAS, the City Council desires to briefly control and prohibit the approval of applications for new connections to the sewerage collection and treatment systems of the City of Oxford until such time as appropriate measures can be accomplished to accommodate new connections;

NOW THEREFORE, IT SHALL BE AND IS HEREBY RESOLVED by the City Council of Oxford, Georgia, and the following Resolution shall be and is hereby enacted, as follows:

Section 1: Enactment of a Moratorium on New Connections to the Sewerage Collection and Treatment System of Oxford, Georgia. The City Council hereby adopts, for a period of one hundred eighty (180) days beginning on the date of adoption of this Resolution, a moratorium on the receipt, acceptance, consideration and approval of any applications for new connections to the sewerage collection and treatment systems of the City of Oxford., and enacts and directs any and all applicable personnel and agencies of Oxford, Georgia to enforce a moratorium on the same.

Section 2: Duration. The moratorium period shall commence on Tuesday, November 14, 2023 at 12:00 a.m. and shall terminate on Monday, May 13, 2024 at 11:59 p.m., unless further extended by the City Council.

Section 3: Impact on Other Development Ordinances. The provisions of this resolution shall not restrict or prohibit any other development of any real property except that specifically stated herein.

SO RESOLVED, this 13th day of November 2023.

David S. Eady, Mayor

Laura McCanless, Mayor Pro Tem

Erik Oliver, Councilmember

George Holt, Councilmember

ATTEST:

Mike Ready, Councilmember

Marcia Brooks, City Clerk

Jim Windham, Councilmember

Jeff Wearing, Councilmember

ASBURY STREET (141' R/W) 18' PAVED

10' ASPHALT WALKING TRACK LENGTH 9 0.11 mi

PLAYGROUND SYNTHETIC SURFACE PLAYSTRUCTURES AND FIXTURES ARE TO BE CONTRACTOR'S RESPONSIBILITY AND ARE NOT IN THE SITEWORK CONTRACT

STEWART CONTRACTOR TO ESTABLISH TEMPORARY GRASSING IN PLAYGROUND AREA PENDING INSTALLATION OF SYNTHETIC SURFACE AND PLAYGROUND EQUIPMENT BY OTHERS

UNDERGROUND STORMWATER DETENTION FACILITY

SODDED BERMUDA RECREATION AREA (SEE LANDSCAPE ARCHITECTURE PLANTING DETAIL SHEET)

WATSON STREET (99' R/W 21' ASPHALT)

COLLINGSWORTH STREET (20' PAVED)

1875 SF PAVILLION STRUCTURE

Note: The water fountain under The Pavillion has not had any functional issues and is not being considered for replacment at this time.

Note: The water fountain under The Pavillion has not had any functional issues and is not being considered for replacment at this time.

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

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



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

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

One quote for removing the current four units and replacing them with the freeze-resistant units is \$10,000. We should have another quote by 10/16.

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

Of the \$45,000 budgeted for Parks/Trails Maintenance, \$9,635 has been expended.



Morningside Plumbing Services Inc.
2175 Piedmont Road B10
Atlanta, Ga. 30324
(404) 873-1881

BILL TO

Jody Reid
105 West Watson Street
Oxford, GA 30054 USA

ESTIMATE
7784364

ESTIMATE DATE
Sep 29, 2023

JOB ADDRESS

Jody Reid
105 West Watson Street
Oxford, GA 30054 USA

Job: 7745045

| TASK | DESCRIPTION | QTY | PRICE | TOTAL |
|----------|--|------|------------|-------------|
| Estimate | Installing customer provided drinking fountain with dog bowl. These fountains these fountains will be installed in location is the existing fountains are now we will need to remove the old and install the new. New ones our freeze proof, so they will pipe up a little different than the previous ones. | 4.00 | \$2,500.00 | \$10,000.00 |

| | |
|-------------------|-------------|
| POTENTIAL SAVINGS | \$0.00 |
| SUB-TOTAL | \$10,000.00 |
| TAX | \$0.00 |
| TOTAL | \$10,000.00 |

Thank you for choosing Morningside Plumbing

CUSTOMER AUTHORIZATION

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

Sign here

Date



Memorandum

To: Mayor and City Council

From: Bill Andrew, City Manager

Date: October 11, 2023

RE: City of Oxford League of American Bicyclists Bicycle Friendly Community Designation

1. NEGRC said they could take the lead on the application.
2. Emory University has the Silver Award Level as a Bicycle Friendly Campus – We could perhaps partner with Oxford College
3. See attached for communities in Georgia who have participated in this process – Nationwide 860 have applied and 506 have been certified.
4. Using the 5 E Framework¹, the Bicycle Friendly Community program provides a roadmap to improving conditions for bicycling and guidance to help make your community's vision for a better, bikeable community a reality.
5. AtkinsRéalis has prepared an outline (see below) of the tasks they believe we would need to consider for this process. At this point, the goal is to have the Northeast Georgia Regional Commission coordinate the application with AtkinsRéalis providing technical assistance, if needed. It may be necessary to hire an intern or p/t employee to perform these tasks for the City.
6. I have reached out to John Devine, Executive Director at Georgia Bikes, to get his opinion of this process and what role Georgia Bikes might play, if we were to move forward. Mr. Devine was on vacation, but we plan to touch base soon.

¹ Equity, Engineering, Education, Encouragement, and Evaluation & Planning.

BICYCLE FRIENDLY AMERICA - AWARDS DATABASE

The bike shops, clubs, advocacy organizations, instructors, and businesses listed here all support the League's efforts to build a bicycle-friendly America with their member dues and other work on behalf of cycling. Please support them, and let them know you appreciate their support for the League and for cycling

Georgia

| Community | Award | Population | Jurisdiction | Land Use |
|----------------------|--------|------------|------------------------|---|
| Athens-Clarke County | Bronze | 128671 | County/Borough/Parish | Suburban |
| Columbus | Bronze | 206922 | Town/City/Municipality | Suburban |
| Carrollton | Bronze | 27259 | Town/City/Municipality | Suburban |
| Atlanta | Bronze | 420000 | Town/City/Municipality | Urban core surrounded by low density suburban areas |
| Alpharetta | Bronze | 66108 | Town/City/Municipality | Suburban |
| Decatur | Silver | 25772 | Town/City/Municipality | Urbanized area |
| Roswell | Bronze | 92833 | Town/City/Municipality | Low density suburban |
| Tybee Island | Bronze | 3713 | Town/City/Municipality | Small town |
| Jekyll Island | Bronze | 588 | Town/City/Municipality | Low density suburban |
| Savannah | Bronze | 144352 | Town/City/Municipality | Urban |
| Milledgeville | Bronze | 17715 | Town/City/Municipality | |
| Peachtree City | Bronze | 35760 | Town/City/Municipality | Low density suburban |

<https://bikeleague.org/bfa/award-database/#community>

BICYCLE FRIENDLY AMERICA - AWARDS DATABASE

The bike shops, clubs, advocacy organizations, instructors, and businesses listed here all support the League's efforts to build a bicycle-friendly America with their member dues and other work on behalf of cycling. Please support them, and let them know you appreciate their support for the League and for cycling

| Business | Award | Employees | City | Industry |
|--|----------|-----------|----------------|----------------------------|
| U Create Macon | Silver | 1 | Macon | Non-Profit |
| Trek Bicycles Peachtree City | Gold | 6 | Peachtree City | Bicycle Shop |
| Oconee Outfitters | Silver | 1 | Milledgeville | Bicycle Industry |
| Senoia Bicycle | Gold | 7 | Senoia | Bicycle Shop |
| Atlanta Trek McDonough | Silver | 4 | McDonough | Bicycle Shop |
| Ride On Bikes | Platinum | 12 | Columbus | Bicycle Shop |
| Camden Bicycle Center | Gold | 3 | St. Marys | Bicycle Shop |
| Propel ATL | Gold | 6 | Atlanta | Non-Profit |
| The Coca-Cola Company | Bronze | 5000 | Atlanta | Hospitality/Food/Retail |
| Columbus Civic Center and Ice Rink | Silver | 220 | Columbus | Non-Profit/Government |
| River Valley Regional Commission | Silver | 25 | Columbus | Government Agency |
| Alta Planning + Design, Atlanta Office | Bronze | 5 | Atlanta | Professional Services |
| Georgia Cycle Sport | Silver | 5 | Athens | Bicycle Shop |
| Nonic Bar and Kitchen | Bronze | 30 | Columbus | Hospitality/Food/Retail |
| Habitat for Humanity International | Bronze | 180 | Americus | Non-Profit |
| Iris Atlanta Inc | Bronze | 40 | Atlanta | Telecommunications & Media |
| The Fuller Center for Housing | Silver | 13 | Americus | Non-Profit |
| Columbus Police Department Bike Patrol | Silver | 6 | Columbus | Government Agency |
| American Honda Motor Co., Inc. - Honda Power Equipment Div | Bronze | 100 | Alpharetta | Manufacturing/Research |
| UrbanTrans: Atlanta | Bronze | 11 | Atlanta | Professional Services |
| Roswell Bicycles, Inc. | Gold | 25 | Roswell | Bicycle Shop |
| Jamestown - Ponce City Market | Silver | 150 | Atlanta | Real Estate & Housing |
| Square | Bronze | 130 | Atlanta | Technology & Information |
| Cogentes, Inc. | Gold | 8 | Milledgeville | Professional Services |
| Daily Groceries Co-op | Bronze | 20 | Athens | Hospitality/Food/Retail |
| Keep Carroll Beautiful | Bronze | 1 | Carrollton | Non-Profit |

<https://bikeleague.org/bfa/award-database/#community>

BICYCLE FRIENDLY AMERICA - AWARDS DATABASE

The bike shops, clubs, advocacy organizations, instructors, and businesses listed here all support the League's efforts to build a bicycle-friendly America with their member dues and other work on behalf of cycling. Please support them, and let them know you appreciate their support for the League and for cycling

| University | Award | Enrollment | City |
|---|--------|------------|---------------|
| Georgia College & State University | Bronze | 6989 | Milledgeville |
| Georgia Institute of Technology | Gold | 39722 | Atlanta |
| University of Georgia | Bronze | 35000 | Athens |
| University of West Georgia | Bronze | 10331 | Carrollton |
| Columbus State University | Bronze | 8307 | Columbus |
| Kennesaw State University - Kennesaw campus | Bronze | 32237 | Kennesaw |
| Kennesaw State University - Marietta campus | Bronze | 10746 | Marietta |
| Emory University | Silver | 15451 | Atlanta |

<https://bikeleague.org/bfa/award-database/#community>

City of Oxford Bicycle Friendly Community Designation Application

Oct. 10, 2023

This document outlines needs from city & other sources with AtkinsRéalis to complete the application. Topics in outline are directly related to the application segments. City of Oxford to produce information for existing programs, education, previous plans, and projects completed. AtkinsRéalis prepare conceptual connectivity plan attachments, options, design guidelines, ADA requirements, inclusive recommendations, and assist in evaluating and community public engagement as needed. Items with 50% designation will be collaborative effort with the consultant and city/county partners.

| <u>Item</u> | <u>Percentage</u> | <u>description</u> |
|--|-------------------|---|
| 1. City or county staff | | |
| a. Web & social media presence (existing or planned) | 100% | website, twitter/FB/other. |
| b. Primary contact & community members contact | 100% | city staff person/community/county advocacy. |
| c. Regional Coordination and counties | 100% | connections or agreements with bordering cities |
| d. Youth & Adult Bicycle Education | 100% | school & camp & adult programs reach out |
| e. Motorist Education | 100% | driver education programs, communication efforts |
| f. Bicycle Safety Education Resources | 50% | maps, websites, signs, newsletters |
| g. Inclusive Education accessibility | 100% | historically under-represented groups education & |
| h. Education Bonus Points | 100% | promotional efforts |
| i. Encouragement policies, programs & partnerships | 100% | policies encourage bike transportation |
| j. Route finding support | 50% | mapping and route finding availability |
| k. Bicycle culture & promotion | 100% | mentoring, promotion, clubs |
| l. Access to Bicycle Equipment & Repair services | 100% | locations, affordability, helmets programs |
| m. Reducing work-related/fleet VMT | 100% | city department bike use, commuting |
| n. Staffing & committees conferences attended | 100% | full-time paid position, Safe routes to school, |

| | | |
|---|------|--|
| o. Public Engagement for Bicycle Planning surveys | 50% | dedicated website, social media groups, budgets, |
| p. Planning, Funding & Implementation engagement | 100% | current master plan, annual budget, goals, |
| q. Equity & accessibility staffing, committees & partnerships | 100% | city department/division, disability services |
| r. Equity data collection & goals vulnerability | 50% | current data collection methods for socioeconomic |
| s. Equity & accessibility policies & plans | 100% | ADA planning, adaptive facilities, anti-displacement |

2. AtkinsRéalis

| | | |
|--|------|---|
| a. Community Socioeconomic & Demographic Information | 100% | community profile/demographics/density/physical |
| b. Policies and design standards for the built environment | 50% | current policies in place(complete streets, ordinances, % of road projects with bike facilities, design manuals, land use policies, etc.) |
| c. End of Trip Facilities requirements developers, accessibility | 50% | current bike parking, incentives for additions, |
| d. Bicycle Network | 50% | map of current & planned bicycle network (on & off street), current roadway network, crossings, traffic calming, safety (public art or historical info) |
| e. Network Maintenance | 50% | hazard reporting in place, signage, budgets |
| f. Bicycle access to public transportation | 50% | current in place for accessibility, bus, rail |
| g. Bike Sharing | 50% | existing program & implementation. |
| h. Other Bicycle related amenities | 50% | existing bike facilities (mountain, BMZ, skate parks) |
| i. Engineering Bonus Points | 100% | |
| j. Evaluating the Bicycle Network safety | 100% | network connectivity & completeness, access, |
| k. Evaluating Ridership | 50% | collect usage data, travel surveys |
| l. Evaluating & Improving safety outcomes | 50% | accident conflicts counts, laws & rules |
| m. Evaluating & planning bonus points | 100% | programs to participate |

Action Plan for Bicycle Friendly Communities

We, the undersigned Mayors and municipal elected officials, make decisions every day affecting the health and safety of our residents, the efficient conduct of commerce and delivery of government services, and the long term quality of life in our communities.

Cities across the globe are managing diverse issues such as pollution, congestion, traffic safety, accessibility, social inclusion, and economic growth. Increasing urbanization and sprawl is generating extra demand for quality public spaces and recreation opportunities. A renewed emphasis on security and the costs of dealing with the emerging epidemics of obesity and physical inactivity are stretching limited resources even further.

Solutions to these many challenges are equally diverse and complex. This Charter recognizes one policy initiative that addresses these challenges and contributes to many of the solutions necessary to improve the quality of life in cities: increasing the percentage of trips made by bicycle by making communities more bicycle-friendly.

We recognize that increasing bicycle use can:

Improve the environment by reducing the impact on residents of pollution and noise, limiting greenhouse gases, and improving the quality of public spaces.

Reduce congestion by shifting short trips (the majority of trips in cities) out of cars. This will also make cities more accessible for public transport, walking, essential car travel, emergency services, and deliveries.

Save lives by creating safer conditions for bicyclists and as a direct consequence improve the safety of all other road users. Research shows that increasing the number of bicyclists on the street improves bicycle safety.

Increase opportunities for residents of all ages to participate socially and economically in the community, regardless income or ability. Greater choice of travel modes also increases independence, especially among seniors and children.

Boost the economy by creating a community that is an attractive destination for new residents, tourists and businesses.

Enhance recreational opportunities, especially for children, and further contribute to the quality of life in the community.

Save city funds by increasing the efficient use of public space, reducing the need for costly new road infrastructure, preventing crashes, improving the health of the community, and increasing the use of public transport.

Enhance public safety and security by increasing the number of “eyes on the street” and providing more options for movement in the event of emergencies, natural disasters, and major public events.

Improve the health and well being of the population by promoting routine physical activity.

(Over)

Therefore we, the undersigned Mayors and municipal elected officials, are committed to taking the following steps to improve conditions for bicycling and thus to realizing the significant potential benefits of bicycling in our community. We hereby adopt the following **Action Plan for Bicycle Friendly Communities**:

1. Adopt a target level of bicycle use (e.g. percent of trips) and safety to be achieved within a specific timeframe, and improve data collection necessary to monitor progress.
2. Provide safe and convenient bicycle access to all parts of the community through a signed network of on- and off-street facilities, low-speed streets, and secure parking. Local cyclists should be involved in identifying maintenance needs and ongoing improvements.
3. Establish information programs to promote bicycling for all purposes, and to communicate the many benefits of bicycling to residents and businesses (e.g. with bicycle maps, public relations campaigns, neighborhood rides, a ride with the Mayor)
4. Make the City a model employer by encouraging bicycle use among its employees (e.g. by providing parking, showers and lockers, and establishing a city bicycle fleet).
5. Ensure all city policies, plans, codes, and programs are updated and implemented to take advantage of every opportunity to create a more bicycle-friendly community. Staff in all departments should be offered training to better enable them to complete this task.
6. Educate all road users to share the road and interact safely. Road design and education programs should combine to increase the confidence of bicyclists.
7. Enforce traffic laws to improve the safety and comfort of all road users, with a particular focus on behaviors and attitudes that cause motor vehicle/bicycle crashes.
8. Develop special programs to encourage bicycle use in communities where significant segments of the population do not drive (e.g. through Safe Routes to Schools programs) and where short trips are most common.
9. Promote intermodal travel between public transport and bicycles, e.g. by putting bike racks on buses, improving parking at transit, and improving access to rail and public transport vehicles.
10. Establish a citywide, multi-disciplinary committee for nonmotorized mobility to submit to the Mayor/Council a regular evaluation and action plan for completing the items in this Charter.

“We will promote safe and environmentally friendly cycling and walking by providing safe infrastructure and networks...” World Health Organization Charter on Transport, Environment and Health, 1999.

“The US Conference of Mayors calls on cities and communities to promote increased safe bicycle use for transportation and recreation...” US Conference of Mayors, 2003.

For the City of:

.....
Signature

.....
Name

Bicycle Friendly Community APPLICATION PREVIEW

Updated September 25, 2023

TO APPLY

Applications are only accepted through the online form.

To submit an application online, please visit apply.bikeleague.org

Access additional resources at bikeleague.org/community

Email questions regarding the BFC application or process to bfa@bikeleague.org

NEXT BFC SUBMISSION DEADLINE: June 25, 2024

NOTE: THERE IS NOW ONLY ONE DEADLINE PER YEAR STARTING IN 2024. [Learn more here.](#)

[Find other recent and future BFC submission deadlines here.](#)

APPLICATION TIPS

NOTE: Questions in **shaded blue boxes like this** are dependent fields that do not appear in the online application until their corresponding parent answer option above is selected. **If these questions are not applicable to your community, skip ahead to the next question.**

- **Applicants are strongly encouraged to download the most recent Word version of the current BFC application**, to reflect minor updates and corrections between rounds. To access the latest version, please visit apply.bikeleague.org.
- To provide continuity for returning applicants, all recent changes (made within the last 12 months) are **highlighted throughout the application preview below**. A companion summary document that lists all substantive updates [can also be downloaded here](#).
- [Find a Glossary of Terms used in the BFC Application here](#). If you come across a term on the application that is not listed on the glossary that you have questions about, please email bfa@bikeleague.org.
- **The Bicycle Friendly Community online application allows multiple user accounts to collaborate on a single application!** To add a collaborator, click on “Manage Collaborators” in the upper right-hand corner of your online application. [Learn more on our Application Portal FAQs](#).
- The application will refer to your type of jurisdiction as ‘community’ throughout the application, for a lack of a better term. So when the application asks about bicycle amenities, services and other resources in your community, **please only list what is provided within your jurisdiction’s boundaries**. However, if there is a significant bicycle amenity or activity



2024 BFC APPLICATION FOR REVIEW ONLY.

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close by that benefits your community, you can tell us about it in the bonus point question at the end of the appropriate 'E' section.

- The application is designed **for communities of all sizes**. The conditions that make your community unique -- size, type, location, climate, demographics -- are important when determining how to best encourage and support bicycling, and will be taken into consideration when we review your application.
- **It is not necessary to be able to check every box on this application to earn a BFC designation.** We've provided a comprehensive menu of all the ways a community can be bicycle-friendly, and some options are more valuable than others, or more relevant to some communities than others, but we don't expect any community to do everything on the list.
- Unless a question specifically asks about plans for the future, **only check boxes for things that are already being done**. So, if several improvements for bicyclists are still in the planning stage, you can either wait a year or two before you apply to increase your chances to receive an award, or you can apply now to benchmark and watch your community move up in award levels in the future (which can be a powerful way to show the impact of investments).
- If your community is doing something that isn't listed in the checkboxes, or that goes above and beyond any of the check box options, please tell us about it! Check "other" on the appropriate question, or **use the bonus point questions at the end of each 'E' section and the 'Final Overview' section at the end of the application to give us more details**. This not only helps us to better understand your community, it also helps improve the program by identifying new trends and best practices.
- If you would like to share any documents such as a community bike map or a file with photos with the reviewers, **please include a link or upload the file** either under the relevant question (if possible) or in the designated space at the end of the Final Overview section. Applicants can compile several photos into a single zip file to save space on their application.
- Don't be shy to **tell us about your community's weaknesses**. This gives us a more accurate snapshot of your community, and displays that you are critically evaluating the community's internal efforts, which is an important component of the final 'E', Evaluation & Planning.
- **A note about the impact of the COVID-19 Pandemic:** We recognize that many communities had to cancel or severely alter their in-person classes and events due to the COVID-19 pandemic over the last several years. On questions that ask about in-person activities that happen "at least annually" you can check the box for activities that typically happened annually before the pandemic, and that have resumed or are planned to be resumed when it is safe to do so.
- If you need help with the online application, visit our [Application Portal FAQs page here](#) or contact us at bfa@bikeleague.org.



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TO SUBMIT AN APPLICATION, VISIT [APPLY.BIKELEAGUE.ORG](https://apply.bikeleague.org).

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APPLICATION INTRO

Name of Community:

Has the community applied to the Bicycle Friendly Community program before?

☐ **First-Time Application**

(Select this option only if your community has NEVER applied to the BFC program before.)

☐ **Returning Application***

(Select this option if your community has applied to the BFC program, even if that application did not result in an award, or was more than four years ago.)

