

CONSENT AGENDA ITEM SUMMARY
August 17, 2023, City Council Meeting
Item Number: 6A



Presented by: Brian Linton

Department: Technology Services

ITEM SUMMARY:

Technology Services requests approval to pay Tyler Technologies' invoice of \$21,254.95.

SPECIAL CONSIDERATIONS OR CONCERNS:

This software is utilized by the Police Department for Incident Management, Reporting and Evidence Management

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This was budgeted and approved in the FY 23-24 Budget

FUNDING SOURCE:

General Fund - Line item 100.5.1535.52.1301

ATTACHMENTS:

Tyler Technologies invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

☒ Yes

☐ No

OTHER DEPARTMENTAL REVIEW

☒ Finance



Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
130-137927	07/01/2023	1 of 1

Questions:
Tyler Technologies- Public Safety
Phone: 1-800-772-2260 Press 2, then 5
Email: ar@tylertech.com



Bill To CITY OF MCDONOUGH, GA
136 KEYS FERRY STREET
MCDONOUGH, GA 30253-3215

Ship To CITY OF MCDONOUGH, GA
136 KEYS FERRY STREET
MCDONOUGH, GA 30253-3215

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
43824 - MAIN - MAIN	26032		USD	NET30	07/31/2023

Date	Description	Units	Rate	Extended Price
Maintenance Start: 01/Jul/2023, End: 30/Jun/2024				
	Public Safety Suite - Maintenance	1	15,165.27	15,165.27
Maintenance Start: 01/Jul/2023, End: 30/Jun/2024				
	Zebra GK420T Label Printer Maintenance	1	170.47	170.47
Maintenance Start: 01/Jul/2023, End: 30/Jun/2024				
	Symbol LS2208 Bar Code Scanner w/intellistand Maintenance	1	99.44	99.44
Maintenance Start: 01/Jul/2023, End: 30/Jun/2024				
	Mobile Applications - Mobile NCIC Client - Maintenance	1	1,332.46	1,332.46
Maintenance Start: 01/Jul/2023, End: 30/Jun/2024				
Third Party Annual Fees				
	System Software Net Motion Maintenance	1		\$4,487.31
	System Software - Netmotion Mobility-Maintenance			

****ATTENTION****

Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	21,254.95
Sales Tax	\$0.00
Invoice Total	21,254.95

AGENDA ITEM SUMMARY
August 21, 2023, City Council Meeting
Item Number: 10



Presented by: Billy VonDenBosch

Department: Stormwater

ITEM SUMMARY:

Request approval to purchase an Elgin Regen X Street Sweeper from Environmental Products Group.

SPECIAL CONSIDERATIONS OR CONCERNS:

The funds for this purchase were approved in the 2023/2024 budget.

STAFF RECOMMENDATION:

Approval of proposal from Environmental Products Group.
Environmental Products Group is the sole provider for Elgin Street Sweeping Equipment.

FINANCIAL IMPACT:

\$284,700.00

FUNDING SOURCE:

506-5.4970.54.2200 Stormwater Management

ATTACHMENTS:

Proposal from Environmental Products Group

OTHER DEPARTMENTAL REVIEW NEEDED:

☒ Yes

☐ No

OTHER DEPARTMENTAL REVIEW

☒ Finance



Proposal Summary

Prepared for:

City of McDonough



Elgin Regen X Street Sweeper

Regenerative Air Street Sweeper with 74 HP Auxiliary Engine



McDonough, GA
August 4th, 2023

Elgin Street Sweeper

Environmental Products Group would like to thank you for the opportunity to present the **Elgin Regen X Street Sweeper**.

Environmental Products Group is the sole provider of Elgin Street Sweeping Equipment in the state of Georgia, as well as many other leading industry product lines including: Vactor Sewer Cleaning Equipment, EnviroSight Pipeline Inspection Cameras, Petersen Industries Knuckleboom Loaders, PB Asphalt Pothole Patchers, Madvac Sweepers and Vacuums, XtremeVac by ODB Leaf Collectors, and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, and Memphis, Tennessee; including Vactor, Elgin, and EnviroSight repair centers, extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

Thank you for your consideration.

