

**City of Flowery Branch
PTV Plan Action Items**

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