***If returning, is your community's intention to renew its existing status at the same BFC Award Level, or to apply for a higher BFC designation?**

☐ Applying for Higher Award Level

☐ Renewing at Current Award Level

***If returning, what year was the community's most recent BFC application, and what was the result (award level)?**

Please note: the online BFC application now has the capability to copy previous submissions into the current online form. This feature will work for a limited number of questions and answer options that have remained consistent since your last application, so we encourage renewing applicants who use this feature to review every answer carefully for accuracy. Learn more at: <https://bicyclefriendly.secure-platform.com/a/page/community/renewals>

Web & Social Media Presence

If awarded, the following links will appear on your BFA Award Profile on the League's [Connect Locally Map](#) and used to promote your community through League social media channels. (optional)

Community Website:

Community's Twitter/X URL:

Community's Facebook URL:

Community's Instagram URL:

Community's Flickr or other public photo sharing URL:



2024 BFC APPLICATION FOR REVIEW ONLY.

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CONTACT INFORMATION

Primary Application Contact

Applicant First Name
Applicant Last Name
Title
Department
Employer
Street Address (No PO Box, please)
City
State
Zip
Phone
Applicant Email

Additional Community Contacts

Did you work with any other local government agencies, departments, or city staff on this application?

- ☐ Yes*
☐ No

***If Yes, provide the following information for each contact: (Up to 10 contacts.)**

First Name, Last Name, Agency/Department/Organization, Title, and Email

Did you work with any local advocacy organizations or citizen volunteers on this application?

- ☐ Yes*
☐ No

***If Yes, provide the following information for each contact: (Up to 10 contacts.)**

First Name, Last Name, Organization, Title, and Email



2024 BFC APPLICATION FOR REVIEW ONLY.

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Are there other local bicycle, active transportation, or transportation equity advocacy groups in your community not already identified?

- ☐ Yes*
- ☐ No

***If Yes, provide the following information for each contact: (Up to 10 contacts.)**

Name of Primary Contact, Organization, and Email

Note: The League will contact local bike advocates in your community (both those listed here and others from our existing database of member groups) for their feedback and input about the community's bicycle-friendly efforts.

Mayor or top elected official *Note: For internal use only.*

Name

Title

Email

Street Address

City

State

Zip

COMMUNITY PROFILE

A1. Community Name: (Please do not include "City of", "Town of", etc.)

A2. Name of County/Borough/Parish:

A3. State:

A4. Link to map of community boundaries: (e.g. [Google Maps](https://www.google.com/maps))

A5. Type of Jurisdiction

- ☐ Town/City/Municipality
- ☐ County/Borough/Parish*
- ☐ Metropolitan Planning Organization/
Council of Governments*
- ☐ Regional Planning Organization*
- ☐ Rural Planning Organization*
- ☐ Census Designated Place (not age-restricted)

Please note: The application will refer to your type of jurisdiction as 'community' throughout the application, which should not include any bicycle amenities, services and other resources outside your boundaries.



2024 BFC APPLICATION FOR REVIEW ONLY.

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- ☐ Census Designated Place (age-restricted)
- ☐ Indian Country
- ☐ Military Base

***A5a. If a County/Borough/Parish, MPO, COG, or RPO, please list all other local jurisdictions (cities, towns, municipalities, or Census Designated Places) that fall within your community's borders.**

A6. Size of community: *(in sq. mi. of land area)*

A7. Total Population:

A8. Population Density: *(Person per sq. mi. of land area)*

A9. Approximately what percentage of your community falls under the following land use type categories?

For definitions, see [FHWA Bikeway Selection Guide \(page 20\)](#).

A9a. Rural

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

A9b. Rural Town

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

A9c. Suburban

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

A9d. Urban

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

A9e. Urban Core

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

A10. What is the street network density of the community? *(centerline miles of road per sq. mi. of land area)*

- ☐ Less than 5.0
- ☐ 5.1-10.0
- ☐ 10.1-15.0
- ☐ More than 15.0

A11. What is the average intersection density? *(intersections per sq. mi. of land area)*

Note: "intersection" should be defined as a junction with three or more eligible road segments.



2024 BFC APPLICATION FOR REVIEW ONLY.

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- ☐ unknown
- ☐ Fewer than 60
- ☐ 61-100
- ☐ 101-160
- ☐ 161-260
- ☐ 261-500
- ☐ More than 500

A12. Do any of the following significant physical barriers to cycling exist in your community? *Check all that apply*

- ☐ Major highways or divided arterials with no or limited crossings
- ☐ Topographical challenges (e.g. very hilly community)
- ☐ Geographical challenges (e.g. large or sprawling community)
- ☐ Extreme heat
- ☐ Extreme cold/heavy snow
- ☐ Other seasonal or weather challenges
- ☐ Bridges that are inaccessible or unsafe for cyclists
- ☐ Tunnels that are inaccessible or unsafe for cyclists
- ☐ Large body of water (e.g. river)
- ☐ Railroad corridors
- ☐ Other*
- ☐ No significant physical barriers

***A12a. If other, please describe**

Community Socioeconomic & Demographic Information

Find the following information for your community at: <https://data.census.gov/cedsci/>

How to search: *(We highly recommend that you do this on a desktop computer as the tables are easier to read on that screen. However, you can still find them from the dropdown menu on your phone or tablet.)*

You can search the below questions by typing in your city or community name and clicking on the name in search results. Once it is populated a list of categories will appear on the left hand side of the screen (if using a computer). Under each question below are instructions on how to find the right section to answer each question.



2024 BFC APPLICATION FOR REVIEW ONLY.

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A13. Census Profile Link:

Tip: from the main search field at <https://data.census.gov/>, enter your community's name and click the search icon. From the search results, click "View Profile" on the right hand side. (e.g. See the profile pages for Madison, WI:

<https://data.census.gov/profile?g=1600000US5548000>; or for Athens – Clarke County, GA: <https://data.census.gov/profile?g=0600000US1305990138>; or for Jamestown S'Klallam Tribe, WA: <https://data.census.gov/profile?g=2500000US1655>)

IF YOUR COMMUNITY DOES NOT FALL NEATLY INTO A CENSUS PLACE: Please use A13 to provide the link to your best source of the following data for all of the following questions below. For questions A14-A22, please provide best estimates for each question. Use the space provided in question A23 to provide any additional information or context about your community to help our reviewers better understand your socioeconomic and demographic details for your community.

A14. Median Age, and Percent of Population that is under 18 or 65 years and over.

****NOTE: this question has been updated in September 2023 to better reflect the updated format presented at <https://data.census.gov/>.****

Tip: This data is available under the "Populations and People" section of your community's census profile page. "Median Age" is shown at the top of the "Populations and People" section. To find the Percent of the Population that is under 18 or 65 and over, click on Table "S0101" and scroll down to "SELECTED AGE CATEGORIES" then scroll to the right to find the Percent column. Find and enter the Percent for both "Under 18 years" (A14b) and "65 years and over" (A14c).

A14a. Median Age in community: (##.#)

A14b. Percent of Population that is under 18 years of age:

A14c. Percent of Population that is 65 years and over:

A15. Percent of the Population that Speaks a Language Other Than English at Home:

Tip: Click on the "Populations and People" section of your community's census profile page, and then scroll down to "Language Spoken at Home". Enter the number listed above "Language Other Than English Spoken at Home in (your community)" on the left in question A15. **Enter numbers only - answer must be in ##.## format.**

You can also click on Table "S1601" for a more detailed breakdown of the languages spoken at home in your community.



2024 BFC APPLICATION FOR REVIEW ONLY.

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A16. Percent of population that is Foreign Born:

Tip: Click on the “Populations and People” section of your community’s census profile page, and then scroll down to “Native and Foreign Born”. Enter the number listed above “Foreign Born population in (your community)” on the left in question A16. **Enter numbers only - answer must be in ##.## format.**

You can also find this information on Table “DP02” under PLACE OF BIRTH for this information, as well as under WORLD REGION OF BIRTH OF FOREIGN BORN for a more detailed breakdown.

A17. Median Household Income:

Tip: This data is listed at the top of your community’s census profile page, or can be found by clicking on the “Income and Poverty” section or on Table “S1901” for your community.

A18. Poverty Rate:

Tip: This data is available under the “Income and Poverty” section of your community’s census profile page. Click on “Income and Poverty” from the top menu bar of your community’s profile page, and scroll down to “Poverty”. **Enter numbers only - answer must be in ##.## format.**

A19. Bicycle Commute Rates by Sex

Tip: From your community’s census profile page, click on the “Employment” section and then scroll down to “Commuting” and click on **Table S0801: COMMUTING CHARACTERISTICS BY SEX**. On table S0801, select the most recent **5-Year Estimates Subject Table**, then find “Means of Transportation to Work” and scroll down to the row that says “Bicycle”. Scroll to the right to find the percentages for Total Estimate, Male Estimate, and Female Estimate in the “Bicycle” row. **Enter numbers only - answer must be in ##.## format.**

A19a. Bicycle Commuters (Total Estimate as %)

A19b. Male Bicycle Commuters (Estimate as %)

A19c. Female Bicycle Commuters (Estimate as %)

A20. Percent of Household with No Vehicles Available:

Tip: From your Census profile link, click on the “Housing” section and then click on Table “DP04”. Once on table DP04, scroll to the section “VEHICLES AVAILABLE” to find the information for this question. **Scroll to the right to find the percentage for your**



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community next to “No vehicles available”. Enter numbers only - answers must be in ###.## format.

A21. Disability Characteristics

Tip: From your Census profile link, click on the “Health” section and then the “Disability” section. Enter the number listed above “Disabled Population in (your community)” on the left in question A21a. Questions A21b-e can be found on the bar graphs on the left in this same section. **Enter numbers only - answer must be in ###.## format.**

***Note:** The League recognizes that not every disability is visible to others, and that not every person with a permanent or temporary mobility or accessibility need identifies as ‘disabled’. Whether from a cognitive, sensory, or physical disability, or from age, temporary illness, or injury, there are people in every community who face a range of mobility challenges for whom a bike or cycle may open a world of possibilities to increase accessibility.

For examples, see [“Disabled People Ride Bikes \(and Trikes, and Tandems and Recumbents\)”](#) a short film produced by [Rooted in Rights](#).

We invite BFC applicants to consider what visible and invisible disabilities and other mobility needs may exist in your community, and if you aren’t already, to use the BFC application as a starting place to engage directly with people with disabilities and other mobility needs in your community to ensure that your bicycle network, classes, events, and rides are inclusive and accessible to all.

A21a. Total % Disabled Population

A21b. Hearing difficulty (percent)

A21c. Vision difficulty (percent)

A21d. Cognitive difficulty (percent)

A21e. Ambulatory difficulty (percent)

A22. Racial & Ethnicity distribution (in percent)

Tip: From your community’s census profile page, click on the “Race and Ethnicity” section and then click on Table P1 and then DP05 “ACS Demographic and Housing Estimates” and then scroll down to “RACE”. **Scroll to the right to find the Percent column.** Enter numbers only - answers must be in ###.## format.

For the first six categories below, enter the percentage numbers found for that category under “One Race” and then enter the total percentage listed for “Two or more races”. Scroll down to the “HISPANIC OR LATINO AND RACE” section to find the total percentage for “Hispanic or Latino (of any race)”.



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- A22a. White** (*number field between 0-100*)
A22b. Black or African American (*number field between 0-100*)
A22c. American Indian and Alaska Native (*number field between 0-100*)
A22d. Asian (*number field between 0-100*)
A22e. Native Hawaiian and Other Pacific Islander (*number field between 0-100*)
A22f. Some other race (*number field between 0-100*)
A22g. Two or more races (*number field between 0-100*)
A22h. Hispanic or Latino (*of any race*)

A23. If you have any other socioeconomic or demographic data from your community that you feel is significant for the BFC review team to better understand your community, please use this space to describe.

For example:

- *If your community, or specific neighborhoods within it, has a low response rate to the census or there are large numbers of uncounted residents.*
- *If there are any neighborhoods or concentrated areas within the community with higher proportions of non-English speakers, or households without access to a vehicle, etc.*
- *If a neighboring census place counts individuals who work, attend school, or visit your community on a daily basis. (e.g. The statewide residential Texas School for the Deaf and Texas School for the Blind are both located in Austin but census data will list most of those students as living elsewhere.)*

ENGINEERING

Policies and Design Standards for the Built Environment

B1. Does your community currently have any of the following policies in place?

Check all that apply.

- ☐ Local Complete Streets ordinance*
- ☐ Local Complete Streets resolution*
- ☐ State, County, or other regional Complete Streets ordinance or resolution that only affects some roads within community
- ☐ Local cycling-specific ordinance that specifically [requires the construction or upgrade of context-appropriate, low stress bicycle facilities](#) when streets are being reconstructed*
- ☐ None of the above

***B1a. What year was the ordinance, policy, or resolution adopted or passed?**



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***B1b. Please provide a link to the ordinance, policy, or resolution.**

***B1c. Since the adoption of the ordinance, or resolution, what percentage of the implemented road projects (where bicycle facilities were considered) have included bicycle facilities?**

- ☐ 0-10%
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ More than 75%
- ☐ Unknown

B2. Does your community have bicycle facility selection criteria that increases separation and protection of bicyclists based on levels of motor vehicle speed and volume?

- ☐ Yes*
- ☐ No

***B2a. Please describe.**

B3. Has your community adopted a design manual or guidelines that establish minimum standards for the design of safe, comfortable, and accessible bicycle facilities?

- ☐ Yes*
- ☐ No

***B3a. Please provide a link to your community's bicycle facility design manual or guidelines.**

***B3b. Do/es the manual or guidelines incorporate, reference, or follow any of the following standards? Check all that apply.**

- ☐ [Accessibility standards that specifically address accommodating adaptive cycles and cyclists with disabilities](#)
- ☐ [Bike facility design standards that incorporate Universal Design principles by addressing the needs of all users and mobility types in public rights-of-way](#)
- ☐ [FHWA Bikeway Selection Guide](#)
- ☐ [FHWA Small Town and Rural Multimodal Network Guide](#) (see PDF)
- ☐ [NACTO Guide for Designing for All Ages & Abilities](#)
- ☐ [NACTO Urban Bikeway Design Guide](#)



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- ☐ [NACTO Urban Street Design Guide](#)
- ☐ [AASHTO Guide for the Development of Bicycle Facilities, 4th Edition](#)
- ☐ Other**
- ☐ None of the above

****B3b1. If other, please describe.**

B4. Does your community currently have any of the following land use or development policies in place that promote shorter distances between homes and destinations? Check all that apply.

- ☐ Mixed-use zoning or incentives
- ☐ Planned Unit Development zoning
- ☐ Transit Oriented Development ordinance or program
- ☐ Form-based/design-based codes
- ☐ Connectivity policy or standards
- ☐ Affordable Housing policy or plan
- ☐ Infill development incentives
- ☐ Urban Growth Boundary or similar
- ☐ Other*
- ☐ None of the above

***B4a. If other, please describe.**

B5. Does your community currently have any of the following policies or ordinances in place related to motor vehicle parking or traffic?

- ☐ Maximum car parking standards
- ☐ No minimum car parking standards
- ☐ Car parking minimums have been reduced in last 5 years
- ☐ Paid public car parking
- ☐ Shared-parking allowances
- ☐ Congestion charges
- ☐ Engine Anti-Idling law
- ☐ Other*
- ☐ None of the above



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***B5a. If other, please describe.**

B6. Does your community have any of the following additional policies or standards that support the development of bicycle infrastructure? Check all that apply.

- ☐ Requirements to accommodate bicyclists through construction sites in the public right-of-way
- ☐ Policy to preserve abandoned rail corridors for multi-use trails
- ☐ Policy to utilize utility corridors for multi-use trails
- ☐ Policy that expands the use of bike infrastructure for other multi-modal users (people using scooters, wheelchairs, etc.)
- ☐ Other*
- ☐ None of the above

***B6a. If other, please describe.**

B7. Does your community have any of the following other policies, standards, or other barriers that limit the development of bicycle infrastructure? Check all that apply.

- ☐ Local requirements or prerequisites for bike infrastructure that don't exist for other kinds of transportation infrastructure (e.g. longer public comment period requirements for bike facilities compared to other transportation modes)
- ☐ State-level policies that limit or complicate the development of bike infrastructure
- ☐ County or MPO-level policies that limit or complicate the development of bike infrastructure
- ☐ More than 40% of the community's public roadways are owned or managed by an entity other than the applicant (e.g. county or state roads on a municipal application or local roads on a county application)
- ☐ Other
- ☐ None of the above

***B7a-d. For any box checked, please describe the policy or requirement.**

End-of-Trip Facilities

B8. What policies or programs are in place to ensure that high quality bike parking is available throughout the community? Check all that apply.

- ☐ Bike parking ordinance for existing buildings specifying amount and location



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- ☐ Bike parking ordinance for all new developments specifying amount and location
- ☐ Incentives or requirements for developers, property management companies, and/or employers to provide secure bike parking and other end-of-trip facilities for cyclists
- ☐ Incentives, requirements, or other program(s) to encourage multi-family residential buildings and properties to provide secure bike parking and other end-of-trip facilities for residents and guests
- ☐ Incentives, requirements, or other program(s) to encourage local schools to provide secure bike parking and other end-of-trip facilities for students and employees
- ☐ Incentives, requirements, or other program(s) to encourage local retail such as grocery stores to provide secure bike parking and other end-of-trip facilities for customers and employees
- ☐ Ordinance that allows on-street bike parking/bicycle corrals (or they are de facto already allowed and the community has at least one)
- ☐ Ordinance that allows bike parking to substitute for car parking
- ☐ Requirement for new developments to meet LEED-Neighborhood Development silver standards or higher
- ☐ Subsidy program for private bike parking installation
- ☐ Public or private program that provides grants for bike racks or free bike racks upon request
- ☐ System in place that allows residents to request the installation of new public racks
- ☐ Other*
- ☐ None of the above

***B8a. If other, please describe.**

B9. Has your community adopted bicycle parking design standards that establish minimum requirements for the quality, security, and design of bike parking?

- ☐ Yes*
- ☐ No

***B9a. Please provide a link to your community's bicycle parking design standards.**

B9b. Do your community's bicycle parking design standards meet any of the following? Check all that apply.

- ☐ Conform with [APBP Guidelines](https://www.bikeleague.org/apbp)



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- ☐ Address the need for parking spaces for cargo bicycles, adaptive cycles, recumbents, tricycles, tandems, or other non-standard cycles*
- ☐ Address the need for facilities to recharge electric assist bicycles
- ☐ Other*

***B9b1. Please describe or provide the page/section of your design standards that addresses the need for parking non-standard cycles.**

Thank you for sharing more details! The League is looking for examples and resources to help other communities improve their bike parking design standards to address the needs of cargo, adaptive, and other non-standard cycles.

****B9b2. If other, please describe.**

B10. What percentage of public and private bike racks conform with [APBP Guidelines](#)?

- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ More than 75%
- ☐ Unknown

B11. Does your community have any of the following end-of-trip facilities that are available to the general public? Check all that apply. Note: "Public" may include facilities that are free and open to all as well as fee or subscription-based facilities that are open to any customer. **Please do not include private facilities that are limited to the employees or members of a company or exclusive association.**

- ☐ Public bicycle repair or fix-it stations
- ☐ Public bicycle air pumps
- ☐ Bicycle Station or Hub that provides lockers and/or showers for commuters
- ☐ Public uncovered bike racks
- ☐ Public covered bike racks
- ☐ Public bicycle lockers or similar individual secure bike parking spaces
- ☐ Public secure bike cages, rooms, or pods for communal secure bike parking spaces (e.g. [Oonee Pods](#))
- ☐ On-street bike corrals
- ☐ Other*
- ☐ None of the above



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***B11a. If other end-of-trip facilities exist in your community, please describe.**

B12. Has your community taken any of the following steps to increase the accessibility and equitable distribution of end-of-trip facilities, including bike parking? Check all that apply.

- ☐ Subsidies for low-income residents to access fee- or subscription-based facilities (if applicable)
- ☐ Accessibility audit conducted for end-of-trip facilities (e.g. identifying facilities that are inaccessible to cyclists with disabilities, etc.)
- ☐ Quality audit conducted for end-of-trip facilities (e.g. identifying facilities most in need of upgrade)
- ☐ Basic inventory conducted for end-of-trip facilities (e.g. identifying gaps in availability)
- ☐ Any end-of-trip facility audit or inventory that includes demographic or socioeconomic overlay to identify correlations with historically underinvested areas
- ☐ Demographic or socioeconomic analysis conducted to plan for or prioritize installation of new end-of-trip facilities
- ☐ Other*
- ☐ None of the above

***B12a If other, please describe.**

Bicycle Network

The Bicycle Friendly Community program has updated our questions around on- and off-street bicycle facilities with the goal of encouraging communities to focus on building cohesive, connected bicycle networks, as opposed to piecemeal bike facilities. This update reflects the [Safe System Approach](#) and emphasizes slow design speed and the importance of building safe, low-stress bicycle networks that are comfortable, equitable and accessible to all cyclists.

The following section has been developed using national guidance and standards such as FHWA's [Bikeway Design Guide](#) and [Small Town and Rural Design Guide](#), as well as NACTO's [Designing for All Ages and Abilities contextual guide](#) and [Urban Bikeway Design Guide](#).



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As guidance and best practices continue to advance around building safe, accessible, and equitable facilities for cycling, we will continue to follow data-driven standards and encourage every Bicycle Friendly Community to do the same.

We also strive to encourage and support every BFC applicant community to better inventory and document their current and planned bikeway facilities to help facilitate future growth in and investments of the network. For more information, see the League's 2022 report, [Benchmarking Bike Networks](#).

B13. Please provide a map to show your community's current bicycle network, including all current on- and off- street bike facilities.

Please note this does not need to be a formal public-facing map; internal planning maps are appropriate, and in some cases, preferred.

Select any that apply:

- ☐ I would like to upload a PDF map*
- ☐ I would like to link to an online map*
- ☐ No map available

***B13a-b. Bicycle Network Map:** (up to two PDF files and/or two URLs supported through the online application, along with a description of the files/URLs.)

****B13c. If no map is available for your current bicycle network, please explain why. What resources or guidance would be helpful in supporting your community in the development of a current bike map?**

B14. Bicycle Network Worksheet

[Download the BFC Bicycle Network Worksheet \(Microsoft Excel\) here to complete your BFC Bicycle Network Worksheet.](#) (Template file updated 9/22/23) After entering your community's road network and bicycle network facilities and markings on the "Current" and "Planned" tabs of the Bicycle Network Worksheet, save your file using the naming convention **"BFC_2024_B14 BFC Network Worksheet_ YOUR COMMUNITY NAME.xlsx"** before uploading your completed worksheet.