www.MyEPG.com

MEMPHIS

2995 Sandbrook St.
Memphis, TN 38116
P: 901.630.5658
F: 901.630.5659

DEERFIELD BEACH

1907 SW 43rd Terrace
Suites G & H
Deerfield Bch, FL 33442
P: 954.518.9923
F: 954.518.9926

ATLANTA

4410 Wendell Dr SW
Atlanta, GA 30336
P: 404.693.9700
F: 404.693.9690

CORPORATE

2525 Clarcona Rd.
Apopka, FL 32703
P: 407.798.0004
F: 407.798.0013

Standard Features

- Broom measurement ruler
- Machine delivery packet
- Elgin safety manual
- Auto Shutdown, Aux. Engine coolant temperature, voltmeter and fuel lever indicator, water level gauge and warning lights for hopper "up", hopper rear door "open" and hopper "full", with auxiliary engine, RPM control, side broom down pressure controls and automotive style blade fuses
- Backup Alarm, electric
- Brooms, hydraulic rotation
- Brooms, Dual
- Camera, rear mounted
- Console, w/rocker switches for all sweep functions
- Full gauge package including tachometer, engine hour meter, oil pressure indicator, coolant temperature, RPM control, side broom down pressure controls and automotive style blade fuses, full load and screen down indicator lamps (and indicator lamps for hopper up, door open, low water, hydraulic oil level/temp when optioned)
- Sweep resume/sweep transport/reverse pick-up
- Fuel Water Separator on Aux Engine
- Hopper rear door, hydraulically opened/closed and locked/unlocked with external manual controls
- Hose, hydrant fill, 16'8" (5080 mm) with coupling
- LED Clearance Lights
- Lights; rear clearance and rear identification
- Manuals, operator and parts
- Pick-up head, hydraulically operated, 14" (355 mm) outside diameter pressure hose, 13" (324mm) inside diameter suction hose with quick disconnect on suction side
- Water system; one (1) rocker switch with HI / LOW setting, Spray nozzles: three (3) in the suction, nozzle, three (3) at each side broom
- Side Broom Outer Position Stop
- Hydraulic Oil Cooler
- Vacuum enhancer, cable-controlled in cab, 5 settings
- Water tank, molded polyethylene, 250 gallons
- Water pre-filter, hydrant fill hose
- FUNCTIONAL CONTROL OF WATER SYSTEM dispenses water with the use of the sweeper function rocker switch. Water to pickup head on when water is turned on, water to side brooms on when brooms are deployed.
- ANTI SIPHON 2-1/2" AIR GAP
- ELECTRIC DUAL AIR HORNS
- Sweeper Painted Standard White

- Chassis Painted Standard White
- Red Logo
- 1 Year Parts and Labor Warranty
- Sweeper - Operator Manual
- Sweeper - Parts Manual
- Sweeper - Service Manual
- John Deere Operator Manual
- John Deere Parts Manual

Additional Features

- 25ft Fill Hose
- Sidebroom Tilt Option Left Hand
- Sidebroom Tilt Option Right Hand
- Front Spray Bar
- Right Hand Inspection Door
- Idle Down/No Water
- Auxiliary Hydraulic Pump
- Hydraulic Temp Shutdown
- Hydraulic Oil Level Gauge W/Thermometer on Tank
- In-Cab Hopper Dump
- Rear Flood Lights, LED
- Sidebroom Sweep Lights, LED
- Front Cab and Rear Hopper LED Beacons
- (2) Alternating Rear Flashers, LED
- LED Rear Arrowstick
- Toolbox, Right Hand Lockable
- Toolbox, Left Hand Lockable

Chassis Summary

- 2024 Freightliner M2 106
- 26,000 GVWR (non-CDL)
- Cummins L9 260 HP Engine
- Allison 3500 Automatic Transmission
- Left-Hand Fender Mounted Mirror
- 12" Convex Mirrors
- Right- and Left-Hand Bostrom Air 905 Cloth Hi-Back
- AM/FM/CD Radio
- LED/Stop/Turn/Tail Lights
- White Cab

GA State Contract Price = \$284,700.00

Optional Enhancements

- Auto Lubrication System - \$6,300.00



#99999-001-SPD0000177

Environmental Products Group was awarded the following contracts by the State of Georgia: Elgin Street Sweepers, Vactor Combination Sewer Trucks, EnviroSight Sewer Cameras/Camera Trucks/Trailers, XtremeVac by ODB Leaf Vacuum Trucks/Trailers, Petersen Grapple Trucks, PB Asphalt Trucks/Trailers and supporting accessories.

Please don't hesitate to call with questions, or if you need any additional information. Thank you for your interest and the opportunity to earn your business.

Signature

Date



McDonough, GA
August 4th, 2023

Elgin Street Sweeper

Environmental Products Group would like to thank you for the opportunity to present the **Elgin Regen X Street Sweeper**.

Environmental Products Group is the sole provider of Elgin Street Sweeping Equipment in the state of Georgia, as well as many other leading industry product lines including: Vactor Sewer Cleaning Equipment, Envirosight Pipeline Inspection Cameras, Petersen Industries Knuckleboom Loaders, PB Asphalt Pothole Patchers, Madvac Sweepers and Vacuums, XtremeVac by ODB Leaf Collectors, and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, and Memphis, Tennessee; including Vactor, Elgin, and Envirosight repair centers, extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

Thank you for your consideration.

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Apopka, FL 32703
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AGENDA ITEM SUMMARY

August 21, 2023

11

Item Number:

Presented by: **Steve Morgan**

Department: **Administration**

ITEM SUMMARY:

A request for Georgia Power to install 10 (ten) streetlights for Lakemont Drive from Highway 81 to Madison Grace Avenue.

SPECIAL CONSIDERATIONS OR CONCERNS:

None

STAFF RECOMMENDATION:

Staff recommends approving the Georgia Power's proposal dated July 29, 2023, including the second payment option.