If you have any trouble accessing the excel file linked above, please contact bfa@bikeleague.org and we can provide a copy to you via email. Please see the "Instructions" tab of the worksheet for detailed instructions on how to use the worksheet, as well as the various resources tabs for more tools and guidance on measuring facilities. Please contact bfa@bikeleague.org with any additional questions.



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Upload complete file here: _____

B15. Summary of Current Roadway Network

The following answers for B15a-d should be copied from the "Summary" tab of your completed BFC Bicycle Network Worksheet (see question B14 above).

B15a. Total current Roadway Network in centerline miles:

B15b. Percentage of Roadway Network that is high-speed:

B15c. Percentage of Roadway Network that is low-speed:

B15d. Percentage of Roadway Network where speed limit is unknown:

B16. Summary of Current Bicycle Network

The following answers for B16a-h should be copied from the "Summary" tab of your completed BFC Bicycle Network Worksheet (see question B14 above). The worksheet also includes explanations for how these numbers are calculated (for example, what counts as "low-stress").

B16a. Total current mileage of on-street bike facilities:

B16b. Total current mileage of off-street bike facilities:

B16c. Total current mileage of Bicycle Network (ALL on-street and off-street facilities):

B16d. Total current mileage of other markings and features:

B16e. Ratio of Total Current Bicycle Network to Roadway Network:

B16f. Percentage of Roads with ANY on-street bike facilities:

B16g. Percentage of Roads with LOW-STRESS on-street bike facilities

B16h. Percentage of ALL bike facilities and other markings or features that are LOW-STRESS:

****Please note this question has been updated for the 2024 submission round. Before completing it, be sure you are using the updated 2024 B14 BFC Network Worksheet.****

B17. Within the last five years, has your community ever removed a bicycle facility without an improved replacement?

☐ Yes*

☐ No

***B17a. If yes, please explain.**

B18. Summary of Planned Bicycle Facilities and Network Improvements

The following answers for B18a-f should be copied from the "Summary" tab of your completed BFC Bicycle Network Worksheet (see question B14 above). The worksheet



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also includes explanations for how these numbers are calculated (for example, what counts as "low-stress").

B18a. Planned On-Road Bike Facilities:

B18b. Planned Off-Road Bike Facilities:

B18c. Planned LOW-STRESS Bike Facilities:

B18d. Planned other markings & features:

B18e. Plans to upgrade any existing bike facilities:

B18f. Plans to lower speed limits or design speeds of any existing roads:

B19. Which of the following features are provided to improve safety for bicyclists and pedestrians at off-street and side path crossings of roads with motor vehicle traffic?

Check all that apply.

- ☐ N/A – there are no off-street or side path crossings of roads with motor vehicle traffic
- ☐ Bike/pedestrian overpasses/underpasses
- ☐ Raised path crossings
- ☐ [Refuge islands](#)
- ☐ Path crossing with high visibility markings/signs/ [HAWK signals](#)/ Rapid Flashing Beacons
- ☐ [Curb extensions](#)
- ☐ Signalized crossings
- ☐ Stop signs for vehicle traffic
- ☐ Other*
- ☐ None of the above

***B19a. If other, please describe.**

B20. How has your community worked to calm traffic and slow down motor vehicles to increase safety for all roadway users?

Check all that apply.

- ☐ Lowered speed limit on a local road in the last 4 years
- ☐ Designed new roads with slow speeds, complete streets, and/or Safe System Approach principles



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- ☐ Physically altered the road layout or appearance of existing roads to lower their design speeds for motor vehicles (e.g. road diet, installing chicanes or curb bump-outs)
- ☐ Narrowing motor vehicle traffic lane widths (lane diet)
- ☐ Converted one-way streets to two-way traffic
- ☐ Car-free/Car-restricted zones
- ☐ One or more road has been permanently closed to cars in the last 4 years
- ☐ Temporary “pop-up” bike infrastructure or traffic calming /tactical urbanism
- ☐ [Shared Space/Home Zone/Living Street/Woonerf](#)
- ☐ Designated “Slow Streets”
- ☐ Speed feedback signs/cameras
- ☐ Automated (e.g. camera or video) speed enforcement for motor vehicles
- ☐ Other*
- ☐ None of the above

*B20a. If other, please describe.

B21. In what other ways has your community improved connectivity and riding conditions for bicyclists?

Check all that apply.

- ☐ “Cut-throughs” that improve connectivity for bicyclists (e.g. connecting dead-ends or cul-de-sacs)
- ☐ Roundabouts that accommodate bicycles
- ☐ [Contra-flow bike lanes](#) (e.g. a one-way bike lane installed heading the opposite direction of the adjacent one-way street)
- ☐ Conflict zones are marked with colored bike lanes
- ☐ [Colored bike lanes](#) outside of conflict zones
- ☐ Bicycle left turn lanes
- ☐ Shared bicycle/bus lanes
- ☐ Removal of on-street car parking
- ☐ Reverse angle parking
- ☐ Bicycle-friendly storm sewer grates
- ☐ Signed bike routes directing bicycle traffic to low-stress facilities
- ☐ [On-street wayfinding signage](#) with easily visible distance and/or riding time information for bicyclists
- ☐ Off-street wayfinding signage with easily visible distance and/or riding time information for bicyclists



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- ☐ Parallel but separated paths for bicyclists and pedestrians
- ☐ Signage or markings to designate right-of-way on shared-use paths
- ☐ Other*
- ☐ None of the above

***B21a. If other, please describe.**

B22. How has your community incorporated principles of safety, comfort & attractiveness in the development of your bicycle network?

[Reference the Seven Principles of Bicycle Network Design in the FHWA's Bicycle Selection Guide.](#)

- ☐ Efforts to reduce noise
- ☐ Efforts to reduce air pollution
- ☐ Efforts to provide shade
- ☐ Efforts to provide other cooling elements
- ☐ Efforts to provide protection from inclement weather
- ☐ Street lighting on most arterials
- ☐ Street lighting on most non-arterials
- ☐ Lighting on most shared-use paths
- ☐ Lighting on some shared-use paths
- ☐ Mirrors to improve sight distance on shared-use paths
- ☐ Emergency call boxes/phones along trails
- ☐ Benches or other seating options added along bike routes/facilities
- ☐ Drinking fountain or water bottle filling stations added along bike routes/facilities
- ☐ Public art or murals*
- ☐ Historical or cultural information*
- ☐ Placemaking efforts to develop interesting or engaging places along the route
- ☐ Other**
- ☐ None of the Above

***B22a. Please describe any efforts to incorporate public art or murals along your community's bicycle network. (optional file upload for photos)**

***B22b. Please describe any efforts to incorporate historical or cultural information in your community's bicycle network. (optional file upload for photos)**



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***B22c. Please describe any placemaking efforts to develop interesting or engaging places along your bicycling network. (optional file upload for photos)**

****B22d. If other, please describe.**

B23. Are there any signalized intersections in your community?

- ☐ Yes*
- ☐ No

Skip ahead to B24 if “No” is selected. (Note field B23a will be hidden in online application until corresponding answer above is selected.)

***B23a. Which of the following accommodations are available at signalized intersections to improve conditions for bicyclists?**

- ☐ Leading Pedestrian Intervals
- ☐ [Video or microwave detection](#) for demand-activated signals
- ☐ Demand activated signals with loop detector (and marking)
- ☐ Push-buttons that are accessible from the road or trail/side path
- ☐ Push-buttons are designed and located at an accessible height for a variety of users
- ☐ Timed signals
- ☐ Signals timed for bicycle speeds
- ☐ [Bicycle Signal Heads](#)
- ☐ Advanced Stop Line or [Bike Box](#)
- ☐ [Protected intersection](#)
- ☐ [Colored bike lanes](#) in conflict areas
- ☐ [Intersection crossing markings](#) for bicycles
- ☐ [Refuge islands](#)
- ☐ Right corner islands (“pork chops”)
- ☐ Automated (e.g. camera or video) red light enforcement for motor vehicles
- ☐ Right-on-red restrictions in certain signalized intersections
- ☐ Right-on-red restrictions in all signalized intersections
- ☐ Other*
- ☐ None of the above

***B23a1. If other, please describe.**



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B24. Has your community taken any of the following actions to make bicycle infrastructure more inclusive and accessible to cyclists of all ages and abilities, including people with physical or cognitive disabilities?

Check all that apply.

- ☐ Accessibility audit for one or more segment or project within the bike network*
- ☐ Accessibility audit for the bicycle network overall*
- ☐ Bollards and control access barriers have been removed or (re)designed at appropriate widths or angles to accommodate non-standard cycles such as hand cycles or adult tricycles
- ☐ Bikeway lane widths have been (re)designed to accommodate wider non-standard cycles
- ☐ Wayfinding signage and/or ground markings have been (re)designed to be clear and accessible for neurodivergent or low-vision cyclists
- ☐ Separated bike lanes or cycle tracks have been (re)designed to provide curb access to pedestrians using wheelchairs or other mobility aids
- ☐ Construction or roadway maintenance detours for cyclists are designed with ramps and appropriate widths for non-standard cycles
- ☐ Other*
- ☐ None of the above

***B24a. If other, please describe.**

Network Maintenance

B25. Which of the following mechanisms are in place for bicyclists to identify problem areas or hazards to the appropriate department (public works, transportation, etc.)? Check all that apply.

- ☐ Online reporting system (e.g. SeeClickFix or local 311 or similar website)
- ☐ Mobile app (e.g. local 311 or similar app)
- ☐ Dedicated social media account(s) that cyclists are encouraged to report hazards to
- ☐ Hotline
- ☐ Regular meetings
- ☐ Contact directly via call/voicemail/ email/text
- ☐ Signage is posted along bike routes/paths with instructions on how to report hazards to the appropriate department
- ☐ Other*
- ☐ None of the above



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***B25a. If other, please describe.**

B26. Does your community have any of the following policies, standards, or mechanisms to ensure the ongoing maintenance of bike facilities?

Check all that apply.

- ☐ Established funding or capital budget line item for routine maintenance of bike facilities, such as repainting bike lanes
- ☐ Policy or set schedule for routine maintenance of on-street bike facilities (e.g. sweeping or repainting bike lanes)*
- ☐ Policy or set schedule for routine maintenance of off-street bike facilities (e.g. repaving or vegetation maintenance)**
- ☐ Policy or standards for clearing snow and ice from on- and/or off-street bike facilities***
- ☐ Policy or set schedule for repaving roads****
- ☐ Other****
- ☐ None of the above

If "Policy or set schedule for routine maintenance of on-street bike facilities (e.g. sweeping or repainting bike lanes)" is checked:

***B26a. How often do the following maintenance practices occur for on-street bicycle facilities (including shoulders)?**

B26a1. Sweeping

- ☐ Before other travel lanes
- ☐ Same time as other travel lanes
- ☐ After other travel lanes
- ☐ Never

B26a2. Pothole maintenance/ surface repair

- ☐ Within 24 hours of complaint
- ☐ Within 48 hours of complaint
- ☐ Within one week of complaint
- ☐ Within one month of complaint or longer
- ☐ Never

B26a3. Restriping/ repainting markings

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed



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☐ Never

If "Policy or set schedule for routine maintenance of off-street bike facilities (e.g. repaving or vegetation maintenance)" is checked:

****B26b. How often do the following maintenance practices occur for off-street bicycle facilities (including shared use paths and trails)?**

B26b1. Sweeping

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed
- ☐ Never

B26b2. Vegetation maintenance

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed
- ☐ Never

B26b3. Surface repair

- ☐ Within 24 hours of complaint
- ☐ Within one week of complaint
- ☐ Within one month of complaint or longer
- ☐ Never

B26b4. Restriping/ repainting markings

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed
- ☐ Never

If "Policy or standards for clearing snow and ice from on- and/or off-street bikes facilities" checked:

*****B26c. How often does snow and ice clearance occur from bike facilities in your community?**

B26c1. On-street bicycle facilities

- ☐ N/A - No snow or ice
- ☐ N/A - No on-street bicycle facilities
- ☐ Before other travel lanes



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- ☐ Same time as other travel lanes
- ☐ After other travel lanes
- ☐ Never

B26c2. Off-street bicycle or shared use facilities

- ☐ N/A - No snow or ice
- ☐ N/A - No off-street bicycle facilities
- ☐ Before roadways
- ☐ Same time as roadways
- ☐ After roadways
- ☐ Never

If "Policy or set schedule for repaving roads" is checked:

******B26d. What is your community's road repaving schedule or how often are roads routinely repaved in your community?**

- ☐ Annually
- ☐ Every 2-3 years
- ☐ Every 4-5 years
- ☐ Every 6-7 years
- ☐ Every 8-9 years
- ☐ Every 10-12 years
- ☐ Every 12-15 years
- ☐ More than every 15 years

If "other" is checked:

*******B26e. If other, please describe what policies, standards or mechanism are currently in place to support the ongoing maintenance of bicycle facilities.**

Bicycle Access to Public Transportation

B27. Does your community have a rail transit, bus, or other public transportation system?

- ☐ Yes*
- ☐ No

Skip ahead to B28 if "No" is selected. (Note fields B27a-B27c will be hidden in online application until corresponding answer above is selected.)

***B27a. Which of the following types of public transportation are offered in your community? Check all that apply.**



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- ☐ Public buses*
- ☐ Bus Rapid Transit (BRT)**
- ☐ Public light rail***
- ☐ Paratransit****
- ☐ Street Trolleys
- ☐ Commuter rail
- ☐ Ferry or water taxi
- ☐ Other*****

*****B27a1. If other public transportation exists in your community, please describe.

**If "Public Buses" is checked:*

What percentage of your community's public buses are equipped with bike racks?

- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

Are bikes allowed inside public buses?

- ☐ Yes, at all times in buses
- ☐ Only outside of rush hour service in buses
- ☐ Folding bikes are allowed in folded position in buses
- ☐ There is specialized space (e.g. hooks or luggage space) for bikes inside buses
- ☐ On-bus bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- ☐ Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed on buses
- ☐ None of the above

What percentage of bus stops are equipped with secure and convenient bike parking?



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- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%
- ☐ Unknown

****If "Bus Rapid Transit" is checked:**

What percentage of BRT Vehicles are equipped with bike racks?

- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

Are bikes allowed inside BRT Vehicles?

- ☐ Yes, at all times
- ☐ Only outside of rush hour service
- ☐ Folding bikes are allowed in folded position
- ☐ There is specialized space (e.g. hooks or luggage space) for bikes inside BRT Vehicles
- ☐ On-vehicle bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- ☐ Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed
- ☐ None of the above

What percentage of BRT bus stops are equipped with secure and convenient bike parking?

- ☐ None
- ☐ 10% or less
- ☐ 11-25%



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- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%
- ☐ Unknown

*****If "Public Light Rail" is checked:**

Are bikes allowed inside light rail vehicles?

- ☐ Yes, at all times
- ☐ Only outside of rush hour service
- ☐ Folding bikes are allowed in folded position
- ☐ There is specialized space (e.g. hooks or luggage space) for bikes inside light rail vehicles
- ☐ On-rail bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- ☐ Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed
- ☐ None of the above

What percentage of light right transit stops are equipped with secure and convenient bike parking?

- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%
- ☐ Unknown

******If Paratransit is checked:**

What percentage of Paratransit Vehicles are equipped with bike racks?

- ☐ None
- ☐ 10% or less



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- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

Are adaptive cycles allowed inside Paratransit vehicles?

- ☐ Yes, at all times
- ☐ Only outside of rush hour service
- ☐ There is specialized space (e.g. hooks or luggage space) for adaptive cycles inside paratransit Vehicles
- ☐ Other*
- ☐ None of the above

* If other, please describe **how adaptive cycles are accommodated by your Paratransit system.**

*B27b. Has your community made specific bicycle infrastructure investments around major transit stops or stations to improve multi-modal mobility options?

- ☐ Yes*
- ☐ No

*B27b1. If Yes, please describe any bicycle infrastructure investments around major transit stops that have improved multi-modal mobility options.

*B27c. How are residents and visitors encouraged to combine cycling and public transportation? Check all that apply.

- ☐ Bike share and public transportation accounts or payment systems are synced
- ☐ City or transit specific mobile app that combines mode types
- ☐ Cyclists can practice mounting their bike on a bus bike rack at community events
- ☐ Brochure(s) describing bike rack use/how to store bikes inside a transit vehicle(s)
- ☐ Video(s) describing bike rack use/how to store bikes inside a transit vehicle(s)
- ☐ Information on bike racks/storage provided on transit schedules
- ☐ Stickers on the outside of buses with bike racks that say bicycles are welcome
- ☐ **Community has a fare-free public transit system**
- ☐ Other*
- ☐ None of the above



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***B27c1. If other, please describe.**

Bike Sharing

B28. Does your community currently have a community-wide bike sharing program that is open to the general public? *(Please exclude private bike sharing systems that are limited to employees of a certain business or students of a certain university.)*

- ☐ Yes*
- ☐ No
- ☐ Launching in the next 12 months**
- ☐ The community's bike share program(s) closed within the last 2 years.

Skip ahead to B29 if "No" is selected. *(Note dependent fields B28a-B28t will be hidden in online application until corresponding answers above are selected.)*

***If yes:**

NOTE: *If your community has more than one public bike sharing program in operation, please answer questions B28a-g for up to three (3) community-wide programs.*

***B28a. What is the name of the bike share program?**

***B28b. Please provide a link to the bike share program website.**

***B28c. What year did this bike share program launch in your community?**

***B28d. What is the current status of this program?**

- ☐ Permanent /long-term
- ☐ Pilot/temporary
- ☐ Other (if other, please describe.)

***B28e. Who is involved in implementation of this program?** *Implementation includes operation and financial support.*

- ☐ Local Government (Applicant Community)
- ☐ Neighboring Jurisdiction(s) (including MPO or other regional agencies)
- ☐ Private Company
- ☐ Local College/University
- ☐ Non-Profit Organization



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- ☐ Transit Agency
- ☐ State DOT or other statewide agency
- ☐ Federal Agency

***B28f. How many bikes are in the system? (# only)**

***B28g. What type of system is your bike sharing program?**

- ☐ Automated kiosk-style bike share system**
- ☐ Dockless bike share system
- ☐ GPS-enabled bike share system
- ☐ Short-term bike rentals
- ☐ Long-term bike rentals
- ☐ Bike library (free rentals)
- ☐ Unregulated for-profit bike share program
- ☐ Unregulated, free bike share program (i.e. Yellow Bike)
- ☐ Electric/pedal assist bikes are available
- ☐ Adaptive cycles are available***
- ☐ Cargo bikes are available
- ☐ Bikes that accommodate all body types (heavier weight, shorter height, etc.) are available
- ☐ Bikes that accommodate transporting children as passengers are available
- ☐ This bike share provider also offers scooters in the community

****B28g1. How many stations are in the system?** *(If the system extends beyond your community boundaries, only include stations that are located within your community.)*

****B28g2. What is the average station density?** *(Number of stations per square mile)*

*****B28g3. Please describe your community's adaptive bike share program.** *(In your description, please include: what types of adaptive cycles are available, and how many there are; when and where adaptive cycles are available; how users are fitted or matched with the appropriate adaptive cycle type; and any data collection that occurs around the program. If the adaptive program has its own website, please include the URL in your description.)*

***B28h. How many trips were made in the last calendar year?** *(If your community has more than one bike share program, please include the total number of trips across all programs. If any system in your community extends beyond community boundaries, only count trips that started or ended within the community.)*



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***B28i. What specific efforts, if any, have been made to make the bike sharing program more equitable and accessible, including for low-income populations, people with disabilities, and/or non-English speakers?**

Check all that apply.

- ☐ Cash or non-credit card dependent payment system
- ☐ Subsidized bike share memberships
- ☐ Community outreach
- ☐ Walkable station spacing in low-income neighborhoods
- ☐ Instructions for the bike share program are available in multiple languages
- ☐ Adaptive cycles are free or subsidized (if applicable)
- ☐ Other*
- ☐ None of the above

***B28i. If other, please describe.**

***B28j. Do(es) your bike share program(s) make ridership data publicly available online?**

- ☐ Yes*
- ☐ No
- ☐ N/A – no ridership data collected

***B28j. If Yes, please provide a link to your publicly available bike share data.**

****If launching in next 12 months:**

****B28a. Expected launch date:**

****B28b. What is the name of your future bike share program?**

****B28c. Please provide a link to your future bike share program website, if available.**

****B28d. What type of system will your new bike share program be?**

- ☐ Automated kiosk-style bike share system*
- ☐ Dockless Bike share system
- ☐ GPS-enabled bike share system
- ☐ Short-term bike rentals
- ☐ Long-term bike rentals



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- ☐ Bike library (free rentals)
- ☐ Unregulated for-profit bike share program
- ☐ Unregulated, free bike share program (i.e. Yellow Bike)
- ☐ Electric/pedal assist bikes will be available
- ☐ Adaptive cycles will be available
- ☐ Cargo bikes will be available
- ☐ Bikes that accommodate all body types (heavier weight, shorter height, etc.) will be available
- ☐ Bikes that accommodate transporting children as passengers will be available
- ☐ This bike share provider will also offer scooters in the community

****B28e. What specific efforts, if any, are being made to ensure that the bike sharing program is equitable and accessible, including for low-income populations, people with disabilities, and/or non-English speakers?**

Check all that apply.

- ☐ Cash or non-credit card dependent payment system
- ☐ Subsidized bike share memberships for eligible residents (e.g. [Lime Access program](#))
- ☐ Community outreach
- ☐ Walkable station spacing in low-income neighborhoods
- ☐ Instructions for the bike share program will be available in multiple languages
- ☐ Adaptive cycles will be free or subsidized (if applicable)
- ☐ Other*
- ☐ None of the above

***B28e. If other, please describe.**

*****If bike share program closed recently:**

*****B28a. Please describe the circumstances under which the bike share program(s) closed, and any plans or efforts to re-launch in the future.**

Other Bicycle-Related Amenities

B29. Which of the following permanent recreational or educational bicycling facilities are available within your community boundaries?



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Check all that apply

- ☐ BMX track
- ☐ Velodrome
- ☐ Indoor cyclist training facility
- ☐ Cyclocross course
- ☐ Mountain bike park
- ☐ Gravel riding park
- ☐ Pump tracks
- ☐ Bicycle-accessible skate park
- ☐ Snow/Fat tire bike trails
- ☐ [Signed loop route\(s\)](#) around the community
- ☐ Permanent Safety Town or Traffic Garden
- ☐ Other*
- ☐ None of the above

***B29a. If other, please describe.**

Regional Coordination

B30. Please list all communities or jurisdictions that directly border your community, and their current BFC status. (e.g. current Bronze, Silver, Gold, etc.; or Honorable Mention in 2019; Application currently in progress, or Never applied.)

B31. How, if at all, is your community coordinating with neighboring communities and other local jurisdictions (neighboring cities or towns, and/or the surrounding county or MPO/RPO) to ensure that people traveling by bike between jurisdictions will find a connected, cohesive network?

B32. Has your community partnered with any neighboring jurisdictions or other local communities in support of legislative policies at the state, county, or regional level?

- ☐ Yes*
- ☐ No

***B32a. If yes, please describe.**

Engineering Bonus Points



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B33. Describe any *other* policies, amenities, infrastructure improvements or maintenance programs that your community provides or requires that create a comfortable and attractive bicycling environment for bicyclists. (500 word limit)

Use this space to expand on answers checked above, or to describe additional facilities or physical amenities provided that have not yet been covered.

B34. If this is a renewing application, please summarize the most significant changes to your community's Engineering efforts or investments since your last BFC application. (250 word limit)

EDUCATION

Youth Bicycle Education

C1. Do any public or private elementary schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No elementary schools

Skip ahead to C2 if "No" or "N/A" is selected. (Note fields C1a-C1d will be hidden in online application until corresponding answer above is selected.)

***C1a. What percentage of your public and private elementary schools offer bicycle education?**

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***C1b. What kinds of bike education/curriculum is offered in elementary schools?
Check all that apply.**

- ☐ Learn to ride
- ☐ ABC Quick Check
- ☐ Bike handling skills
- ☐ Traffic safety/rules of the road
- ☐ STEM or other project-based bike-related curriculum



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- ☐ Adaptive cycling education
- ☐ Other**

****C1b1. If other, please describe.**

***C1c. Are there any on-bike learning opportunities for students at these middle schools?**

- ☐ Yes*
- ☐ No

***C1c1. What type of on-bike cycling education is offered?**

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Other*

***C1c1a. If other, please describe.**

***C1c2. Approximately how many elementary school students receive on-bike education annually? (If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).**

***C1c3. Are bicycles provided to elementary school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students**
- ☐ Yes, a limited number of bicycles are available for students in need**
- ☐ No, bicycles are not provided

****C1c3a. If yes, does the fleet include adaptive bikes for elementary school students with physical and/or cognitive disabilities?**

- ☐ Yes*
- ☐ No

***C1c3a. If yes, please describe**

***C1d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all elementary school students? (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)**



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C2. Do any public or private middle schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No middle schools

Skip ahead to C3 if “No” or “N/A” is selected. (Note fields C2a-C2c will be hidden in online application until corresponding answer above is selected.)

*C2a. What percentage of your public and private middle schools offer regular bicycle education?

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

*C2b. What kinds of bike education/curriculum is offered in middle schools?

Check all that apply.

- ☐ Learn to ride
- ☐ ABC Quick Check
- ☐ Bike handling skills
- ☐ Traffic safety/rules of the road
- ☐ STEM or other project-based bike-related curriculum
- ☐ Adaptive cycling education
- ☐ Bicycle maintenance
- ☐ Multi-modal/Mobility education
- ☐ Other**

****C2b1. If other, please describe.**

*C2c. Are there any on-bike learning opportunities for students at these middle schools?

- ☐ Yes*
- ☐ No



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C2c1. What type of on-bike cycling education is offered?

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Other*

***C2c1a. If other, please describe.**

***C2c2. Approximately how many middle school students receive on-bike education annually?** *(If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).*

***C2c3. Are bicycles provided to middle school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students
- ☐ Yes, a limited number of bicycles are available for students in need
- ☐ No, bicycles are not provided

****C2c3a. If yes, does the fleet include adaptive bikes for middle school students with physical and/or cognitive disabilities?**

- ☐ Yes*
- ☐ No

***C2c3a. If yes, please describe**

***C2d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all middle school students?** (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)

C3. Do any public or private high schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No high schools

Skip ahead to C4 if “No” or “N/A” is selected. *(Note fields C3a-C3c will be hidden in online application until corresponding answer above is selected.)*



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***C3a. What percentage of your public and private high schools offer regular bicycle education?**

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***C3b. What kinds of bike education/curriculum is offered in high schools?**

Check all that apply.

- ☐ Learn to ride
- ☐ ABC Quick Check
- ☐ Bike handling skills
- ☐ Traffic safety/rules of the road
- ☐ STEM or other project-based bike-related curriculum
- ☐ Adaptive cycling education
- ☐ Bicycle maintenance
- ☐ Multi-modal/Mobility education
- ☐ Bicycle Friendly Driver education or similar
- ☐ Other**

****C3b1. If other, please describe.**

***C3c. Are there any on-bike learning opportunities for students at these high schools?**

- ☐ Yes*
- ☐ No

***C3c1. What type of on-bike cycling education is offered?**

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Other*

***C3c1a. If other, please describe.**

***C3c2. Approximately how many high school students receive on-bike education annually? (If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).**



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***C3c3. Are bicycles provided to high school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students**
- ☐ Yes, a limited number of bicycles are available for students in need**
- ☐ No, bicycles are not provided

****C3c3a. If yes, does the fleet include adaptive bikes for high school students with physical and/or cognitive disabilities?**

- ☐ Yes*
- ☐ No

***C3c3a. If yes, please describe**

***C3d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all high school students?** (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)

C4. Outside of schools, how are children and youth taught safe cycling skills, at least annually or regularly throughout the year?

Check all that apply.

- ☐ Learn to ride classes
- ☐ Bike clinics or rodeos
- ☐ ABCs of Family Biking, family bike show-and-tell, or similar program focused on families with toddlers and young children
- ☐ Youth development bike clubs or teams (including road, cross racing, BMX, mountain biking, or other recreational youth cycling clubs or teams that include educational component)
- ☐ Temporary safety towns or traffic gardens
- ☐ Recreational classes (e.g. trail riding classes, mountain biking clinics, etc.)
- ☐ Bike maintenance classes
- ☐ Cycling classes or programs geared toward children or youth with disabilities
- ☐ Scouts bicycle training or similar
- ☐ Helmet fit seminars
- ☐ Summer camps
- ☐ Bicycle-related after school programming
- ☐ Bicycle safety is taught as part of driver education curriculum



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- ☐ Other*
- ☐ None of the above

***C4a. If other, please describe.**

C4b. Please estimate how many total children and youth are reached annually in your community through these out-of-school efforts? *(Approximate estimates of average annual counts are acceptable.)*

Adult Bicycle Education

C5. Are bicycle safety or riding skills-related classes or hands-on instruction offered to adults in your community?

- ☐ Yes*
- ☐ No

Skip ahead to C6 if “No” is selected. *(Note fields C5a-C5g will be hidden in online application until corresponding answer above is selected.)*

***C5a. What type of classes are available for adults? Check all that apply.**

- ☐ Classes that include on-bike instruction
- ☐ Classroom-only based classes
- ☐ Information sessions/workshops
- ☐ Online live/virtual classes
- ☐ Online self-directed learning
- ☐ Other**

****C5a1. If other, please describe.**

***C5b. What topics are covered in these classes? Check all that apply.**

- ☐ Introduction to bicycling/Learn to ride/Bike handling basics
- ☐ Safe riding skills/habits
- ☐ Bicycle maintenance
- ☐ Sharing the road, trail, or path with vehicles or pedestrians
- ☐ Bike commuting basics
- ☐ Other**

****C5b1. If other, please describe.**



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***C5c. Who teaches these classes? Check all that apply.**

- ☐ League Cycling Instructor
- ☐ Other credentialed bike safety instructor**
- ☐ Local bike shop employee
- ☐ Local bicycle advocate
- ☐ Local law enforcement officer
- ☐ Municipal employee (non-law enforcement)
- ☐ Other***

****C5c1. Please list the other credentials of your community's bike safety instructors.**

*****C5c2. If other, please describe.**

***C5d. On average, how often are these classes offered?**

- ☐ Monthly or more frequently
- ☐ Quarterly or more frequently
- ☐ Semi-annually or more frequently
- ☐ Annually or more frequently
- ☐ Less than annually
- ☐ On demand

***C5e. Are bicycles provided to adults by the community, non-profit, or other entity to allow every resident to participate in on-bike instruction?**

- ☐ Yes**
- ☐ No

****C5e1. Does the fleet include adaptive bikes for adult students with disabilities?**

- ☐ Yes***
- ☐ No

*****C5e1a. If yes, please describe**

***C5f. Please estimate how many total adults are reached annually in your community through these classes? (Approximate estimates of annual average counts are acceptable)**



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***C5g. How has the community made adult bike safety classes and other similar learning opportunities more inclusive and accessible for all members of the community? Check all that apply.**

- ☐ Classes are hosted by or offered for certain affinity/identity groups (e.g. Women's-only, BIPOC-only, etc.)
- ☐ Classes are free or subsidized for low-income residents
- ☐ Classes are regularly offered in historically underserved neighborhoods
- ☐ Classes are available specifically for cyclists with disabilities
- ☐ Accommodations are made for cyclists with disabilities to participate in all local classes upon request
- ☐ Instructors are compensated directly by the community or another local entity so that classes can be offered free-of-charge or below-cost to all residents
- ☐ Incentives are available for attending local classes
- ☐ Classes are regularly taught in languages other than English
- ☐ Translation services are available for classes upon request
- ☐ Sign language interpretation is offered or available upon request for all classes
- ☐ Children are welcome at adult-focused bike safety classes to give parents and caregivers the opportunity to learn about riding with their children
- ☐ Childcare is regularly offered for students who are parents or caregivers
- ☐ Other**
- ☐ None of the above

****C5g1. Please describe any other efforts in place to prioritize equity and accessibility in the community's adult bicycling classes.**

C6. Which of the following communications methods are used to share bicycle information with adults in your community, at least annually?

Check all that apply.

- ☐ Community-wide public education campaign*^{C6a}
- ☐ Community-wide Bicycle Ambassador program
- ☐ Educational group rides
- ☐ Videos on community website/TV channel/social media
- ☐ Bike-specific website or social media accounts for community**^{C6b}
- ☐ Neighborhood listserves
- ☐ Community newsletter (print or digital)
- ☐ Community maps (print or digital)
- ☐ Handouts or brochures



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- ☐ Welcome packet for new residents
- ☐ Permanent signage, displays, or information kiosks
- ☐ Table or booth at community events
- ☐ Ticket diversion program for bicyclists
- ☐ Other***C6c
- ☐ None of the above

***C6a. If checked, please describe and provide an example file or link of your community's public bike education campaign.**

****C6b. If checked, please provide up to 3 links to your community's bike-specific website and/or social media account(s).**

*****C6c. If other, please describe.**

C7. Which of the following information is shared using the methods checked above?

Check all that apply.

- ☐ Introduction to bicycling/Learn to ride/Bike handling basics
- ☐ Safe riding skills/habits
- ☐ Bicycle maintenance
- ☐ Traffic Skills/Rules of the Road/Sharing the road with vehicles
- ☐ Sharing trail or path or pedestrians (e.g. path or trail etiquette)
- ☐ Route planning
- ☐ Commuting tips and resources
- ☐ Tips and guidance for utilitarian bike trips (e.g. carrying groceries on a bike)
- ☐ Traffic laws/ rules of the road
- ☐ Bicycle purchase and fitting guidance
- ☐ Equipment, gear, and accessories
- ☐ Theft prevention
- ☐ Riding in inclement weather
- ☐ Family biking/riding with children
- ☐ Multi-modal/combining bikes and transit
- ☐ Other*
- ☐ None of the above



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***C7a. If other, please describe.**

Motorist Education

C8. In what ways are motorists in your community educated on sharing the road safely with bicyclists, at least annually? Check all that apply.

- ☐ Bicycle Friendly Driver classes offered by a local League Cycling Instructor
- ☐ Public service announcements
- ☐ Community-wide public education campaign
- ☐ Share the Road educational videos on community website/TV channel/social media
- ☐ Dedicated Share the Road website or social media sites
- ☐ Tabling Events, Pop-up events, or similar
- ☐ Neighborhood listserves
- ☐ Community newsletter/magazine article/blog
- ☐ Community maps (print or digital)
- ☐ Information in new resident packet
- ☐ Information for students and parents from the school system
- ☐ Utility bill insert
- ☐ Flyer/handout
- ☐ Info sessions/lunch seminars
- ☐ Billboards
- ☐ Bicycle-related traffic signs installed (e.g. Share the Road, Bicycles May Use Full Lane, etc.)
- ☐ Bicycle Friendly Driver or similar information included in driver's education and/or license testing
- ☐ Motorist ticket diversion program with Bicycle Friendly Driver or similar training included
- ☐ Other*
- ☐ None of the above

***C8a. If other, please describe.**

C9. Which of the following groups of professional drivers in your community routinely receive Bicycle Friendly Driver training or similar? Check all that apply.

- ☐ Local government staff
- ☐ Taxi/Ride Share drivers



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- ☐ Transit operators
- ☐ School bus operators
- ☐ Delivery/Commercial drivers
- ☐ Law enforcement officers
- ☐ Emergency vehicle drivers
- ☐ Other*
- ☐ None of the above

***C9a. If other, please describe.**

Bicycle Safety Education Resources

C10. Are any of the following educational materials provided to community residents and/or businesses?

Check all that apply.

- ☐ [Smart Cycling Quick Guide in English](#)
- ☐ Smart Cycling Quick Guide in language(s) other than English
- ☐ Smart Cycling Student Manual
- ☐ [Smart Cycling Education videos](#)
- ☐ Smart Cycling electronic tips & resources
- ☐ Online learning (learn.bikeleague.org)
- ☐ Other local, statewide, or national bike safety resource*
- ☐ None of the above

***C10a. If other, please list or describe. Provide links, if applicable.**

C11. How many [League Cycling Instructors](#) (LCIs) are active (have taught a class in the last year) in your community? (# only)

C12. When was the last time your community hosted a LCI seminar to bring on new instructors?

- ☐ In the last 2 years
- ☐ In the last 5 years
- ☐ In the last 10 years
- ☐ More than 10 years ago
- ☐ Never
- ☐ Unknown



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C13. Are there any professional development opportunities, requirements, or incentives, for city agency staff to pursue bicycling safety education? Check all that apply.

- ☐ Public school teachers receive continuing education credits for taking cycling education classes
- ☐ Municipal planners and engineers are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- ☐ Traffic law enforcement officials are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- ☐ Elected officials or local decision makers are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- ☐ Traffic law enforcement officials regularly receive training on roadway safety and rules of the road as they relate to cyclists
- ☐ Traffic law enforcement officials and emergency responders regularly receive training on crash reporting for cyclists and other vulnerable roadway users
- ☐ Emergency response drivers, EMS, and/or EMT staff regularly receive training on crash response best practices for cyclists and other micro-mobility roadway users (e.g. protocols for damaged bicycles, etc.)
- ☐ Smart Cycling classes or other bike safety education learning opportunities are subsidized or incentivized for any public employees
- ☐ Other*
- ☐ None of the above

***C13a. If other, please describe.**

Inclusive Education

C14. Do any of the above educational classes, resources, or programs for adults specifically focus on reaching any of the following historically-underrepresented groups? Check all that apply.

- ☐ Women*
- ☐ People of Color*
- ☐ Seniors*
- ☐ Non-English speakers*
- ☐ Low-income populations *
- ☐ College/University students*
- ☐ LGBTQIA+ community*
- ☐ People with disabilities*



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- ☐ Neurodivergent people*
- ☐ Homeless/unhoused people*
- ☐ None of the above

***C14a-i. For each option checked, please provide an example or describe how educational efforts have focused on reaching that group.**

C15. Is any demographic or socioeconomic data collected about the participants/students and/or instructors/providers of any of the above learning opportunities offered in the community?

- ☐ Yes, participants/students only*^{C15a}
- ☐ Yes, instructors/providers only*^{C15b}
- ☐ Yes, for both participants and instructors*^{C15c}
- ☐ No

***C15a-c. If yes, please describe the data collection methodology and findings.**

C16. What, if any, efforts has your community made to increase the diversity and representation of LCIs or other credentialed bike safety instructors in your community in the last 5 years? (e.g. provided scholarships, subsidies, or compensation for individuals with diverse backgrounds to attend LCI seminars, etc.) (open ended)

C17. Do any of your community's LCIs or other bike safety instructors have any of the following additional trainings or certifications?

Check all that apply.

- ☐ Cultural competency or anti-bias training
- ☐ Training or certification about teaching or working with neurodiverse (e.g. autistic, ADHD, etc.) students (youth or adults)
- ☐ Training or certification about teaching or working with people with cognitive disabilities (youth or adults)
- ☐ Training or certification about teaching or working with people with physical disabilities or limited mobility (youth or adults)
- ☐ Training or certification about teaching or working with sensory impaired students (e.g. Deaf, Blind, Deaf and Blind) youth or adults
- ☐ Other*
- ☐ N/A – There are no LCIs or other bike safety instructors in the community
- ☐ None of the above

***C17a. If other, please describe.**



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C18. How else is the community working to make bike education more equitable, accessible, and inclusive to all members of the community?

Check all that apply.

- ☐ Learning opportunities and resources are available in language(s) other than English
- ☐ Educational videos are captioned and/or include ASL interpreters
- ☐ Partnerships with local community groups or other government agencies to reach new audiences (see question F4 under Equity & Accessibility to provide more details)
- ☐ Intentional efforts to ensure that imagery, photos, and videos used in educational resources reflect the diversity of the community
- ☐ Intentional efforts to represent a variety of cycle and trip types (e.g. commuters, families on cargo bikes, adaptive cycles, etc.) in educational materials
- ☐ Other*
- ☐ None of the above

***C18a. Please describe any other efforts that have not already been described above that are in place to prioritize equity and accessibility in the community's bicycle education resources and programming.**

Education Bonus Points

C19. Describe any other education efforts in your community that promote safe cycling. (500 word limit)

Use this space to expand on answers checked above, or to describe additional educational programs or services that have not yet been covered.

C20. If this is a renewing application, please summarize the most significant changes to your community's bicycle Education efforts or investments since your last BFC application. (250 word limit)

ENCOURAGEMENT

Encouragement Policies, Programs and Partnerships

D1. Which of the following community-wide bicycle encouragement programs or policies exist in your community? Check all that apply. NOTE that Regional or statewide initiatives that are actively used by the community may be included.

- ☐ Trip reduction ordinance or incentive program*



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- ☐ Transportation Demand Management program*
- ☐ Guaranteed Ride Home program*
- ☐ Local business incentive program that rewards customers arriving by bicycle (e.g. [Bicycle Benefits](#))*
- ☐ Local recognition program for businesses that are bicycle-friendly for their employees and/or customers*
- ☐ Locally-designated Bicycle Friendly Business District*
- ☐ Other**
- ☐ None of the above

***D1a. Please provide links for each program checked above:**

****D1b. If other, please describe.**

D2. What other (non-bike specific) groups, agencies, or institutions actively promote and encourage bicycling in the community? Check all that apply.

Please note this question has been updated in 2024 to clarify that we are looking for groups beyond bicycling and transportation-specific clubs, organizations, or agencies that independently or collaboratively promote bicycling to their respective members, partners, or stakeholders.

- ☐ Chamber of Commerce
- ☐ Downtown Business Association/Business District
- ☐ Tourism Board
- ☐ Civic association(s) (e.g. Rotary, Lion's Club, Kiwanis, etc.)
- ☐ Local AARP office or similar
- ☐ [Center for Independent Living](#)
- ☐ Public Health Agency
- ☐ Law Enforcement or Public Safety Agency
- ☐ Public School District(s)
- ☐ Major local employer(s)
- ☐ Other public agency such as housing, employment services, etc.
- ☐ Other non-biking group, agency, or institution(s) (please describe below)
- ☐ None of the above

D2a. For EACH category checked in D2, please provide an example of how this group, agency, or institution promotes or encourages bicycling in the community.



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D3. Does your community actively promote the League of American Bicyclists' [Bicycle Friendly Business](#) (BFB) or [Bicycle Friendly University](#) (BFU) programs in your community?

- ☐ Yes*
- ☐ No

***D3a. If yes, please describe.**

Route-Finding Support

D4. What up-to-date mapping and route-finding information is available for your community? Check all that apply.

- ☐ Web-based route finding service*
- ☐ Local or Regional mobile app*
- ☐ Printed/digital bicycle network map
- ☐ Printed/digital mountain bike trails map
- ☐ Printed/digital greenways and trails map
- ☐ Printed/digital Safe Routes to Schools map(s)
- ☐ None of the above

***D4a. Provide URL for web-based route finding service:**

****D4b. Provide URL for local or regional mobile app:**

Bicycle Culture and Promotion

D5. How is bicycling typically promoted in your community at least annually or regularly throughout the year? Check all that apply.

- ☐ Celebrate National Bike Month (and/or a state-specific Bike Month)*D5a
- ☐ Bike to Work Day(s)
- ☐ Bike To School Day(s)
- ☐ Bike to Campus Day(s) in partnership with local university/college(s)
- ☐ Bike Anywhere Day(s) or Week(s)
- ☐ Winter Bike to Work/School Day(s)
- ☐ Bicycle-themed festivals/parades/shows
- ☐ Mayor-led/Council-led rides
- ☐ [Open Streets](#)/Ciclovia/Sunday Parkways
- ☐ Affinity or identify-based group rides or cycling events



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- ☐ Mentoring/Bike Buddy program for new riders
- ☐ Family-friendly group rides or events (e.g. riding with young children)
- ☐ Bike commuter events
- ☐ Commuter Challenges
- ☐ Challenges aimed at students biking to school
- ☐ Non-commuting related (i.e. errand-running) challenges and programs
- ☐ Charity rides
- ☐ Promotion of [national](#) or statewide bike challenge or “drive less” challenge
- ☐ Local or community-specific bike or “drive less” challenge**D5b
- ☐ Car-free days
- ☐ Local business program that provides discounts for customers arriving by bicycle
- ☐ Trail construction or maintenance days
- ☐ Non-competitive, no-drop group rides
- ☐ Triathlons and bicycle races
- ☐ Publish a guide or calendar of community bicycle events
- ☐ Bike valet parking at events
- ☐ Public education campaign(s) related to the benefits of cycling (e.g. with a focus on public health, climate)
 - ☐ Community celebration/ride each time a major bicycle project is completed or other similar milestones
 - ☐ Videos on bicycling on community website/TV channel
 - ☐ Public Service Announcements
 - ☐ Publicly visible bike counter display(s)
 - ☐ Other***D5c
 - ☐ None of the above

***D5a. Provide a link to your community’s Bike Month or Bike to Work Day website:**

****D5b. Provide a link to your community’s bike or “drive less” challenge website:**

*****D5c. If other, please describe.**

D6. How does the municipality sponsor or actively support bicycle events in the community? Check all that apply.