FINANCIAL IMPACT:

There will be a prepayment charge in the amount of \$42,663.75 and monthly service fee thereafter in the amount of \$303.39 per month.

FUNDING SOURCE:

Line Item: **100-5.4210.53.1301 | Highways and Streets**

ATTACHMENTS:

Please see attached the following: Georgia Power Proposal, re: Lakemont Drive – Street Lighting - dated July 29, 2023.

OTHER DEPARTMENTAL REVIEW NEEDED:

✓ Yes

No

OTHER DEPARTMENTAL REVIEW

✓ Finance *AW 8/10/2023*

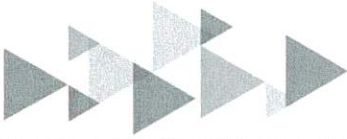
Comments: _____

Submitted and approved by:

Steve Morgan, City Administrator

GOOD GOVERNANCE

Guiding Principle: Fiscal Responsibility, Accountability, Transparency



City of McDonough
136 Keys Ferry St
McDonough, GA
RE: Lakemont Dr. – Street Lighting

July 29, 2023

Dear Sirs,

Thank you for allowing Georgia Power to serve your energy and site lighting needs. We greatly appreciate the opportunity to earn your business every day.

Georgia Power Company proposes the following for your streetlighting installation for Lakemont Dr. from Highway 81 to Madison Grace Ave. in McDonough, GA:

Scope of Work

- Install (2) new black, 35' direct bury aluminum poles with 180w Archeon area fixtures
- Install (8) new black, 20' direct bury aluminum poles with 100 watt Traditionaire fixtures
- Install approximately 1,450' of new underground conductor via open trench & directional bore
- Provide electricity required to operate the system at a reduced rate
- Provide all future required maintenance, up to and include fixture and/or system replacement at no additional cost**

Service Agreement:

Standard Governmental Service Agreement: 1-month term, automatically renews month to month after the initial term at the same monthly rate. Georgia Power retains ownership of the system. All materials, labor, energy & ongoing maintenance are included**.

Payment Options

Prepayment = \$0
Monthly service fee = \$900.90

Prepayment = \$42,663.75
Monthly service fee = \$303.39

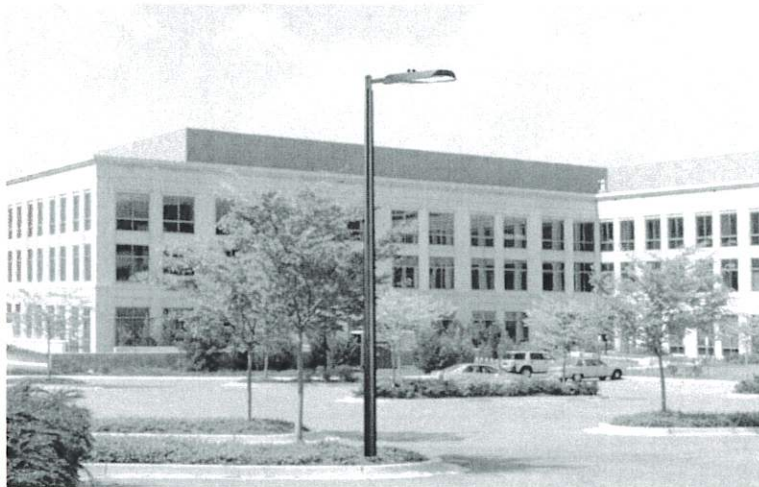
**Does not include damage by others



Cooper Lighting 'Traditionaire' Post Top Fixture



'Archeon' area fixture on 30' aluminum pole
(Two will be installed at Hwy 42 intersection with Lakemont Dr.)



Please let me know if you have any questions and how you would like to proceed.
This proposal is valid for (30) days from the above date.

Sincerely,



Joe Cobb
Georgia Power Company
Lighting & Smart Services
770-550-2028
jocobb@southernco.com

**Does not include damage by others



AGENDA ITEM SUMMARY

August 21, 2023

17

Item Number:

Presented by: Steve Morgan

Department: Administration

ITEM SUMMARY:

A request to do a complete update and amendment to the Impact Fee program.

SPECIAL CONSIDERATIONS OR CONCERNS:

To assist the City regarding Impact Fees in general.

STAFF RECOMMENDATION:

Staff recommends approving proposal submitted on August 2, 2023

FINANCIAL IMPACT:

The city will be billed monthly (no more than 9 months) with the amount not to exceed \$65,233.00.

FUNDING SOURCE:

Line Item: 360-5.1330.52.3855 | Impact Fee Account

ATTACHMENTS:

Please see attached the following: City of McDonough Impact Fee Amendment 2023 - 8/2/23

OTHER DEPARTMENTAL REVIEW NEEDED:

✓ Yes

No

OTHER DEPARTMENTAL REVIEW

✓ Finance  8/10/2023

Comments: _____

Submitted and approved by:

Steve Morgan, City Administrator

GOOD GOVERNANCE

Guiding Principle: Fiscal Responsibility, Accountability, Transparency

August 2, 2023

Steve Morgan
City of McDonough
136 Keys Ferry Street
McDonough, Georgia 30253

RE: City of McDonough Impact Fee Amendment 2023

Mr. Morgan,

Thank you for the opportunity to propose consulting services to you and the City of McDonough regarding the complete update to, and amendment of, the City's Impact Fee Program.