- ☐ Organize event(s)
- ☐ Fund event(s)



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- ☐ Contribute in-kind funding (i.e. police presence, closing roads, etc.)
- ☐ Assist in promoting event(s)
- ☐ Other*
- ☐ None of the above
- ☐ N/A - No bicycle events

*D6a. If other, please describe

D7. Do any of the above events or encouragement efforts specifically focus on reaching any of the following historically-underrepresented groups?

Check all that apply.

- ☐ Women*
- ☐ People of Color*
- ☐ Seniors*
- ☐ Non-English speakers*
- ☐ Low-income populations *
- ☐ College/University students*
- ☐ LGBTQIA+ community*
- ☐ People with disabilities*
- ☐ Neurodivergent people*
- ☐ Homeless/unhoused people*
- ☐ None of the above

*D7a-j. For each option checked, please provide an example or describe how encouragement efforts have focused on reaching that group.

D8. How else is the community working to make bike encouragement efforts more equitable, accessible, and inclusive to all members of the community?

Check all that apply.

- ☐ Promotional information, maps, calendars, and other resources are available in language(s) other than English
- ☐ Cycling promotional or informational videos are captioned and/or include ASL interpreters
- ☐ Partnerships with local community groups or other government agencies to reach new audiences (Please see question F4 under Equity & Accessibility to provide more details)
- ☐ Intentional efforts to ensure that imagery, photos, and videos used in promotional resources reflect the diversity of the community



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☐ Intentional efforts to “normalize” cycling and to represent a variety of cycle and trip types (e.g. commuters, families on cargo bikes, adaptive cycles, etc.) in encouragement materials

☐ Other*

☐ None of the above

***D8a. If other, please describe.**

D9. Are there any organized social or recreational cycling clubs or groups for adults in your community?

This may include social or recreational clubs that are based elsewhere in your region but are active in your communities (rides begin or end in community, large number of members are community residents, etc.)

☐ Yes*

☐ No

***D9a. If yes, please provide the following information for up to 10 clubs, groups, or teams that are active in your community.**

Club or Group Name:

Website:

Which of the following option(s) best describe this club or group?

Check all that apply.

- ☐ Recreational bike club
- ☐ Mountain bike club
- ☐ Off-Road or gravel riding club or group
- ☐ Cyclocross club
- ☐ Friends of the Trail group or similar
- ☐ National Mountain Bike Patrol
- ☐ Racing club or team
- ☐ Kidical Mass, Family Bike Party, or other family-oriented group
- ☐ People of Color/BIPOC bike club or ride group
- ☐ Women/Trans/Femme bike club or ride group
- ☐ Seniors bike club or ride group
- ☐ Disabled cyclist bike club or ride group
- ☐ LGBTQIA+ bike club or ride group
- ☐ College or university student bike club or ride group
- ☐ [Bike polo club](#) or group
- ☐ Slow ride group
- ☐ Touring or bike travel group or club



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- ☐ Bike advocacy or activist group
- ☐ Other*

***If other, please describe:**

Primary Contact First Name:

Primary Contact Last Name:

Contact Email:

Was anyone from this club or group involved in completing this BFC application?

- ☐ Yes*
- ☐ No

D9b. Is there anything else you would like to share about the social or recreational cycling clubs or groups that are active in your community?

D10. Does your community have any of the following youth programs centered on encouraging cycling for children and youth? Check all that apply.

- ☐ Safe Routes to School program
- ☐ Youth cycling club(s)
- ☐ Youth mountain biking club/team
- ☐ Youth cycling mentor or buddy program
- ☐ Trips for Kids chapter
- ☐ Earn-a-Bike program or similar
- ☐ Create a Commuter program or similar
- ☐ NICA (National Interscholastic Cycling Association) or similar youth racing team(s)
- ☐ Bicycling-related summer camp
- ☐ Bike giveaway program for children or youth
- ☐ Other*
- ☐ None of the above

***D10a. If other, please describe.**

Access to Bicycle Equipment and Repair Services

D11. What public or private programs are in place to provide youth and/or adult bicyclists with necessary equipment and accessories?

Check all that apply.

- ☐ Helmet giveaways or subsidy program



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- ☐ Bike light giveaways or subsidy program
- ☐ Reflector giveaways or subsidy program
- ☐ Lock giveaways or subsidy program
- ☐ Bicycle giveaways or subsidy program
- ☐ E-bike giveaways or subsidy program
- ☐ Low-cost or no-cost bicycle tune-up/maintenance program
- ☐ Mobile bike repair services are available in the community
- ☐ Other bicycle-related giveaway or subsidy programs*
- ☐ None of the above

*D11a. If other, please describe.

D12. What programs or services does your community use to reduce the risk of bicycle theft, beyond providing secure bike parking? *Check all that apply.*

- ☐ Free, voluntary bicycle registration system (e.g. local registration system, Bike Index, Project 529)
- ☐ Security cameras near public bike parking
- ☐ Bike racks in well-lit, visible locations
- ☐ Local or regional bicycle registration system
- ☐ Promotion of national or global bike registration system (e.g. Bike Index, Project 529)
- ☐ Bait Bike enforcement program or similar
- ☐ Stolen bike recovery system
- ☐ Other*
- ☐ None of the above

*D12a. If other, please describe.

D13. What is the ratio of for-profit specialty bicycle retailers (shops dedicated primarily to selling bikes and bike-related equipment) to population within your community's boundaries?

- ☐ 1 shop for every 1 -15,000 residents
- ☐ 1 shop for every 15,001-30,000 residents
- ☐ 1 shop for every 30,001-50,000 residents
- ☐ 1 shop for more than 50,001 residents
- ☐ There are no specialty bicycle retailers located within the community's boundaries, but there is at least one shop close by.



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- ☐ There are no specialty bicycle retailers located within or near the community's boundaries.*

If there are no specialty retailers in or near your community:

***D13a. Are there any "big box" stores or other options to purchase a bike locally in your community? If so, do these stores have bike parking and are they accessible by bike? Have there been any efforts to encourage these locations to become more bicycle-friendly?**

D14. Are there any bike co-ops or non-profit community bike shops within the community's boundaries?

- ☐ Yes*
☐ No

***D14a. Please provide the name and contact information for each co-op/non-profit community bike shop in your community: (maximum 3)**

Name of co-op/non-profit community bike shop:

Co-op Website

Co-op Primary Contact First Name:

Co-op Primary Contact Last Name:

Co-op Primary Contact Email:

Is there any additional information about how the local government supports or partners with this co-op/community bike shop?

***D14b. Does the local government provide any of the following types of support for the bike co-op/non-profit community bike shop(s).**

Check all that apply.

- ☐ Grants
☐ Free or subsidized property/space for a duration of at least 5 years
☐ Contracts for services, e.g. bicycle skills or maintenance education, event support, etc.
☐ Free bicycle safety accessories for distribution, e.g. helmets or lights
☐ Provision of abandoned or impounded bicycles for resale
☐ Free PSA or advertising space
☐ Other*
☐ None of the above

***D14b1. If other, please describe.**



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Reducing Work-Related/Fleet VMT

D15. Has the community taken any steps to reduce vehicle miles traveled or to encourage biking among its own employees conducting work-related trips?

- ☐ Applicant Community has applied for [Bicycle Friendly Business](#) status as an employer (e.g. for City Hall or the primary administrative building, or for a specific department or agency, etc.)
- ☐ Cargo bikes are used in place of auto fleet (including golf carts or similar) to transport materials or goods
- ☐ Public or departmental bike share available for employees free-of-charge for work-related trips
- ☐ There are dedicated on-bike service/response units (e.g. EMT, police, fire, maintenance, etc.)
- ☐ Telecommuting policy
- ☐ Other*
- ☐ None of the above

***D15a. If other, please describe.**

Encouragement Bonus Points

D16. Describe any other events, programs or policies your community has to encourage and promote bicycling. (500 word limit)

Use this space to expand on answers checked above, or to describe additional encouragement efforts that have not yet been covered.

D17. If this is a renewing application, please summarize the most significant changes to your community's bicycle Encouragement efforts or investments since your last BFC application. (250 word limit)

EVALUATION & PLANNING

Staffing and Committees

E1. Is there a paid bike program manager position or similar primary point of contact for bicycling issues at your local government?

- ☐ Yes, a full-time, paid position



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- ☐ Yes, a part-time, paid position (this can include a full-time employee whose job responsibilities include bicycling projects, such as an Active Transportation Manager who works on walking, biking, and transit issues.)
- ☐ No primary bike program manager, but bike responsibilities are in multiple employees' job descriptions
- ☐ No paid positions at the local government level, but this work is contracted out to a firm or the county/MPO, etc.*
- ☐ No**

If the work is contracted:

***E1a. Do you require contractors to have any bicycle-related qualifications or trainings? If so, please describe.**

If no:

****E1b. What are the greatest challenges or barriers keeping your community from creating this kind of role?**

E2. Is there a Safe Routes to School Coordinator position? *(This can be at local government, school district, transit, or other similar government agency)*

- ☐ Yes, there is one or more full-time, paid position(s)
- ☐ Yes, there is one or more part-time, paid position(s) (can include a FT employee with SRTS as partial responsibility)
- ☐ No*

***E2a. If no, what are the greatest challenges or barriers keeping your community from creating this kind of role?**

E3. How many paid government employees (including the Bicycle Program Manager and the Safe Routes to Schools Coordinator), expressed in full-time equivalents (FTE), work on bicycle issues in your community? *NOTE: A person that spends 1/10 of their time on bicycle issues would be counted as 0.1 FTE. (# only)*

*Note: we have developed a worksheet to help communities answer this question more easily and more consistently. [Please download the worksheet by clicking here](#) to find guidance on what roles to include, how to calculate the estimates for each role, and how to tally your total FTE estimate. When you are finished, please save your worksheet with the naming convention **"BFC_2024_E3 FTE Worksheet_ YOUR COMMUNITY NAME.xlsx"** and upload the worksheet below. If you have any questions, please contact bfa@bikeleague.org.*



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E3a. File Upload:

E4. Does your local government provide or cover the cost of any of the following professional development opportunities for employees who have bicycle-related responsibilities?

Check all that apply.

- ☐ [League Cycling Instructor](#) (LCI) certification
- ☐ Association of Pedestrian and Bicycle Professionals (APBP) membership
- ☐ Other professional memberships/accreditations related to bicycles
- ☐ Bicycle-related FHWA/National Highway Institute Training Course
- ☐ Portland State University Initiative for Bicycle and Pedestrian Innovation Training Course
- ☐ Other in-depth bicycle-related trainings or courses
- ☐ Peer-learning educational tours or exchanges
- ☐ Regularly attend bicycle-related webinars
- ☐ Regularly attend bicycle-related conferences*
- ☐ Present at bicycle-related webinars, trainings, or conferences
- ☐ Racial Equity or Anti-racism training**
- ☐ [Gender/LGBTQIA+ Equity](#) or cultural competency training**
- ☐ Age-related Equity or Anti-ageism training**
- ☐ [Disability-related Equity or Anti-ableism training](#)**
- ☐ General cultural competency or anti-bias training**
- ☐ [Finance/funding for transportation-related training](#)
- ☐ Other***
- ☐ None of the above

*E4a. Which of the following bicycle or mobility-related conferences have your government employees attended in the last 4 years? Check all that apply.

- ☐ [National Bike Summit](#)
- ☐ Local, State, or Regional Bike Summit
- ☐ [APBP Conference](#)
- ☐ [Walk Bike Places](#)
- ☐ [NACTO Designing Cities Conference](#)
- ☐ [Transportation Research Board \(TRB\) Annual Meeting](#)
- ☐ [NABSA Annual Conference](#) or other bike share-related conference



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- ☐ [APTA TRANSform Conference](#) or other transit-related conference
- ☐ Other*

***E4a1. Please list any other relevant conferences attended in the last 4 years:**

****E4b. For any equity-related training checked, please list or describe the training, and how it has informed bicycling efforts in the community, if at all.**

*****E4c. If other, please describe.**

E5. Does your community have an officially-recognized Bicycle Advisory Committee?

- ☐ Yes**E5a-d
- ☐ No
- ☐ No, but other similar committee exists**E5e

***E5a. How often does the committee meet?**

- ☐ Monthly or more frequently
- ☐ Every two months
- ☐ Quarterly
- ☐ Annually
- ☐ Irregularly

***E5b. Provide contact information for the Bicycle Advisory Committee Chair.**

E5c. Which of the following groups are represented on the Bicycle Advisory Committee?

Check all that apply

- ☐ Local bike advocacy organization or citizen advocate(s)
- ☐ Transportation Department
- ☐ Planning Department
- ☐ Engineering Department
- ☐ Transit Agency
- ☐ County/MPO/RPO transportation officials
- ☐ Person(s) with disabilities
- ☐ Disability Services Department or similar government agency
- ☐ Senior services agency or similar



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- ☐ Public Health Agency
- ☐ School Board or District
- ☐ Housing Authority/Agency or similar
- ☐ Parks & Recreation Department
- ☐ Law Enforcement
- ☐ Chamber of Commerce, Business Improvement District, or similar
- ☐ Tourism/Visitors Bureau
- ☐ Other*
- ☐ None of the above

***E5c1. If other groups are represented, please describe.**

E5d. Please describe what, if any, efforts the community has made to ensure that your Bicycle Advisory Committee is inclusive and representative of the full range of cyclists in your community?

****E5e. If other similar committee exists, please describe:**

Public Engagement for Bicycle Planning

E6. What tools or systems are in place to inform, consult, involve, collaborate, and/or empower citizens in your community to be engaged in the bicycle planning process? (See [the International Association for Public Participation's Spectrum of Public Participation](#) for more information and resources.) Check all that apply.

- ☐ [Community-wide public engagement or participation guide or toolkit*](#)
- ☐ [Public Engagement Plan\(s\)](#) for bicycle project(s) or plan(s)
- ☐ Dedicated website**
- ☐ Social media accounts
- ☐ Bicycle User Group listserv
- ☐ Other
- ☐ None of the above

***E6a. Please provide a link to your community's public engagement or participation guide or toolkit.**

***E6b. How, if at all, has the guide/toolkit influenced or informed public input processes for bike projects?**

****E6c. Please provide a link to the dedicated website:**



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****E6d. Does your dedicated website include any of the following information, tools, or features? Check all that apply.**

- ☐ Project-level status updates
- ☐ Implementation status updates for bike plan, complete streets policy, or similar
- ☐ Contact information and/or online form to provide feedback
- ☐ Budget simulator
- ☐ Budget calendar
- ☐ Multiple language options
- ☐ Accessibility Features
- ☐ Other*
- ☐ None of the above

***E6d1. If other please describe:**

*****E6e. If other tools or systems are in place to increase or improve community engagement, please describe.**

E7. How does your community actively seek public input and engage local residents throughout the ongoing planning process for bicycle infrastructure improvements? Check all that apply.

- ☐ Project- or plan-specific community advisory or citizen oversight task group(s) or committee(s) appointed by local government
- ☐ Active engagement by agency staff with resident-driven community groups (e.g. neighborhood associations)
- ☐ Consensus Workshops
- ☐ Public Meetings
- ☐ Focus Groups
- ☐ On-site user surveys
- ☐ Online surveys
- ☐ 311 app or website or similar
- ☐ Other mobile app crowdsourcing
- ☐ Tabling at other community events/destinations
- ☐ Pop-up bike infrastructure or demonstration projects with a feedback collection mechanism
- ☐ Agency-led bike rides with planners, engineers, and/or elected officials that are open to the public
- ☐ Advocate or community-led bike rides that city officials regularly attend



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- ☐ Bicycle infrastructure/facility audits that are open to the public
- ☐ Door-to-door canvassing to share information and seek input
- ☐ Other*
- ☐ None of the above

***E7a. If other input and engagement methods are used, please describe.**

E8. How have these engagement opportunities been made more accessible and inclusive to increase the diversity and representation of opinions and perspectives heard? Check all that apply.

- ☐ In-person tabling or other face-to-face engagement opportunities regularly take place at various popular local community destinations (e.g. local schools, parks, churches, barber shops, grocery stores, etc.)
- ☐ In-person tabling, canvassing, or other face-to-face engagement efforts have intentionally focused on underrepresented or disadvantaged neighborhoods
- ☐ Public meetings are offered both virtually and in-person
- ☐ Public meetings and other engagement opportunities are offered at a variety of times to accommodate a variety of work schedules
- ☐ Public meetings are recorded and made available on the community's website
- ☐ Transcripts of public meetings are made available on the community's website
- ☐ Childcare is regularly provided at public meetings or other engagement opportunities
- ☐ Food is regularly provided at public meetings or other engagement opportunities
- ☐ Compensation or incentives are provided to public engagement participants for their time
- ☐ Door-to-door canvassing to share information and seek input in underrepresented neighborhoods
- ☐ Engagement opportunities are offered in languages other than English, or translation services are always available
- ☐ Language translation services are made available upon request
- ☐ Sign language interpreters and/or captioning is/are always available
- ☐ Sign language interpreters and/or captioning is/are made available upon request
- ☐ Maps and images are described verbally for low-vision participants
- ☐ Tactile maps are available for low-vision participants
- ☐ Partnerships with local community groups or other government agencies to reach new audiences
- ☐ Other**



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☐ None of the above

****E8a. If other, please describe.**

Planning, Funding, and Implementation

E9. Does your community have a comprehensive bicycle master plan or similar section in another document?

- ☐ Yes*
- ☐ No**
- ☐ Plan is currently under development***

Skip ahead the appropriate section for each answer option above (Note fields E9a-E9g will be hidden in online application until corresponding answers above are selected.)

If yes:

***E9a. What year was the plan originally adopted?**

***E9a1. Has the plan been updated or revised since it was first adopted?**

- ☐ Yes***
- ☐ No, but an update is currently underway
- ☐ No, the originally adopted plan is the most recent version

*****E9a2. If yes, what year was the plan most recently updated?**

***E9b. Provide a link to the current plan.**

***E9c. Is there a dedicated budget or funding allocated for implementation of the plan?**

- ☐ Yes***
- ☐ No

*****E9c1. What is the designated annual budget or funding allocated? (If budget is not consistent annually, provide the annual average from the last 10 years or length of plan.) (# only)**

*****E9c2. List or describe funding source(s).**



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***E9d. Does your plan include a specific, measurable goal to increase bicycle facilities?**

- ☐ Yes***
☐ No

*****E9d1. Please list the goals and/or what page(s) and paragraph(s) of the plan linked above the goal(s) can be found on.**

***E9e. Since the adoption or most recent update of the plan, approximately what percentage of the plan has been implemented?**

- ☐ 0-10%
☐ 11-25%
☐ 26-50%
☐ 51-75%
☐ More than 75%
☐ Unknown

***E9f. If there is a website to show your community's progress on implementation of the bike plan, please provide the link here:**

***E9g. What steps has your community taken to specifically engage with women, People of Color, people with disabilities, non-English speakers, low-income residents, and/or any other marginalized communities to invite their input and participation on the development and implementation of the bike plan?**

If no:

****E9a. How does your community currently make decisions around bike infrastructure (e.g. where and what to build, how to prioritize projects, etc.)?**

****E9b. What are the top 1-3 challenges or barriers keeping your community from developing a dedicated bike plan, and what resources or guidance could make it more feasible for your community to develop one in the future?**

If Plan is currently under development:

*****E9a. When is the plan expected to be finalized and adopted?**

*****E9b. Is there a planned budget or funding allocated for implementation of the new plan?**



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- ☐ Yes*
- ☐ No

*E9b1. What is the planned annual budget? (# only)

*****E9c. What steps is your community taking to specifically engage with women, People of Color, people with disabilities, non-English speakers, low-income residents, and/or any other marginalized communities to invite their input and participation on the development and implementation of the new bike plan?**

E10. Does your community pass a budget on a regular basis? (e.g. annual capital budget, operating budget, etc.)

- ☐ Yes*
- ☐ No**

If yes:

E10a. If yes, please provide a brief description and link(s) to the most recent budget(s) passed.

E10b. Please upload the most recent transportation budget for your community.

E10c. On average, over the last 5 years, what percentage of your community's total annual transportation budget was invested in bicycle projects?
(drop-down menu: "unknown" and 0-100% options)

E10d. Optional: Please tell us how you calculated this answer or what you included in the calculation? *(This question is for informational purposes only - to help the League provide better guidance to applicant communities on how to calculate their answers to E10c going forward.)*

If no:

E10a. If no, please describe how your community organizes its projects and finances for bicycling infrastructure improvements.

E10b. If available, please upload the most recent transportation budget or explanation of transportation-related expenses for your community.

E10c. Approximately what portion of your community's transportation expenses are typically spent on bicycle projects each year?
(drop-down menu: "unknown" and 0-100% options)



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E10d. Optional: Please tell us how you calculated this answer or what you included in the calculation? *(This question is for informational purposes only - to help the League provide better guidance to applicant communities on how to calculate their answers to E10c going forward.)*

E11. Is bicycle-related funding consistently specifically allocated to historically underinvested or underrepresented areas of your community? *(e.g. low-income neighborhoods, or areas defined as 'high need' under your state's Transportation Alternatives Program, etc.)*

- ☐ Yes*
- ☐ No

***E11a. Please describe.**

Evaluating the Bicycle Network

E12. Has your community conducted any kind of connectivity analysis for the bicycle network?

- ☐ Yes*
- ☐ No

***E12a. If yes, which of the following connectivity analysis methods or measures has the community used to evaluate your bicycle network? Check all that apply.** See the [FHWA Guidebook for Measuring Multimodal Network Connectivity](#) Table 3 (page 15) for key questions and sample measures for each of the options below.

- ☐ **Network Completeness** – e.g. How much of the transportation network is available to bicyclists and pedestrians?
- ☐ **Network Density** – e.g. How dense are the available links and nodes of the bicycle and pedestrian network?
- ☐ **Route Directness** – e.g. How far out of their way do users have to travel to find a facility they can or want to use?
- ☐ **Access to Destinations** – e.g. What destinations can be reached using the transportation network?
- ☐ **Network quality** – e.g. How does the network support users of varying levels of experience, ages, abilities, and comfort with bicycling or walking?
- ☐ Other**

****E12a1. If other, please describe.**

***E12b. If yes, which of the following connectivity measures has your community used? Check all that apply.**



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See the [FHWA Guidebook for Measuring Multimodal Network Connectivity](#) pages 50-57 for fact sheets and examples of each of the connectivity measures below.