We have an enormous range of experience creating, updating and maintaining impact fee programs for cities and counties in Georgia. Overall, we have prepared the vast majority of such programs adopted in the state. Importantly, we are particularly proud that our impact fee programs have been tested in court under Georgia's unique law, and we won both cases on every count, hands down. Uniquely, we also "stick with" our clients after the program is adopted, available to answer questions and solve problems pro bono.

Overall, we have seen through to adoption impact fee assignments in the overwhelming majority of cities and counties that have adopted impact fees in Georgia. We encourage you to contact Charna Parker, Planning Director for Walton County at 770-267-1320; David Rast, Fayetteville Community and Economic Development Director at 770-719-4156; Bernadette Harvill, Milton Assistant City Manager for Finance at 678-242-2510; and Toussaint Kirk, Cluster Leader in Henry County at 770-288-7526. Many more client contacts are included in the attached Statement of Qualifications.

Scope of Services—Impact Fee Program

We have attached a thoroughly detailed Scope of Services to this letter. In summary ...

Our services will include:

- Advice and assistance to the city on impact fees in general,
- The preparation of population, housing and employment forecasts to the target year 2050 for the city, as well as property tax base and/or sales tax collection projections, as applicable,
- The preparation of an all new Impact Fee Methodology Report which will include all impact fee calculations and a Maximum Impact Fee Schedule for each public facility category,
- The preparation of a Capital Improvements Element for Regional and State review,
- A review of the City's Impact Fee Ordinance to assure conformance to current state law requirements and City interests, and including discussion with the City Council regarding the final impact fees to be charged, and

- Preparation of an updated Administrator's Procedures Manual along with training sessions with the many staff members "new" to impact fees.
- Preparation of the 2024 Annual Update Report for FY 2023 (adoption due June 30, 2024)

The results of our proposed services will be the design and complete updating of the City's impact fee program, the amendment of the City's Impact Fee Ordinance incorporating the approved fee schedule, and consultations with the City staff regarding impact fee collections and administrative activities. In addition, we will prepare next year's Annual Update Report, based on the City's FY23 audit.

Compensation

We propose a total not-to-exceed lump sum fee of \$65,233 (including all expenses and other associated costs) to be billed no more often than on a monthly basis.¹

We anticipate the completion of all services to take approximately 8-to-9 months, including the 2-month Regional and DCA review process for the CIE and timely scheduling of meetings and public hearings with the City Council.

We are excited about the prospect of working again with the City on its impact fee program. Please let us know if we can provide additional information. We stand ready to meet with the City Council or any staff members to discuss and finalize our proposal.

Sincerely,

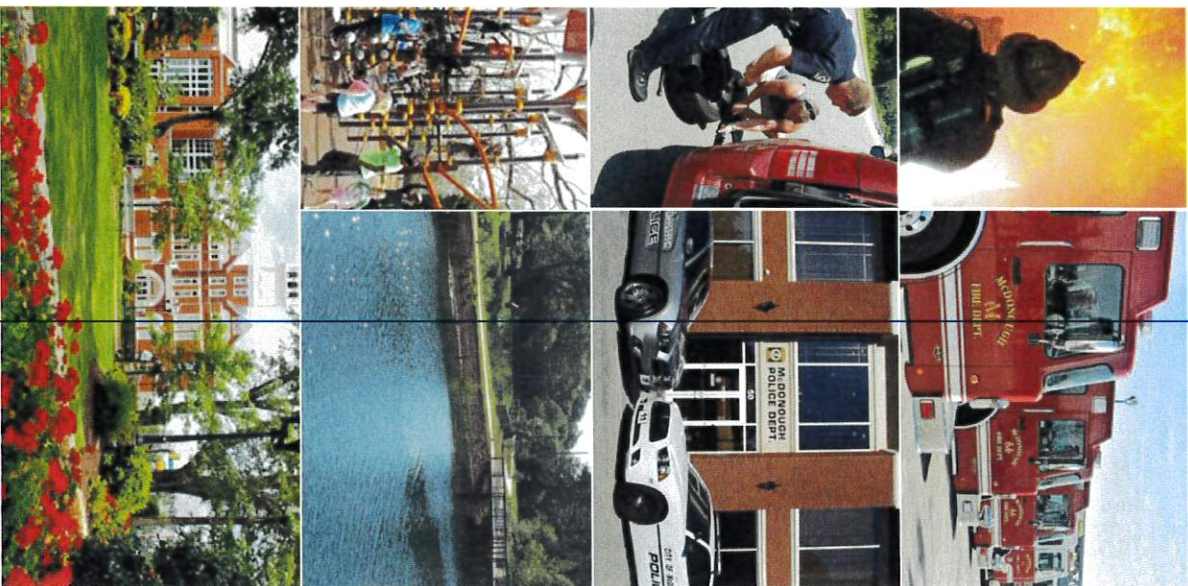


William F. Ross

Attachment: Proposed Scope of Services

Attachment: Statement of Qualifications

¹ Bear in mind that the cost of all of the impact fee work described here can be reimbursed from the City's impact fee collections as a 'system improvements cost' under the Georgia Development Impact Fee law.