- ☐ Bicycle Level of Service (BLOS)
- ☐ Bicycle Level of Traffic Stress
- ☐ Bicycle Low Stress Connectivity
- ☐ Bicycle Route Quality Index
- ☐ Other**

****E12b1. If other please, describe.**

***E12c. Please summarize the findings of your network analysis and how those findings have been used to improve your community's bicycle network. Provide links if applicable.**

E13. Does your community have a performance measurement program for biking or active transportation infrastructure?

- ☐ Yes*
- ☐ No
- ☐ In the process of establishing one

***E13a. What are the goals of your community's performance measurement program?**

***E13b. Which of the following bicyclist and pedestrian performance measures have been used to evaluate and inform decision-making around your bicycle network? Check all that apply.**

[\(See the FHWA Guidebook for Developing Pedestrian & Bicycle Performance Measures for more information and resources about each of the options below.\)](#)

- ☐ Access to Community Destinations
- ☐ Access to Jobs
- ☐ Adherence to Accessibility Laws
- ☐ Adherence to Traffic Laws
- ☐ Average Travel Time
- ☐ Average Trip Length
- ☐ Connectivity Index
- ☐ Crashes
- ☐ Crossing Opportunities
- ☐ Delay
- ☐ Density of Destinations
- ☐ Facility Maintenance



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- ☐ Job Creation
- ☐ Land Consumption
- ☐ Land Value
- ☐ Level of Service
- ☐ Miles of Pedestrian/Bicycle Facilities
- ☐ Mode Split
- ☐ Network Completeness
- ☐ Pedestrian Space
- ☐ Person Throughput
- ☐ Physical Activity and Health
- ☐ Population Served by Walk/Bike/ Transit
- ☐ Retail Impacts
- ☐ Route Directness
- ☐ Street Trees
- ☐ Transportation-Disadvantaged Population Served
- ☐ User Perceptions
- ☐ Vehicle Miles Traveled (VMT) Impacts
- ☐ Volume
- ☐ Other**
- ☐ None of the above

****E13b1. If other, please describe.**

***E13c. How have these performance measures informed your community's planning efforts or supported the goals listed above?**

Evaluating Ridership

E14. How does your community collect information on bicycle usage?

Check all that apply.

- ☐ Permanent automated /electronic bicycle counters
- ☐ Temporary or mobile automated /electronic bicycle counters
- ☐ Regular statistically-valid community bicycle surveys
- ☐ Travel diaries
- ☐ Household travel surveys that include bicycle trips



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- ☐ App-based or other opt-in electronic data collection (e.g. Strava Metro, Dero Zap, etc.)
- ☐ Regular manual counts of bicyclists on trails
- ☐ Regular manual counts of bicyclists on the road
- ☐ Regular counts of parked bicycles at transit stations (if applicable)
- ☐ Regular counts of parked bicycles at schools
- ☐ Regular counts of parked bicycles at other destinations (downtown business district, etc.)
- ☐ Counts that include demographic data collection (e.g. gender, race, age, etc.)
- ☐ Counts that specifically focus on traditionally underrepresented or underinvested neighborhoods
- ☐ Cordon counts that include bicyclists
- ☐ Any other type of count that includes bicyclists
- ☐ None of the above

If the community has collected ridership data locally for any of the following categories, please provide up to one PDF or excel file for each category where ridership data is available: *(file uploads only available through online application – additional files may be uploaded at the end of the application.)*

E14a. Utilitarian ridership data collected locally (e.g. bicycle trips for commuting, running errands, transportation, etc.)

E14b. Recreational ridership data collected locally (e.g. rides solely for exercise or fun.)

E14c. Demographic ridership data collected locally (e.g. rider age, race, gender, etc.)

E14d. School ridership data collected locally (e.g. rides by or with K-12 or younger children – either riding on their own or being carried in a child seat, trailer, etc.)

E14e. Other ridership data (e.g. any other bicycle ridership data collected locally that doesn't fall under the above categories.)

E15. What is your best estimate for your community's current bicycle mode share? *(Write "unknown" if there is no estimate. If a number is provided, please describe how and when this mode share number was estimated.)*



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E16. Does your community establish target goals for bicycle use? (e.g. a certain level of bicycle mode share)

- ☐ Yes*
- ☐ No

***E16a. Please list or describe these goals, as well as current baseline metrics.**

Evaluating & Improving Safety Outcomes

E17. Does your community collect and track bicyclist crash data?

- ☐ Yes*
- ☐ No

***E17a. On average over the past five calendar years, how many bicyclists have been in a crash involving a motor vehicle annually? (# only)**

Be sure to provide an annual average from the past 5 years. Total the number of collisions and divide by the number of years you are reporting. For example, if there were 120 collisions in 5 years, your average would be (120 collisions / 5 years) = 24

E18. Does your community collect and track bicyclist “near misses”?

- ☐ Yes*
- ☐ No
- ☐ No, but we are working on a way to do this

****E18a. If yes, please describe how this information is collected and used.**

E19. On average over the past five calendar years, how many bicyclists have died due to a crash involving a motor vehicle annually? (# only)

Be sure to provide an annual average from the past 5 years. For example, if there were 2 fatalities total in the past 5 years, your average would be (2 fatalities / 5 years) = 0.4

E20. Has your community conducted any kind of analysis to identify High Injury Networks or to prioritize infrastructure investments based on bicycle crash data?

[See the Safer Streets Priority Finder for an example.](#)

- ☐ Yes*
- ☐ No**

***E20a. If Yes, please provide a brief explanation of the analysis and how it is being used in the planning, prioritization, and implementation processes for bicycle infrastructure.**

***E20b. If Yes, please upload any associated data, visualizations, and/or maps.**

***E20c. Has this analysis included any demographic or socioeconomic details or overlays to better understand who/what neighborhoods of the community are most impacted by traffic violence?**



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☐ Yes**

☐ No

****E20c1. If yes, please describe your process and findings.**

E21. Has the community set a goal or established a policy or plan to eliminate traffic fatalities within the next 20 years or less?

☐ Yes*

☐ No

***E21a. If yes, please state or summarize the goal, including timeframe.**

***E21b. What is the primary method or mechanism the community has implemented to achieve this goal?**

***E21c. Please provide a link to any associated plan, policy, or program.**

E22. Are there any local or statewide traffic ordinances or laws in place designed to improve bicyclists' safety in your community? Check all that apply.

- ☐ Specific penalties for failing to yield to a cyclist when turning
- ☐ It is illegal to park or drive in a bike lane (intersections excepted)
- ☐ Penalties for motor vehicle users that 'door' bicyclists
- ☐ Ban on cell phone use while driving
- ☐ Ban on texting while driving
- ☐ Vulnerable road user law
- ☐ Safe passing distance law
- ☐ It is illegal to harass a cyclist
- ☐ Law that allows cyclists to treat a stop sign as a yield sign (i.e. the "Idaho Stop" is legal in your state)
- ☐ Law that allows cyclists to treat an unresponsive red light as a stop sign (i.e. "Dead Red" law)
- ☐ Law that allows bicyclists to follow pedestrian signals instead of motor vehicle traffic lights at signalized intersections
- ☐ Other*
- ☐ None of the above

Tip: You can learn about your state's laws that protect bicyclists at bikeleague.org/StateBikeLaws.

***E22a. If other, please describe.**



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E23. Do any of the following local ordinances or enforcement practices exist in your community that place restrictions on cyclists or criminalize cycling?

Check all that apply.

- ☐ Local law requires bicyclists to use side paths regardless of their usability
- ☐ Local law requires bicyclists to use bike lanes when provided
- ☐ Local law requires that bicyclists are required to ride as far to the right of the road as practicable without exceptions
- ☐ Local law restricts usage of electric-assist bicycles
- ☐ Mandatory bike registration
- ☐ Mandatory helmet use for all ages
- ☐ Restrictions on sidewalk riding outside of the Central Business District
- ☐ Restrictions on sidewalk riding inside the Central Business District
- ☐ Dismount zones/regulations on shared-use paths
- ☐ Local or school policies restrict youths from riding to school
- ☐ Ban on exhibition or “trick riding” (e.g. wheelies)
- ☐ “Bicycle safety checks” or other legal or de facto enforcement stops occur
- ☐ Bicycles are banned from one or more road that is open to vehicles (not including highways)
- ☐ Other legal and/or de-facto enforcement practices that criminalize or place restrictions on cyclists*
- ☐ None of the above

***E23a. If other, please describe.**

E24. Please describe any efforts in place to evaluate how equitably and effectively any of the laws, ordinances, or enforcement practices describe above are currently applied in the community. *(e.g. efforts to identify or measure racial disparities in the application or outcomes of specific laws; efforts to identify specific laws that are most/least likely to be effective in preventing bicyclist crashes, injuries, and fatalities; etc.)*

E25. Have there been any efforts in the last 5 years to repeal or amend any local laws, ordinances, or enforcement practices that place(d) restrictions on cyclists or criminalize(d) any aspect of cycling or walking in your community?

- ☐ Yes*
- ☐ No

***E25a. If yes, please describe.**

E26. What kind of data is currently collected around traffic law enforcement stops, citations and/or arrests in your community? *Check all that apply.*



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- ☐ Officials are required to report all traffic enforcement stops made of motor vehicle drivers
- ☐ Officials are required to report all traffic enforcement stops made of bicyclists and pedestrians, including any stops made on streets, sidewalks, trails, transit, etc.
- ☐ Demographic information is collected as part of all traffic stop data that is reported
- ☐ Demographic information is collected for all traffic-related citations and arrests
- ☐ Other*
- ☐ None of the Above

***E26a. If other, please describe.**

E27. How is the data described above shared or made available to increase transparency and accountability around traffic law enforcement stops, citations, and arrests? Check all that apply.

- ☐ Real-time reporting of traffic enforcement data is made available to the public
- ☐ Raw data is published and made available to the public on a regular basis
- ☐ Data summaries, analysis, or reports are published and made available to the public on a regular basis
- ☐ Demographic data including race or ethnicity are included in publicly-available datasets, summaries, and/or reports*
- ☐ Demographic data including sex or gender identity are included in publicly-available datasets, summaries, and/or reports
- ☐ Demographic data including physical and/or cognitive disabilities are included in publicly-available datasets, summaries, and/or reports
- ☐ Data and/or analysis is routinely shared with a citizen oversight board or committee
- ☐ Data is only available to the public by FOIA request
- ☐ Analysis and reports are developed but not shared/ are only used internally
- ☐ Other**
- ☐ N/A - Data is not collected

***E27a. Please share links or upload files showing any publicly-available traffic enforcement data or reports that include demographic information. (Up to 2 links and/or 2 file attachments accepted in the online form.)**

****E27b. If other, please describe the policies or practices in place to increase transparency and accountability in traffic enforcement.**



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E28. What, if any, policies or practices does your community have in place to measure and eliminate racial bias in traffic law enforcement, including in-person and automated enforcement practices? (500 word limit)

Evaluation & Planning Bonus Points

E29. Besides the Bicycle Friendly Community program, what other national programs does your community participate in to improve bicycling?

Check all that apply.

- ☐ CDC [Active People, Healthy Nation](#) SM/[Activity-Friendly Routes and Everyday Destinations](#)
- ☐ USGBC [LEED® for Neighborhood Development](#)
- ☐ NACTO [Cities for Cycling](#)
- ☐ NACTO Member City or Affiliate Member City
- ☐ [Walk Friendly Communities](#)
- ☐ [America Walks - Walking College](#)
- ☐ AARP Age-Friendly Cities
- ☐ [Local and Regional Government Alliance on Race & Equity \(GARE\)](#) Network Member
- ☐ Other*
- ☐ None of the above

***E29a. If other, please describe.**

E30. Describe any other efforts by your community to evaluate and/or plan for bicycle improvements that have not already been covered. (500 word limit)

Use this space to expand on answers checked above, or to describe any additional evaluation & planning efforts that have not yet been covered.

E31. If this is a renewing application, please summarize the most significant changes to your community's bicycle Evaluation & Planning efforts or investments since your last BFC application. (250 word limit)



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EQUITY & ACCESSIBILITY

The League [defines](#) “**Equity**” as the just and fair inclusion into a society in which everyone can participate and prosper. The goals of equity must be to create conditions that allow all to reach their full potential, by erasing disparities in race, income, ability, geography, age, gender and sexual orientation.

The principle of equity acknowledges that there are historically underserved and underrepresented populations, and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

“**Accessibility**” refers to improving and increasing access and mobility options for everyone, including, and in particular, for people with disabilities. The League recognizes that not every disability is visible to others, and that not every person with a permanent or temporary mobility or accessibility need identifies as ‘disabled’. Whether from a cognitive, sensory, or physical disability, or from age, temporary illness, or injury, there are people in every community who face a range of mobility challenges [for whom a bike or cycle may open a world of possibilities to increase accessibility](#).

We firmly believe that *Equity & Accessibility* are the essential lenses through which all other BFC work must be viewed in order to achieve a Bicycle Friendly America for everyone.

As such, you will find questions and answer options related to improving equity & accessibility throughout the BFC application in each previous “E” section, in addition to this new dedicated “Equity & Accessibility” section.

These Equity & Accessibility updates have been developed thanks to the input and participation of hundreds of communities and local advocates with a wide range of lived experiences and areas of expertise, to whom we are very grateful.

The League presents this new section with the recognition that our work to listen, learn, and engage on the topics of Equity & Accessibility in the BFC program is not yet finished, and never will be. Equity is an ongoing practice and the League will continue to engage with partners, local advocates, and communities in the BFC program to incorporate new ideas, reflect new challenges, and continue to grow and learn. If you have questions, comments, or feedback about the updated BFC application, please email us at bfa@bikeleague.org.

Thank you for continuing to learn and engage in this work along with us.

-Amelia Neptune, Bicycle Friendly America program director



2024 BFC APPLICATION FOR REVIEW ONLY.

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June 2022

Equity & Accessibility Staffing, Committees, & Partnerships

F1. Does your local government have an internal Diversity, Equity, and Inclusion (DEI) or similar initiative, department, or position?

- ☐ Yes*
- ☐ No
- ☐ In the process of creating this role or department

***F1a-e. If yes, provide the name, title/role, department name, and email address of the primary contact.**

***F1f. Please describe how, if at all, the DEI initiative, department, or position supports equitable bike planning or outreach in the community.**

F2. Does your community have an officially-recognized DEI or Transportation Equity Committee or similar equity-related advisory committee or working group focused on equity or mobility justice issues? (Separate from the Bicycle Advisory Committee)

- ☐ Yes*
- ☐ No
- ☐ In the process of creating this committee or working group

***F2a. What is the name of this committee or working group?**

***F2b-d. Provide the name and email address of the primary contact.**

***F2e. How, if at all, has this advisory committee or working group informed or influenced bike planning, infrastructure and/or programming in your community?**

F3. Does your local government have a dedicated Disability Services Department, Office of Disability Rights, or similar department(s) or role(s) dedicated to supporting and advocating for residents with disabilities?

- ☐ Yes*
- ☐ No**
- ☐ In the process of creating this kind of role or department



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If yes:

***F3a. If yes, please list the name(s) of the department(s) and a primary contact for each.**

***F3b. If yes, please describe how, if at all, these departments or individuals have been involved in improving accessibility for disabled cyclists across a range of disabilities and access needs**

If no:

****If your local governmental agency has 50 or more employees (full-, part-, or seasonal), it is required by federal law to have a designated ADA coordinator. If your agency has 50 or more employees, who is the ADA coordinator?**

F4. What types of partnerships has the community established to reach new audiences and increase representation and inclusion in your education, encouragement, outreach and/or engagement processes?

Check all that apply.

Note you will be asked to provide details for each option checked.

- | | |
|---|--|
| <input type="checkbox"/> BIPOC affinity bike club or community group(s) | <input type="checkbox"/> Employment Service Centers |
| <input type="checkbox"/> Femme/Trans/Women affinity bike club or community group(s) | <input type="checkbox"/> Preschools or Daycare Facilities |
| <input type="checkbox"/> LGBTQIA+ affinity bike club or community group(s) | <input type="checkbox"/> School District and/or public or private K-12 schools |
| <input type="checkbox"/> Disabled cyclist affinity bike club or community group(s) | <input type="checkbox"/> College or University |
| <input type="checkbox"/> Senior citizen affinity bike club or community group(s) | <input type="checkbox"/> Youth groups, clubs, or coalitions |
| <input type="checkbox"/> Family-oriented affinity bike club or community group(s) | <input type="checkbox"/> Youth development organizations |
| <input type="checkbox"/> Youth bike club or community group(s) | <input type="checkbox"/> Local AARP Office |
| <input type="checkbox"/> Bicycle co-op or non-profit community bike shop | <input type="checkbox"/> Office on aging, senior services agency, or related affinity groups |
| <input type="checkbox"/> Local independent bike shop | <input type="checkbox"/> Public library |
| <input type="checkbox"/> Disabled people and/or disability advocates/activists | <input type="checkbox"/> Local civic associations or neighborhood groups |
| <input type="checkbox"/> Local Center for Independent Living | <input type="checkbox"/> Faith-based organizations or places of worship |
| <input type="checkbox"/> Language services agency or advocacy/support group | <input type="checkbox"/> Civil rights or social justice-focused advocacy group or organization |
| | <input type="checkbox"/> Sustainability or climate-focused advocacy group or organization |
| | <input type="checkbox"/> Public health agency or local healthcare provider |
| | <input type="checkbox"/> Parks and recreation agency or similar |



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- | | |
|--|---|
| <input type="checkbox"/> Affordable housing agency or advocacy/support group | <input type="checkbox"/> Emergency management/disaster response agency or similar |
| <input type="checkbox"/> Unhoused/homeless services agency or advocacy/support group | <input type="checkbox"/> Transit agency or similar |
| <input type="checkbox"/> Immigrant or Refugee services or advocacy/support group | <input type="checkbox"/> Bike share provider or similar |
| <input type="checkbox"/> Reentry and/or Rehabilitation services agency or advocacy support group | <input type="checkbox"/> Business or commercial districts or similar |
| | <input type="checkbox"/> Other (please describe below) |
| | <input type="checkbox"/> None of the above |

F4a. For EACH category checked in F4, please list the partner group(s) and briefly describe or summarize the activity or partnership involving that group.

Equity Data Collection & Goals

F5. Does your community collect or track any other bicycle-related data with socioeconomic and/or demographic details that hasn't already been mentioned elsewhere on this application? (e.g. statistics on access to a bike/bike ownership, cyclist satisfaction, or barriers to riding, etc. specifically among women, seniors, People of Color, people with disabilities, unhoused/homeless people, non-English speakers, etc.)

- ☐ Yes*
- ☐ No

***F5a. If yes, please describe your methodology and findings.**

***F5b. Optional file upload:** (If you have multiple files, please combine them in a zip file to allow our reviewers to see all)

F6. Has your community established any specific and measurable equity-related goals or performance measures that relate to bicycling, or to transportation more broadly?

- ☐ Yes*
- ☐ No

***F6a. If yes, please describe or list the goals.**



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***F6b. If yes, please describe or list any plans or systems in place to help the community meet these goals. Provide links if these plans have not already been included elsewhere on this application.**

F6c. How will your community define success toward these goals? *In other words, to quote Veronica O. Davis, what will equity look like if you achieve it?

F7. Has your community conducted any equity-centered analysis (e.g., social vulnerability assessment, equity matrix, index, or similar effort) as part of a community Bicycle Master Plan, Vision Zero Action Plan, Safe Routes to School Plan, ADA Transition Plan, or other similar planning effort or document?

- ☐ Yes*
- ☐ No

***F7a. If yes, please provide a brief description of assessment or efforts and any relevant links.**

***F7b. If yes, please summarize the ways this assessment has influenced the decision-making process for the implementation of the related plan or effort?**

F8. Does your community regularly incorporate any of the following socioeconomic or demographic variables into any planning or decision-making processes for the development or prioritization of bike infrastructure projects? (e.g. data overlay mapping at the neighborhood or census tract scale.) Check all that apply.

- ☐ Age
- ☐ Income/poverty status
- ☐ Race/Ethnicity
- ☐ Vehicle ownership
- ☐ Transit reliance
- ☐ Language/English proficiency
- ☐ Foreign-born population
- ☐ Gender
- ☐ Disability status
- ☐ Education Level
- ☐ Other*
- ☐ None of the above

***F8a. If other, please describe.**



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F8b. For any variable selected above in F8, please describe how the variable(s) have informed decision-making or prioritization around bicycle investments and project implementation. Please include any relevant links, if applicable, that could help us to better understand your methodology, and inspire other BFC applicants to learn from your community's process. (Write "N/A" if no variables were checked in F8.)

Equity & Accessibility Policies & Plans

F9. Has your community adopted any of the following types of equity-related action plans? Check all that apply.

- ☐ Racial Equity Action Plan or similar*
- ☐ Inclusive Mobility Action Plan or similar plan focused on improving accessibility for people with disabilities*
- ☐ ADA Transition Plan or similar*
- ☐ Limited English Proficiency (LEP) Plan or similar *
- ☐ Climate Equity Plan or similar*
- ☐ Health Equity Plan or similar*
- ☐ Other similar*
- ☐ None of the Above

For EACH option checked:

***F9a-g. Has this plan impacted or influenced bicycling planning efforts in your community?**

- ☐ Yes**
- ☐ No

****F9a1-g2. If Yes, please describe and provide a link to the plan.**

F10. Has the community developed any anti-displacement programs or strategies that relate to transportation investments?

- ☐ Yes, for individual projects*
- ☐ Yes, there is an overall program or strategy for the entire community**
- ☐ No, but the community has taken other steps to mitigate or avoid displacement***
- ☐ None of the above

***F10a. Please describe your community's anti-displacement programs or strategies for any specific transportation projects, including how you are documenting or measuring the impact or outcome of these efforts. Please include links to more information, if available.**



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****F10b. Please describe your community's overall anti-displacement program or strategy, including how you are documenting or measuring the impact or outcomes. Please include links to more information, if available.**

*****F10c. If other steps are being taken to mitigate or avoid displacement in your community, please describe these efforts, including how you are documenting or measuring their impact. Please include links to more information, if available.**

Equity & Accessibility Bonus Points

F11. Are there any other innovative strategies, programs, facilities, or initiatives in place to specifically support cyclists with any vision, hearing, mobility, and/or cognitive needs in your community, that have not already been covered on your BFC application? Please describe and include links to more information, if applicable. (OPEN-ENDED)

F12. Are there any other innovative strategies programs, facilities or initiatives in place to make cycling more equitable and inclusive for any historically underrepresented or marginalized groups or individuals in your community, including women, people of color, non-English speakers, people with disabilities, non-drivers, young children, and/or seniors? Please describe and include links to more information, if applicable. (OPEN-ENDED)

F13. If this is a renewing application, please summarize the most significant improvements to your community's bicycle-related Equity and Accessibility efforts or investments since your last BFC application. (OPEN-ENDED)

FINAL OVERVIEW

G1. What are the *top three* reasons your community has made bicycling a priority? Click up to three.

- ☐ Improved quality of life
- ☐ Improving public health
- ☐ Community connectivity
- ☐ Provide affordable transportation options
- ☐ Reduce car-parking demands
- ☐ Climate change/environmental stewardship concerns
- ☐ Decrease traffic congestion



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- ☐ Increase tourism
- ☐ Increase property values
- ☐ Cooperation with adjacent communities
- ☐ Public demand
- ☐ Economic development
- ☐ Support Smart Growth or other growth management goals
- ☐ Traffic and bicycle/pedestrian safety
- ☐ Meet local or state requirements
- ☐ None of the above

G2. Briefly describe the most positive outcome of your community's support for bicycling. (250 word limit)

G3. How is the local government specifically educating the community about how the benefits of biking align with the broader goals of the community? (250 word limit)

G4. What are your community's greatest achievements in the last 12 months in the work to become more bicycle-friendly? (250 word limit)

G5. What could be done differently in order to make bicycling safer, more enjoyable and/or more convenient in your community? (500 word limit)

G6. What are the greatest challenges or barriers your community faces in taking action toward the efforts described in your response to G5? (250 word limit)

G7. What specific bicycle-related improvements are planned in the next 12 months that directly affect your community? (250 word limit)

G8. Optional: What other communities do you look to as peers or comparable role models for your community? (This may be local neighboring communities or communities elsewhere in the nation or the world.)

G9. We often get requests for example BFC applications from aspiring communities. Are you willing to share your application?

- ☐ Yes
- ☐ No

G10. How did you hear about the Bicycle Friendly Community program?



2024 BFC APPLICATION FOR REVIEW ONLY.

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G11. Are you interested in learning more about potentially having the League come to your community to host a Bicycle Friendly Community Workshop in the coming year?

☐ Yes

☐ No

The League is currently exploring a fee-for-service model where communities that have recently applied to the BFC program could pay to have the League come to your community and host a 1-3 day in-person workshop, which would include a group bike audit, a deep-dive into your Report Card and feedback across the 5 Es, and Action Planning for improvements. If you check “yes” above, we will reach out with additional information later in 2024 as it becomes available.

SUPPLEMENTARY MATERIALS

Optional: If you would like to share any supplemental material to support your application, please upload files to your online application. (Up to 10 files allowed.)

The League wants to showcase the places, organizations, and individuals working to build a Bicycle Friendly America for everyone. By sharing photos of your bicycling programs, community outreach efforts, or people biking in your community, you'll help us highlight your community's commitment to making bicycling better.

By submitting photos, you are granting the League of American Bicyclists the right to use your images to promote bicycling.

If you would like to share any supplementary links or URLs not already included in your answers above, please provide up to 5 additional links.

Funding Resources

Please note: the online BFC application includes an additional page of funding-related resources for applicant communities.

The questions on this page are **not judged** as part of your BFC award status, but are intended to provide communities with updated ideas for potential funding sources to support bicycling infrastructure and programming, as well as to help inform the League's future work developing new funding-related resources and guidance for BFC applicants.



2024 BFC APPLICATION FOR REVIEW ONLY.

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To view the **Funding Resources** page, please access the online BFC application at <https://apply.bikeleague.org>.

Please note this document is a preview only.

Applications must be submitted through the online form, available at apply.bikeleague.org.

What happens after I apply?

After the BFC application deadline passes, the League will email each applicant with a survey link to distribute in your community, so that we can hear from the general public about their bicycling experiences and perceptions. The League will also reach out directly to local bike advocates and League members for their input, and local survey input will be included in your feedback materials. Your application, and this local input, will be reviewed by a national team of experts to determine award levels and recommendations for improvement. Annual BFC awards are normally announced in November or December, and feedback is provided shortly following awards announcements.

Learn more at bikeleague.org/community.



The Bicycle Friendly Community program is supported by [Eco-Counter](https://bikeleague.org/community) and [League Members](https://bikeleague.org/community).

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



Incorporated December 23, 1839

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

October 16, 2023

Mr. Burke Walker, Executive Director
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795

RE: Assistance with the League of American Bicyclists' Bicycle Friendly Communities Application

Dear Mr. Walker:

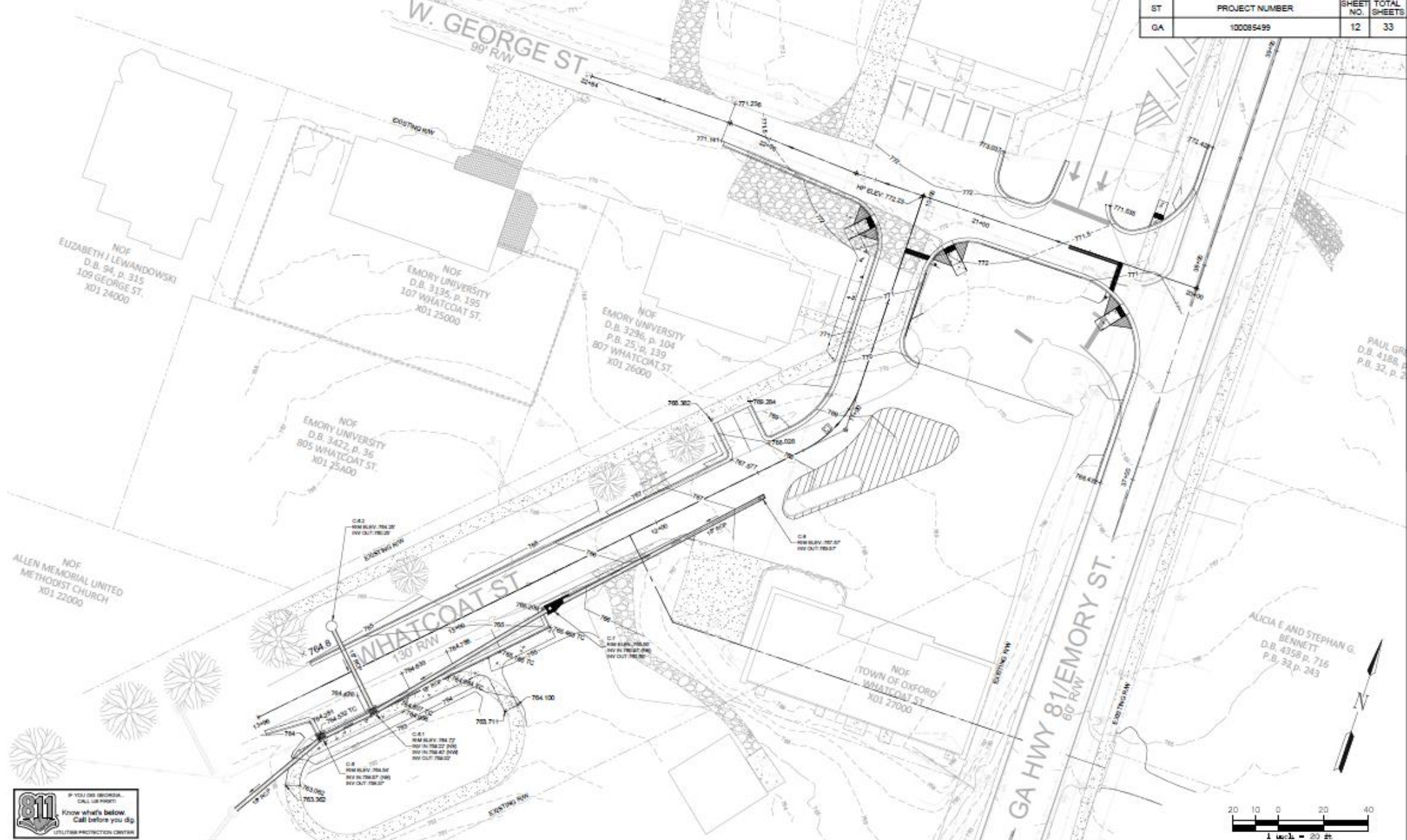
On behalf of the City of Oxford, I am writing to request the assistance of the Northeast Georgia Regional Commission with the League of American Bicyclists' Bicycle Friendly Communities application due on June 25, 2024. We understand this service would be through your current GDOT Bike/Pedestrian Planning Contract so there not be a fee to the City.

The primary contact for this project is Bill Andrew, City Manager. He may be reached at bandrew@oxfordgeorgia.org or (770) 786-7004. Thank you for your time and attention in this request and we look forward to hearing from you. We certainly appreciate the services provided by the NEGRC.

Sincerely,

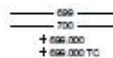
David S. Eady, Mayor

Grading and Drainage – from 100% plans



GRADING PLAN LEGEND

MINOR CONTOUR
MAJOR CONTOUR
SPOT ELEVATION
SPOT ELEVATION AT TOP OF CURB



Alison North America, Inc.
1800 Riverchase Parkway West, 20th, 200
Atlanta, GA 30328
Tel: 404.262.0000

Certificate of Authorization: APF000003
Expiration Date: 06/30/2024

NOT VALID FOR CONSTRUCTION
UNLESS SIGNED IN THIS BLOCK

[illegible]

CITY OF OXFORD, GEORGIA
WHATCOAT STREET

GRADING AND DRAINAGE PLAN

| | | | | |
|--------------|------|-------|------------|--------------------------|
| CHECKED: | A.G. | DATE: | 10/06/2023 | DRAWING NO. 18-01 |
| BACKCHECKED: | A.G. | DATE: | 10/06/2023 | |
| CORRECTED: | K.F. | DATE: | 10/06/2023 | |
| VERIFIED: | A.G. | DATE: | 10/06/2023 | |

Signing and Marking – from 100% plans

| SIGNING AND STRIPING PLAN | |
|---------------------------|--|
| KEY NOTES | |
| 1 | 24" STOP BAR, SOLID WHITE |
| 2 | 5" SOLID YELLOW |
| 3 | 5" SOLID WHITE |
| 4 | 5" YELLOW AT 2 O.C. |
| 5 | CERAMIC CHANNEL MARKER (GOOT TYPE B) |
| 6 | R1-1 (36) STOP SIGN |
| 7 | PEDESTRIAN CROSSWALK (GOOT T11A) |
| 8 | R2-1 SPEED LIMIT SIGN 18"x24", DESIGN SPEED 25 MPH |
| 9 | W3-1 STOP SIGN AHEAD SIGN, 18"x18" |
| 10 | D3-1 STREET NAME SIGN, Vx12" |

WHATCOAT ST.


D3-1

N. EMORY ST./SR 81

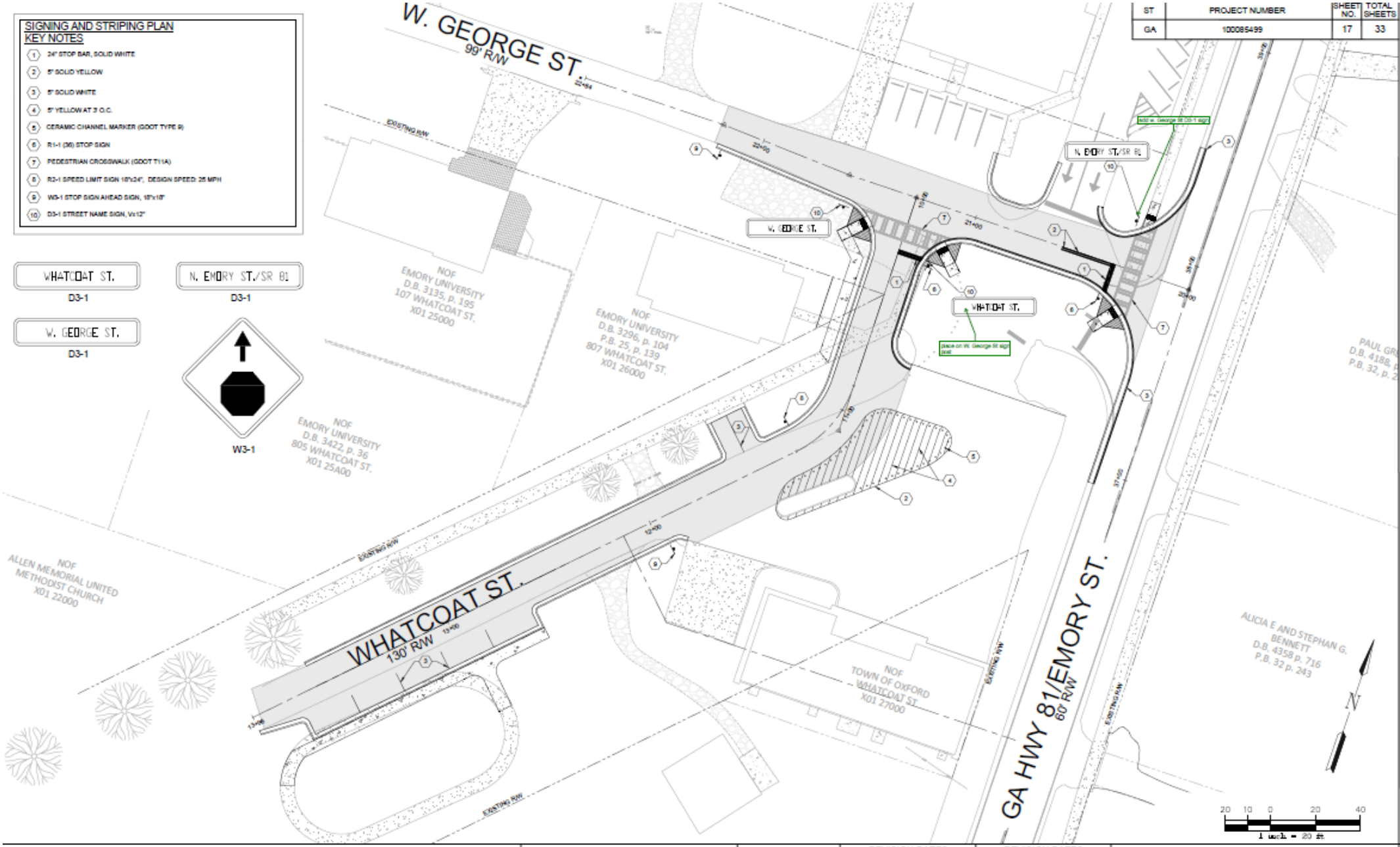
D3-1

W. GEORGE ST.

D3-1



W3-1



Atkins North America, Inc.
1800 Northridge Parkway, Suite 100
Atlanta, GA 30328
770.990.0000

Certificate of Authorization #101000001
Expiration Date 08/30/2024

NOT VALID FOR CONSTRUCTION
UNLESS SIGNED IN THIS BLOCK

| REVISION DATES | | REVISION DATES | |
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| CITY OF OXFORD, GEORGIA | | | |
|--------------------------|------|-------|------------|
| WHATCOAT STREET | | | |
| SIGNING AND MARKING PLAN | | | |
| CHECKED: | A.G. | DATE: | 10/06/2023 |
| DESIGNED: | A.G. | DATE: | 10/06/2023 |
| CORRECTED: | K.F. | DATE: | 10/06/2023 |
| VERIFIED: | A.G. | DATE: | 10/06/2023 |
| DRAWING NO. | | | 26-01 |

Overlay – from
50% plans



Schedule for Whatcoat Street Design

| | |
|--------------------|---|
| 5/11/2023 | Received survey information |
| Week of 5/15/2023 | Survey review |
| Week of 5/22/2023 | Limited Due Diligence / Coordinate with City of Oxford |
| Week of 5/29/2023 | Prepare schematic site plan |
| Week of 6/5/2023 | Submit Schematic Site Plan for City review / comments (maximum of 1 week for City review) |
| Week of 6/12/2023 | Begin 50% Construction Document Phase |
| Week of 7/31/2023 | Submit 50% plans to the City for review (maximum of 1 week for City review) |
| Week of 8/7/2023 | Begin 100% Construction Document Phase |
| Week of 10/2/2023 | Submit 100% plans to the City for review (maximum of 1 week for City review) |
| Week of 10/16/2023 | Begin permitting process (submit plans to City and GDOT) |

Thanks,

George N. Kakunes, P.E.*, PMP
Sr. Project Manager

*Registered in AL, AR, GA, KY, NC, ND, SC, TN

ATKINS

1600 RiverEdge Parkway NW, Suite 700, Atlanta, Georgia 30328 | Tel: 770-933-0280 Office | 770-933-0971 Fax | 678-247-2504 Direct | Cell 404-317-7264

Email: george.kakunes@atkinsglobal.com Web: www.atkinsglobal.com/northamerica www.atkinsglobal.com

Schedule for Whatcoat Street Construction

Bill,

I had one of our construction guys look at this and he estimated about 6 months to reconstruct the road. This assumes that utilities are a non-issue or very minor, which I think is reasonable for this site.

R. Brian Bolick PE
Vice President, Sr. Division Manager
Community & Intermodal Infrastructure
Engineering Services

 678.247.2436  678.478.3026

Atkins



November 8, 2023

Mr. William Andrew
City Manager
110 W. Clark Street
Oxford, GA 30054

RE: Conceptual Planning and Landscape Architecture Design Services for the City of Oxford, GA

Dear Mr. Andrew,

AtkinsRéalis appreciates this opportunity to serve the City of Oxford and are excited to bring our landscape architecture experience to assist the City of Oxford. From our recent discussions, we understand that the City would like AtkinsRéalis to prepare conceptual trail planning services (plans and cost estimates) that can utilize the recently awarded grant funding (for Improving Neighborhood Outcomes in Disproportionately Impacted Communities). AtkinsRéalis proposes to conduct regular and frequent communication meetings with the City's project manager to discuss priorities, opportunities, and the key success factors that will help achieve the City's desired outcome. Our experience with the conceptual layout and grant applications for Soule Street, sidepath, and Dried Indian Creek Trail as well as the recent city coordination meeting, held in August to discuss the city priorities will help us successfully complete the project tasks outlined below.

Scope of Work

Task I- Conceptual Trail Planning Services

AtkinsRéalis services will include the following:

- **Prepare Trail Alignment Graphics:** AtkinsRéalis will prepare for each of the proposed (sharrow, sidepath, trail) projects, diagrammatic graphic plans that will indicate the proposed alignment and improvements to complete each of the projects. Plans and typical sections will be prepared over readily available information (aerial photography and GIS) information.
 - **Opinion of Costs:** AtkinsRéalis will prepare individual conceptual cost estimate of the each of the trail projects. Construction cost estimate will be prepared to assist the Client in maximizing the use of available grant funding, as well to assist in setting priorities for potential phasing and the future trail improvements. The cost estimates will include improvements such estimated grading complete task, demolition, erosion control, storm drainage, signing and marking, enhancements for trail surfaces, boardwalks, bridges, potential retaining walls, landscape, site furnishings, lighting, and trail signage. The cost estimates will be broken down to identify the proposed improvements that would be funded by the grant and by the City.
 - **Final Memorandum-** AtkinsRéalis will prepare a draft report that summarize the findings along with the appropriate concepts and exhibits (maps, sketches, typical sections, details, and cost estimates). Atkins will provide the preliminary report for the city to review and will revise the report based on comments provided.
- Meetings and Coordination:** AtkinsRéalis will attend up to three (3) conference calls and attend up to three (2) review meetings with the City. The trail projects will be presented to the city project manager for review to determine the preferred and desired improvements.

AtkinsRéalis will assist in the preparation of a conceptual plan and construction cost estimates for the following project locations:

1. **E. Bonnell to Alcovy Road-** The project would begin at the intersection of E. Bonnell Street on the east side of Hwy 81. The sharrow will terminate at the end of the street where it would then become a 12' wide concrete trail. The trail would continue toward Dried Indian Creek, where a proposed premanufactured bridge and or boardwalk would be provided to cross the creek. On the east side of the creek, the trail will continue to Bob Williams Parkway. It is AtkinsRéalis understanding that it is the City's desire to coordinate in the future with the City of Covington to provide sharrow signing and striping on the outside lanes of Bob William Pkwy., (one lane in each direction) to eventually connect to new Covington Mixed Use Town Center project located north of Alcovy Road.
2. **W. Bonnell Street to Cousins Middle School-** The project would begin with a sidepath at SR 81 and travel west along W. Bonnell Street (to the terminus of W. Bonnell Street), where at that point the bikeway improvements would include a 12' wide concrete trail. The trail would require an easement to connect to the existing power line easement, where the trail would then be located, and eventually connect to the Cousins Middle School.
3. **Continuation of Old Church Trail (at Fletcher Street) to Hull Street at Oxford intersection-** The project will begin at the terminus of existing Old Church trail and continue west towards Hull Street. The trail would include potential boardwalk and or premanufactured bridge crossing of Turkey Creek. The trail would traverse significant grade changes that would eventually connect to the Oxford and Hull Street intersection. The trail alignment would be located within the existing roadway right of way.

Professional Fees for proposed Services:

AtkinsRéalis proposes to provide the scope of services for the services outlined above. The proposed Professional Fees will be provided based on our normal hourly rates. Invoices are mailed monthly and are due within 30 days. Reimbursable expenses for the project, such as printing, photography, reproduction, couriers, travel, mileage, etc., will be billed in addition to the professional fees to the City. Additions, deletions, and changes in the scope of proposed services will be agreed upon in writing between both parties. Additional services requested by the Client that are not specifically identified in the above Scope of Services will be invoiced at the standard hourly rates. The proposed Fees for the services indicated in this scope of work includes:

Planning Services

| | |
|--|-------------------------|
| Task I - Conceptual Trail Planning Services | \$19,200.00 |
| <u>Estimated Expenses</u> | <u>\$ 650.00</u> |
| TOTAL PROPOSED FEE | \$19,850.00 |

Proposed Schedule:

To complete the planning, and landscape architecture services we estimate approximately two months from the approved Notice to Proceed. If required, we can adjust the proposed schedule to meet the projects or the City's desired schedule.