Capital Improvements Element

2023 Annual Update: FY 2022 Financial Report & Community Work Program

McDonough, Georgia

Adopted: August 21, 2023

ROSS+associates

urban planning & plan implementation
in association with HatleyPlans, LLC

This CIE Annual Update covers the fiscal year 2022, and is based on the *Capital Improvements Element* adopted by the City in 2003, and subsequently amended March 18, 2019.

The City's fiscal year runs from July 1 through June 30.

This Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the *Development Impact Fee Act* (DIFA) and the Department of Community Affairs (DCA) documents *Development Impact Fee Compliance Requirements* and *Standards and Procedures for Local Comprehensive Planning*. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to DCA's Compliance Requirements, the Annual Update:

"must include: 1) the Annual Report on impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in

project costs, proposed changes in funding sources, construction schedules, or project scope." (Chapter 110-12-2-.03(2)(c))

Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

"As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area." (O.C.G.A. 36-71-8(c))

The required financial information for each public facility category appears in the main financial table (page 2); all of the public facility categories have a single, city-wide service area. The status of all impact fee projects, by public facility category, is shown on the tables beginning on page 3.

requirements in a previous version of the *Standards and Procedures for Local Comprehensive*

Schedule of Improvements

In addition to the financial report, the City has prepared a five-year schedule of improvements—a community work program (CWP)—as specified in DCA's Compliance Requirements (Chapter 110-12-2-.03(2)(c)), which states that local governments that have a CIE must "update their entire Short Term [i.e., Community] Work Programs annually."¹

According to DCA's requirements,² the CWP must include:

- A brief description of the activity;
- Legal authorization, if applicable;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and,
- Funding source(s), if applicable.

All of this information appears in the Community Work Program portion of this document beginning on page 7.

¹ Note that DCA's Compliance Requirements specify that the work program is to meet the requirements of Chapter 110-12-1-.04(7)(a), which is a reference to the work program

² Chapter 110-12-1-.03(3).

¹ *Planning*. The correct current description is found at Chapter 110-12-1-.04(2)(b)1.

² Chapter 110-12-1-.03(3).

Mathematical errors have been discovered in the 2022 Annual Update Report covering FY 2021.
The corrected summary table follows:

IMPACT FEE FINANCIAL REPORT

City of McDonough GA		Annual Impact Fee Financial Report - Fiscal Year 2021 Revised						
Public Facility	Fire Department	Police Department	Parks & Recreation	CIE Cost Recovery	Admin-istration	TOTAL		
Service Area	City-wide	City-wide	City-wide					
Impact Fee Fund Balance June 30, 2020	\$ 189,242.07	\$ -	\$ 544,459.73	\$ (25,438.87)	\$ 14,527.13	\$	722,790.06	
Impact Fees Collected (July 1, 2020 through June 30, 2021)	\$ 218,859.53	\$ 232,769.71	\$ 140,281.50	\$ 1,221.69	\$ 17,714.56	\$	610,847.00	
Accrued Interest	\$ 77.75	\$ 82.69	\$ 49.83	\$ 0.43	\$ 6.29	\$	217.00	
Subtotal: Fee Accounts	\$ 218,937.28	\$ 232,852.40	\$ 140,331.33	\$ 1,222.13	\$ 17,720.86	\$	611,064.00	
(Impact Fee Refunds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-	
(Expenditures)	\$ (100,300.89)	\$ (8,984.00)	\$ (7,200.00)	\$ (5,048.00)	\$ (8,400.00)	\$	(129,932.89)	
Impact Fee Fund Balance June 30, 2021	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06	\$ (29,264.74)	\$ 23,847.99	\$	1,203,921.17	
Impact Fees Encumbered	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06			\$	1,209,337.93	

Note: All figures shown rounded to whole cents. City financial records maintain the actual amounts.