Thank you for the opportunity to provide you and the City of Oxford with this proposal. We look forward to discussing the project and scope of work with you in further detail. Should you have any questions or require additional information, please do not hesitate to contact me at 770.933.0280 or by email at john.boudreau@atkinsrealis.com

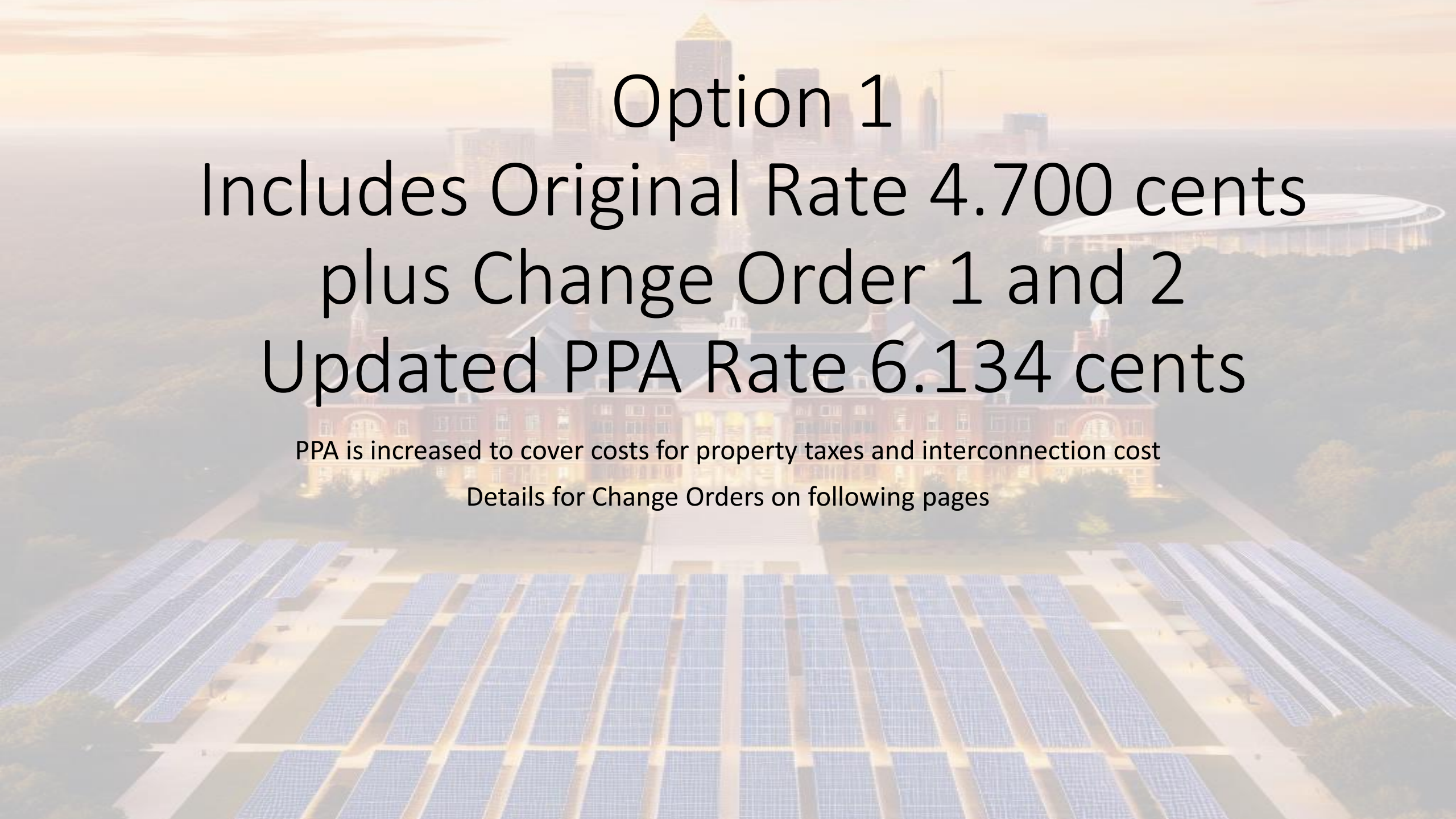
Sincerely,

John D. Boudreau, RLA
Senior Technical Manager

City of Oxford
Invoices >=\$1,000
Paid October 2023

| VENDOR | DESCRIPTION | AMOUNT |
|--|--|------------|
| RECURRING CHARGES | | |
| City of Oxford Utilities | August-September 2023 services | 1,632.05 |
| City of Covington | Quarterly sewer service July – September 2023 | 11,436.00 |
| Newton County Water & Sewerage Authority | Sewer Treatment Fees, 8/30/2023 – 9/28/2023 | 8,043.15 |
| Newton County Board of Commissioners | 2023 Insurance Premium Tax; Invoice #49780 | 53,631.62 |
| Newton County Board of Commissioners | Water Purchased for Resale – September 2023; Invoice #3145 – 22,144.00 Water Purchase for Resale – August 2023; Invoice #3134 – 24,769.00 | 46,913.00 |
| Northeast Georgia Regional Commission | City matching local funds for CDBG water line replacement Oxford Road; Invoice #509 | 6,003.12 |
| Georgia Municipal Association | GMEBS Life & Health Premiums, October 2023 | 5,809.84 |
| Georgia Municipal Association | GMEBS Retirement, October 2023, invoice #451288 | 2,034.75 |
| Municipal Electric Authority of Georgia (MEAG) | Monthly Electric Purchases for September 2023 | 112,631.16 |
| Electric Cities of Georgia | Consulting and planning services for October 2023 | 5,984.00 |
| U.S. Dept. of Treasury | Federal Payroll Taxes, October 2023 | 16,722.71 |
| Courtware Solutions | Licensing, support and maintenance for Municipal Court case management – September 2023 | 1,200.00 |
| Latham Home Sanitation | Residential and Commercial Waste Removal Services September 2023 | 10,278.75 |
| VC3, Inc. | IT monthly services, June 2023, invoice #115449 | 2,743.77 |

| VENDOR | DESCRIPTION | AMOUNT |
|--------------------------------------|--|------------|
| PURCHASES/CONTRACT LABOR | | |
| C. David Strickland, P.C. | Legal services, October, 2023 | 1,515.00 |
| Atkins North America | Pavement Resurfacing Assessment/On-Call Services – 2,304.77 Pavement Resurfacing – 2,422.98 | 4,727.75 |
| Jordan Engineering | E. George St. easement; invoice #18199 | 1,200.00 |
| Pi-Jon, Inc. | Fuel – Public Works and Police Departments; Inv. #A21602 | 3,981.24 |
| Cintas | Uniform services for Public Works Dept. – August 2023 | 1,826.35 |
| Anderson Grading and Pipeline | Emergency water repair 9/2/2023, 125 Hopkins Ct. – P.O. #15285 – 8,500.00 Emergency water repair 8/29/2023, 402 Collingsworth – P. O. #15285 – 2,500.00 Emergency water repair 8/31/2023, 315 Stone St. – P. O. #15285 – 1,500.00 CDBG 2021 Project – Oxford Road – 175,954.81 (local match) + 370,659.95 (paid from Water/Sewer Capital to be reimbursed by grant) | 559,114.76 |
| Over and Under General Contractors | Underground service for houses owned by Anna Katiuzhinsky 804B, 804C, 804D, 804 E Emory Street (approved by City Council 4/17/2023 at a Special Called Meeting – to be reimbursed by property owner) | 37,677.89 |
| Utility Service Co., Inc. | Quarterly Water Tank Maintenance; invoice #589958 | 3,122.62 |
| Phoenix Personnel, LLC | Temp Services, Week Ending 10/15/2023; Invoice 10125 – 1,008.00 Temp Services, Week Ending 9/10/2023 and 9/24/2023; Invoice 10057 – 1,108.80 | 2,116.80 |
| Kellermeyer Bergensons Services, LLC | October 2023 Janitorial Services – City Hall and Asbury Street Park; invoice #5024511 | 1,110.31 |
| Archie Ballard | Four loads of gravel – restocking for future repairs; P.O. 15324 | 1,625.00 |
| Gerald Whitley & Son, LLC | Repair Front Doors on Old Church; P.O. 15273 | 1,475.00 |
| Benise-Dowling & Associates | Old Church Ext Lead; Invoice #20127 | 8,469.60 |
| Monroe Power Equipment Co. | Purchase of gasoline mower – P.O. #15306; approved by City Council at 10/2/2023 regular session | 12,944.00 |



Option 1

Includes Original Rate 4.700 cents
plus Change Order 1 and 2
Updated PPA Rate 6.134 cents

PPA is increased to cover costs for property taxes and interconnection cost

Details for Change Orders on following pages



Option 1 - Change Order 1 0.730 cent PPA Increase due to Property Taxes

Millage Rate 36.3170 (City 6.8840)

Cost to Project \$30,680.60 per year

PPA Rate increases by 0.730 ¢ to pay property taxes

or

Monthly Admin Charge of \$2,556.72

Option 1 - Change Order 2

0.703 cent PPA Increase due to Interconnection Cost

Interconnection Cost \$250,000

Cost to Project \$29,542 per year @ 15 year loan at Prime rate + 0%


PPA Rate increases by 0.703 ¢ to make loan payment

Or

Monthly Admin Charge of \$2,461.85

*This cost will adjust based upon interconnection cost and prime interest rate at time of loan execution

*Ie Using an interest rate of 3.5%, Yearly cost is \$21,444 or 0.511 cent PPA increase



Option 2

PPA Remains at 4.700 cents, Renegotiate after 5 years

After 5 years, the City will renegotiate in good faith based on four variables

1. Actual Interconnection Costs
2. Actual Property Taxes paid
3. Savings related to Operational Costs of Plant Scherer
4. Sell back rate for excess power

Our intention is to payback the interconnection cost and property taxes cost but never consume more than 33% of the Oxford savings. We are willing to take the risk on these costs and will allow Oxford to enjoy the majority of the savings due to the Solar project

Option 2 Example

PPA Remains at 4.7 cents for first 5 Years

| Year | FY | PPA Rate | MEAG 12 Month Buyback Cost |
|------|------|----------|----------------------------|
| 1 | 2024 | \$ 0.047 | \$ 0.049 |
| 2 | 2025 | \$ 0.047 | \$ 0.051 |
| 3 | 2026 | \$ 0.047 | \$ 0.053 |
| 4 | 2027 | \$ 0.047 | \$ 0.055 |
| 5 | 2028 | \$ 0.047 | \$ 0.057 |
| 6 | 2029 | \$ 0.051 | \$ 0.059 |
| 7 | 2030 | \$ 0.053 | \$ 0.061 |
| 8 | 2031 | \$ 0.055 | \$ 0.063 |
| 9 | 2032 | \$ 0.057 | \$ 0.065 |
| 10 | 2033 | \$ 0.059 | \$ 0.067 |
| 11 | 2034 | \$ 0.067 | \$ 0.075 |
| 12 | 2035 | \$ 0.067 | \$ 0.085 |
| 13 | 2036 | \$ 0.067 | \$ 0.100 |
| 14 | 2037 | \$ 0.067 | \$ 0.150 |
| 15 | 2038 | \$ 0.067 | \$ 0.200 |

*Different MEAG Buyback rates are randomly shown only to show how PPA rate would be effected

This option ensures the City
only pays if revenues and
profit increases

Floor PPA Rate 4.700 cents
Ceiling PPA Rate 6.200 cents

| Year | FY | Plant Scherer Operational Savings | Payment |
|------|------|-----------------------------------|--------------|
| 1 | 2024 | \$ 25,000.00 | \$ 30,000.00 |
| 2 | 2025 | \$ 80,000.00 | \$ 30,000.00 |
| 3 | 2026 | \$ 85,000.00 | \$ - |
| 4 | 2027 | \$ 90,000.00 | \$ - |
| 5 | 2028 | \$ 100,000.00 | \$ - |
| 6 | 2029 | \$ 120,000.00 | \$ 39,600.00 |
| 7 | 2030 | \$ 125,000.00 | \$ 41,250.00 |
| 8 | 2031 | \$ 130,000.00 | \$ 42,900.00 |
| 9 | 2032 | \$ 135,000.00 | \$ 44,550.00 |
| 10 | 2033 | \$ 140,000.00 | \$ 46,200.00 |
| 11 | 2034 | \$ 145,000.00 | \$ 47,850.00 |
| 12 | 2035 | \$ 150,000.00 | \$ 49,500.00 |
| 13 | 2036 | \$ 155,000.00 | \$ 51,150.00 |
| 14 | 2037 | \$ 160,000.00 | \$ 52,800.00 |
| 15 | 2038 | \$ 165,000.00 | \$ 54,450.00 |

*Different Plant Scherer revenues are randomly shown only to show how Oxford yearly payment would be effected

As discussed, Oxford shall make two \$30,000 payments due to savings

Option 3

PPA Remains at 4.700 cents, Revenue Share after 5 years

After 5 years, the City will remit a yearly payment based on a Revenue Share, only if the City makes a profit on their electrical sales. Payment shall be 33% of Electrical fund profit, This option ensures the City only pays if they are making a profit.

| Year | FY | Profit | Payment |
|------|------|--------------|-------------|
| 1 | 2024 | \$ 25,000.00 | \$30,000.00 |
| 2 | 2025 | \$ 80,000.00 | \$30,000.00 |
| 3 | 2026 | \$ 85,000.00 | \$ - |
| 4 | 2027 | \$ 90,000.00 | \$ - |
| 5 | 2028 | \$100,000.00 | \$ - |
| 6 | 2029 | \$120,000.00 | \$39,600.00 |
| 7 | 2030 | \$125,000.00 | \$41,250.00 |
| 8 | 2031 | \$130,000.00 | \$42,900.00 |
| 9 | 2032 | \$135,000.00 | \$44,550.00 |
| 10 | 2033 | \$140,000.00 | \$46,200.00 |
| 11 | 2034 | \$145,000.00 | \$47,850.00 |
| 12 | 2035 | \$150,000.00 | \$49,500.00 |
| 13 | 2036 | \$155,000.00 | \$51,150.00 |
| 14 | 2037 | \$160,000.00 | \$52,800.00 |
| 15 | 2038 | \$165,000.00 | \$54,450.00 |

As discussed, Oxford shall make two \$30,000 payments due to savings`

*Different profits amounts are randomly shown only to show how Oxford payments would be effected



Technical Memorandum

DATE: *November 9, 2023*

PREPARED FOR: *Mr. Bill Andrew*

PREPARED BY: *Mr. Bobby Sills, AICP*

SUBJECT: *Oxford Ga System Development Charge Calculation*

Purpose

The purpose of this technical memorandum (TM) is to provide documentation regarding the system development charge calculation for Oxford, Georgia. The system development charge (SDC) is a fee to recover the capacity cost of water and wastewater facilities from new development.

Introduction

The City of Oxford owns and operates water distribution and wastewater collection systems for the benefit of their community. They purchase water from Newton County Water and Sewerage Authority (NCWSA). They purchase wastewater treatment capacity from both the NCWSA and the City of Covington. New development is minimal for the city, but leadership desires a connection fee that fairly recovers the cost of new connections. Connection fees consist of both the cost to attach¹ new development to the collection and/or distribution system and the associated cost of the capacity to supply drinking water and to collect and treat wastewater.

The Development Impact Fee Act (DIFA) of Georgia allows local governments to recover costs associated with new development². These are known as impact fees. However, DIFA also allows water and wastewater utilities to charge a fee without the administrative burden of DIFA³. Additionally, DIFA defines the differences between a system-wide impact and a development specific impact. For water and wastewater connections, the system-wide costs are related to the treatment plants, water distribution and wastewater collection systems. Development specific costs are related to the physical

¹ Tapping cost are contracted out and not performed by Oxford staff. These costs vary per contract and are recommended to be passed on to new development at actual cost.

² CHAPTER 71 Development Impact Fees (§§ 36-71-1 — 36-71-13) of the Georgia Code.

³ DIFA requires a capital improvement element added to a local governments comprehensive plan and annual reporting and updates of impact fee collection but exempts water and wastewater systems if the calculated fee is a proportionate share of the capital cost.

connection to the system and include any project specific distribution and collection⁴ as well as customer specific metering and/or connections.

Connection fees can be configured in multiple ways. A common configuration is the fee consists of a system development charge (SDC) which recovers system wide capital costs and a tap fee cost which recovers the cost of connecting a new customer to the water or wastewater system. The SDC is charged based on meter size or land use to determine the proportionate share of system-wide capital cost. The tap fee is based on the actual cost to connect to the system and provided a meter and/or backflow prevention device as needed. Some communities contract out this service and the cost is passed on to the new customers. Some communities provide this service, and a fee can be calculated by using material cost, labor and overhead and any equipment costs associated with the installation.

The terms used for connection fees vary and not all communities implement a fee to recover full cost. The terms, hookup, tap, connection, capacity charge, availability charge, and many other terms may be used interchangeably and are not consistent from community to community. For this study, a system capacity charge (SDC) is related to the proportionate share cost of system capacity and tapping fee is the cost of development specific connections to the system. Currently, Oxford contracts tapping fee and the cost can be simply passed on to the new customer.

System Development Charge

A system development charge is a fee assessment on new development to recover the cost of system capacity. The City of Oxford owns a water distribution system and a wastewater collection system. Additionally, the City of Oxford pays for wastewater treatment capacity from others. Though Oxford also receives treated water from the Water Authority, there is no purchased capacity. The following calculations provide the SDC for new water and wastewater customers.

Wastewater

The collection system includes all piping needed to collect wastewater from residents and businesses within the city of Oxford and transport it to either Covington or Newton County for treatment. New development will stress existing collection system infrastructure and both replacement and upgrades will be needed. However, the main interceptors serving the Covington plant have excess capacity and will not need to be upgraded within the next 10 years.

The bulk of treatment is performed by Newton County. However, an estimate of treatment cost has been provided by Carter and Sloope in a TM dated November 10, 2022, for additional capacity at Covington. That TM summarizes current issues related to Oxford's arrangement with the City of Covington for wastewater treatment. These issues include using metered water to determine wastewater billing versus actual flow, current impact fee assessment and the need for additional capacity beyond 2025. The current estimate of \$22 per gallon was provided in the TM for treatment plant expansion cost. An update to the SDC is warranted given the cost to serve new development.

⁴ DIFA would allow a jurisdiction to ask a developer to oversize their system to serve adjacent areas, however, the developer would only be responsible for the cost of their proportionate share of the development, any additional cost would have to be a credit back to the developer or paid for by the jurisdiction directly.

Currently, no water or wastewater treatment capacity cost for NCWSA is available⁵. The calculations below are for a SDC for new development served by Covington treatment plant.

Wastewater SDC Calculation by Component

| | Value | gpd | cost per gallon | ERU (400 gpd) |
|---------------------|-----------|---------|-----------------|---------------|
| Collection | 3,828,108 | 640,000 | \$5.98 | \$2,392.57 |
| Shared | 31,140 | 640,000 | \$0.05 | \$19.46 |
| NCWSA Treatment | | | | N/A |
| Covington Treatment | 6,600,000 | 300,000 | \$22.00 | \$8,800.00 |
| | | | \$28.03 | \$11,212.03 |

The full cost to provide wastewater capacity is summarized below. Since additional capacity for the Covington Plant is \$22, this service area has higher capacity cost compared to the service area served by the NCWSA⁶. Cost to connect to the wastewater system will be added based on latest contracted cost.

Service Area Specific SDC's⁷ (No Credit)

| Service Area | Cost/Gallon | SDC per EDU |
|---------------------------|-------------|-------------|
| Oxford to Covington Plant | \$28.03 | \$11,212.03 |
| Oxford to NCWSA | \$6.03 | \$2,412.03 |

Water

The SDC for water can be calculated by taking the value of the distribution system and dividing it by the assumed capacity. The result is a dollars per gallon that can be applied to the expected peak demand. Unlike wastewater, there is no I&I associated with water as such, the EDU for water is calculated to be 364 gallons. There is no treatment capacity cost associated with water supply.

Water SDC Calculation by Component

| | Value | gpd | cost per gallon | ERU (364 gpd) |
|--------------|-----------|-----------|-----------------|---------------|
| Distribution | 2,532,579 | 1,000,000 | \$2.53 | \$921.86 |
| Shared | 31,140 | 1,000,000 | \$0.03 | \$11.33 |
| | | | \$2.56 | \$933.19 |

⁵ Currently NCWSA has wholesale monthly charges and unit rates based on volume to recover the cost of treatment. Until such time a water treatment cost can be determined, the water SDC is based solely on Oxford distribution system capacity cost and the wastewater SDC is a weighted average of wastewater treatment capacity cost and Oxfords collection system cost.

⁶ Currently, capacity from NCWSA is sufficient. Additional capacity may be needed in the future and this calculation will need to be update.

⁷ Treatment cost plus collection cost.

Water SDC Full Cost (No Credit)

| Service Area | Cost/Gallon | SDC per EDU |
|--------------|-------------|-------------|
| Oxford | \$2.56 | \$933.19 |

Credit is applied for the contribution potential of new customers towards debt and other system capacity-related costs. The primary debt from the Georgia Environmental Finance Authority (GEFA) was related to collection capacity. The remaining principal as of November 2023 is estimated to be \$328,757. New customers will contribute towards this debt and must be provided as credit towards the SDC. Debt is allocated to water and wastewater customers based on the number of accounts. The cost per 1000 gallons is calculated for existing customers. This amount is then calculated for new customers for the duration of the remaining debt payments. The amount is then credited to the SDC.

| Credit Calculation | | |
|--------------------|-------------------|--|
| \$328,756 | | System Debt Remaining |
| Water | Wastewater | |
| 962 | 667 | Customers |
| \$194,146 | \$134,610 | Debt Allocation |
| 219,403 | 84,562 | Daily billing volume average |
| 11/1/2023 | 11/1/2023 | Date of Calculation |
| 8/1/2029 | 8/1/2029 | Final Payment |
| 5.8 | 5.8 | Years remaining |
| 460,746 | 177,580 | Total volume by existing in 1000 gallons |
| \$0.42 | \$0.76 | per 1000 gallons |
| 6.93 | 3.86 | Average billed month in 1000 gallons |
| 12 | 12 | Months per year |
| 478.5 | 266.5 | Estimated total billed per new ERU |
| \$201.61 | \$202.01 | Credit per ERU |

Findings and Recommendations

The proposed SDC excludes any cost for tapping into the system. A separate SDC is provided for the service area served by the Covington plant due to limited capacity and the cost for expansion of service. The remaining available capacity for the Covington basin can be sold at current SDC charges, however, any additional capacity needed is significantly more expensive resulting in a higher SDC.

Proposed SDC

| System | Proposed | Current |
|----------------------|-------------|------------|
| Wastewater Covington | \$11,010.02 | \$3,600.00 |
| Wastewater NCWSA | \$2,210.02 | \$3,600.00 |
| Water | \$731.59 | \$2,585.00 |