IMPACT FEE FINANCIAL REPORT

City of McDonough GA		Annual Impact Fee Financial Report - Fiscal Year 2022					
Public Facility Service Area	Fire Department City-wide	Police Department City-wide	Parks & Recreation City-wide	CIE Cost Recovery	Admin- istration	TOTAL	
Impact Fee Fund Balance June 30, 2021	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06	\$ (29,264.74)	\$ 23,847.99	\$ 1,203,921.17	
Impact Fees Collected (July 1, 2021 through June 30, 2022)	\$ 365,568.99	\$ 388,803.66	\$ 828,034.75	\$ 3,057.27	\$ 44,330.42	\$ 1,629,795.09	
Accrued Interest	\$ 120.45	\$ 128.10	\$ 272.82	\$ 1.01	\$ 14.60	\$ 536.98	
Transfer of Administrative Funds to CIE Cost Recovery	\$ -	\$ -	\$ -	\$ 30,926.47	\$ (30,926.47)	\$ -	
Total Net Receipts	\$ 365,689.44	\$ 388,931.76	\$ 828,307.57	\$ 33,984.74	\$ 13,418.55	\$ 1,630,332.07	
Impact Fee Project Expenditures	\$ (35,519.70)	\$ (143,936.60)	\$ -	\$ -	\$ -	\$ (179,456.30)	
Transfer of Administrative Funds to City of McDonough	\$ -	\$ -	\$ -	\$ (8,400.00)	\$ 8,400.00	\$ -	
CIE Annual Update	\$ -	\$ -	\$ -	\$ (4,720.00)	\$ -	\$ (4,720.00)	
Impact Fee Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ (35,519.70)	\$ (143,936.60)	\$ -	\$ (13,120.00)	\$ 8,400.00	\$ (184,176.30)	
Net Revenue over (under) Expenditures	\$ 330,169.74	\$ 244,995.16	\$ 828,307.57	\$ 20,864.74	\$ 21,818.55	\$ 1,446,155.78	
Impact Fee Fund Balance June 30, 2022	\$ 638,048.20	\$ 468,863.56	\$ 1,505,898.63	\$ (8,400.00)	\$ 45,666.54	\$ 2,650,076.93	
Impact Fees Encumbered	\$ 638,048.20	\$ 468,863.56	\$ 1,505,898.63			\$ 2,612,810.39	

Public Facility: Parks & Recreation
Responsible Party: Public Services Department
Service Area: Citywide

Project Description*	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Under CIE adopted in 2003								
Park B Facility Expansion (Avalon)	2018	2022	\$ 2,000,000.00	100.00%	\$ 2,000,000.00			
Park C Facility Expansion (Alexander)	2018	2022	\$ 1,330,000.00	100.00%	\$ 1,330,000.00	-		
Future Park D (Hope Park)	2018	2022	\$ 535,000.00	100.00%	\$ 535,000.00			
Under CIE adopted March 18, 2019								
Park Acres	2025	2040	\$ 17,097,495.74	100.00%	17,097,495.74			
Baseball/Softball Fields	**	**	\$ 4,348,423.80	96.96%	4,216,123.71			
Batting Cages	**	**	\$ 21,028.31	100.00%	21,028.31			
Football Fields	**	**	\$ 884,831.71	100.00%	884,831.71			
Multi-Purpose Fields	**	**	\$ 289,960.63	100.00%	289,960.63			
Tennis Courts	**	**	\$ 1,740,749.50	96.96%	1,687,775.87			
Pickleball Courts	2023	2024	\$ 394,280.75	42.11%	166,023.53		\$ 166,023.53	6 courts
Basketball Courts (Full Court)	**	**	\$ 290,289.20	96.96%	281,456.23			
Basketball Courts (Half Court)	**	**	\$ 48,381.53	72.72%	35,182.03			
Playgrounds	2023	2027	\$ 1,514,530.92	93.49%	1,416,006.87		\$ 166,023.53	2 playgrounds
Pavilions	2023	2027	\$ 484,636.75	100.00%	484,636.75		\$ 484,636.75	5 pavilions
Restroom Buildings	2023	2024	\$ 149,485.34	100.00%	149,485.34		\$ 149,485.34	2 buildings
Concessions Stands	**	**	\$ 93,428.34	72.72%	67,939.11			
Restroom/Concessions/Storage	2027	2030	\$ 603,690.79	96.96%	585,321.58			
Storage Buildings	**	**	\$ 215,603.85	72.72%	156,782.57			
Band Shell/Amphitheaters	2025	2026	\$ 1,068,066.16	63.15%	674,470.87			
Splash Pad	2024	2024	\$ 440,773.02	72.72%	320,520.83		\$ 320,520.83	Avalon Park
Disc Golf Courses	2024	2025	\$ 147,875.82	42.10%	62,258.85		\$ 62,258.85	2 courses
Walking Trails	2027	2030	\$ 385,029.58	100.00%	385,029.58			
Benches	2026	2036	\$ 29,571.06	96.96%	28,671.26		\$ 28,671.26	2 benches
Parking Spaces	2027	2027	\$ 4,529,135.81	99.98%	4,528,240.50		\$ 128,278.53	55 spaces
			\$ 34,777,268.61		\$ 33,539,241.86	\$ -	\$ 1,505,898.63	

* All dollar amounts are Net Present Value

** Not yet programmed.

Public Facility: Police Buildings and Equipment
Responsible Party: Police Department
Service Area: Citywide

Project Description	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Storage Building Expansion	2023	2023	\$ 51,904.35	100.00%	\$ 51,904.35		\$ 51,904.35	
Simpson Street Precinct	2022	2024	\$ 582,910.17	100.00%	\$ 582,910.17	\$ 82,879.30	\$ 416,959.21	Delayed
Vehicle	2022	2025	\$ 35,459.48	100.00%	\$ 35,459.48	\$ 30,528.65		Delayed
Emergency Power Systems	2019	2019	\$ 101,312.80	100.00%	\$ 101,312.80			
Station 53	2020	-	\$ 2,002,852.76	100.00%	\$ 2,002,852.76			Delayed
Vehicle	2022	2022	\$ 36,396.61	100.00%	\$ 36,396.61	\$ 30,528.65		
Vehicle	2027	2027	\$ 37,358.51	100.00%	\$ 37,358.51			
Law Enforcement Complex Phase I	2028	2030	\$ 2,656,479	100.00%	\$ 2,656,478.63			
Vehicle	2028	2028	\$ 38,849.24	100.00%	\$ 38,849.24			
Vehicle	2030	2030	\$ 39,875.96	100.00%	\$ 39,875.96			
Vehicle	2032	2032	\$ 41,467.13	100.00%	\$ 41,467.13			
Law Enforcement Complex Phase II	2033	2033	\$ 3,225,782	100.00%	\$ 3,225,781.97			
Vehicle	2033	2033	\$ 42,563.04	100.00%	\$ 42,563.04			
Vehicle	2036	2036	\$ 44,261.44	100.00%	\$ 44,261.44			
Vehicle	2038	2038	\$ 45,431.20	100.00%	\$ 45,431.20			
Vehicle	2040	2040	\$ 46,631.86	100.00%	\$ 46,631.86			
			\$ 9,029,535.15		\$ 9,029,535.15	\$ 143,936.60	\$ 468,863.56	

* All dollar amounts are Net Present Value

Public Facility: Fire Stations and Equipment
Responsible Party: Fire Department
Service Area: Citywide

Project Description	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Storage Building Expansion	2023	2023	\$ 22,302.65	100.00%	\$ 22,302.65		\$ 22,302.65	
Brush Truck	2023	2023	\$ 202,625.59	100.00%	\$ 202,625.59		\$ 202,625.59	
Command Vehicle	2023	2023	\$ 194,520.57	100.00%	\$ 194,520.57		\$ 194,520.57	
Rescue ATV	2027	2027	\$ 19,452.06	100.00%	\$ 19,452.06			
Station 53	2020	–	\$ 3,719,584.54	100.00%	\$ 3,719,584.54		\$ 153,818.20	Delayed
Simpson Street Precinct	2021	2022	\$ 52,220.00	100.00%	\$ 52,220.00	\$ 35,519.70	\$ 16,700.30	Delayed
Ladder Truck	2023	2023	\$ 872,464.04	100.00%	\$ 872,464.04			
Pumper Truck	2024	2024	\$ 359,249.90	100.00%	\$ 359,249.90			
Brush Truck	2025	2025	\$ 205,285.66	100.00%	\$ 205,285.66			
Administrative Vehicle	2026	2026	\$ 48,080.89	100.00%	\$ 48,080.89		\$ 48,080.89	
Pumper Truck	2030	2030	\$ 409,298.09	100.00%	\$ 409,298.09			
Ladder Truck	2030	2030	\$ 872,464.04	100.00%	\$ 872,464.04			
Command Vehicle	2030	2030	\$ 98,537.12	100.00%	\$ 98,537.12			
New Future Station	2030	2030	\$ 1,654,302.44	100.00%	\$ 1,654,302.44			
Administrative Vehicle	2034	2034	\$ 40,288.09	100.00%	\$ 40,288.09			
Administrative Vehicle	2040	2040	\$ 43,567.48	100.00%	\$ 43,567.48			
			\$ 8,814,243.17		\$ 8,814,243.17	\$ 35,519.70	\$ 638,048.20	

* All dollar amounts are Net Present Value

2023-2027 COMMUNITY WORK PROGRAM

Impact Fee Projects only, based on CIE of March 18, 2019

The following impact fee funded projects are contained in this Capital Improvements Element Annual Update Report and amend the Community Work Program contained in the McDonough portion of the Henry County Joint Comprehensive Plan.

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Fire Protection	Storage Building Expansion (Fire Dept. portion)	✓					Fire Department	\$ 22,302.65	100% Impact Fees
Fire Protection	Purchase Brush Truck	✓					Fire Department	\$ 202,625.59	100% Impact Fees
Fire Protection	Purchase Command Vehicle	✓					Fire Department	\$ 194,520.57	100% Impact Fees
Fire Protection	Construct Station 53 (Fire Dept. portion) - Delayed						Fire Department	\$ 3,719,584.54	100% Impact Fees
Fire Protection	Purchase Ladder Truck	✓					Fire Department	\$ 872,464.04	100% Impact Fees
Fire Protection	Purchase Pumper Truck		✓				Fire Department	\$ 359,249.90	100% Impact Fees
Fire Protection	Purchase Brush Truck			✓			Fire Department	\$ 205,285.66	100% Impact Fees

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Fire Protection	Purchase Administrative Vehicle				✓		Fire Department	\$ 48,080.89	100% Im-pact Fees
Law Enforcement	Construct Storage Building Expansion (Police Dept. portion)	✓					Police Department	\$ 51,904.35	100% Im-pact Fees
Law Enforcement	Construct Simpson St. Precinct	✓					Police Department	\$ 582,910.17	100% Im-pact Fees
Law Enforcement	Construct Station 53 (Police Dept. portion) - Delayed						Police Department	\$ 2,002,852.76	100% Im-pact Fees
Law Enforcement	Purchase Police Vehicle		✓				Police Department	\$ 36,396.61	100% Im-pact Fees
Law Enforcement	Purchase Police Vehicle					✓	Police Department	\$ 37,358.51	100% Im-pact Fees
Parks & Recreation	Construct 6 Pickleball Courts	✓	✓				Public Works Department	\$ 166,023.53	42.11% Im-pact Fees; SPLOST
Parks & Recreation	Construct 2 Playgrounds	✓					Public Works Department	\$ 166,023.53	93.49% Im-pact Fees; SPLOST
Parks & Recreation	Construct 5 Pavilions	✓					Public Works Department	\$ 484,636.75	100% Im-pact Fees
Parks & Recreation	Construct 2 Restroom Buildings	✓	✓				Public Works Department	\$ 149,485.34	100% Im-pact Fees

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Parks & Recreation	Construct Splash Pad		✓				Public Works Department	\$ 320,520.83	72.72% Impact Fees; SPLOST
Parks & Recreation	Construct 2 Disc Golf Courses		✓				Public Works Department	\$ 62,258.85	42.10% Impact Fees; SPLOST
Parks & Recreation	Provide 2 Benches				✓		Public Works Department	\$ 28,671.26	96.96% Impact Fees; SPLOST
Parks & Recreation	Add 55 Parking Spaces					✓	Public Works Department	\$ 128,278.53	99.98% Impact Fees; SPLOST

City of McDonough Impact Fee Program Amendment

Scope of Services

Our services will include advice and assistance to the City in general on impact fee matters, the preparation of an Impact Fee Methodology Report (including all impact fee calculations), a completely amended Capital Improvements Element, the preparation of a revised impact fee schedule, and a review of the Impact Fee Ordinance to conform to current state law requirements.

The results of our proposed services will be the completion of an updated impact fee program and fee schedule for the City meeting all legal and administrative requirements. In addition, the amended CIE will conform to DCA requirements for inclusion in the City's Comprehensive Plan.

In addition, we will prepare next year's Annual Update Report based on the City's 2023 Audit.

Our assistance would include the following items:

Task 1: Project Initiation

- a. Review of and revisions to unfinished public facilities projects carried over from the current impact fee program, if any, with specific attention to possible changes to such projects (including any applicable updates to the projects' estimated costs) in any or all of the City's three public facility categories:

- Fire Protection,
- Police Services, and
- Parks and Recreation.

- b. Project cost estimates and start dates for impact fee eligible projects, determined in conjunction with City departmental estimates.

Budgeted capital projects, adopted Capital Improvement Plan project listings and departmental service plans/projections will be key inputs for the impact fee eligible project listing. All current cost estimates will be converted to Net Present Value (NPV) using average annual inflation rates (the CPI and Engineering News Record's BCI and CCI for building and other construction projects), discounted by the City's current investment interest rate.

Deliverables:

- Policy directions meeting with all affected departments regarding planned projects.

Task 2: Impact Fee Methodology Report

The preparation of a completely new Impact Fee Methodology Report addressing the City's three impact fee eligible public facility categories listed above, including new impact fee calculations which will reflect the following:

Forecasts

a. Population, dwelling unit and employment forecasts to 2050.

This step will include preparation of trend analyses against historic annual population data for various time frames, prepared as 1st, 2nd and 3rd order regressions; and a "percentage-share" calculation based on Woods & Poole forecasts. Household and dwelling unit estimates will be based on available Census data, as will employment forecasts. The results will be presented in a Technical Appendix containing all pertinent calculations.

b. Tax digest forecasts.

These will be needed to calculate credits for new development property taxes attributable to impact fee projects, and will reflect average new house sales prices and per-employee non-residential property values. The calculation of a credit against impact fees as needed to avoid potential situations of double taxation.

Level of Service (LOS) Standards.

a. Current level of service.

- Current LOS will be calculated individually for public safety categories (fire protection and police services) based on the floor area of existing facilities and existing number of vehicles and other equipment having a 10-year+ life, serving the current day/night population.
- The current LOS for parks and recreation will consider the existing number of acres in park and open space land and the number of existing recreation facilities by type available to the current number of housing units in the City, as well as any vehicles and other equipment having a 10-year+ life.

b. Future level of service.

- For the public safety categories, we will take into consideration planned improvements already approved or proposed, and extension of the current LOS to serve the future day-night population.
- For the parks and recreation, we will consider 1) extension of the current LOS to serve future housing growth; 2) planned park land additions and specific planned recreation

facilities; and 3) the City's past and planned improvements for an investment recoupment approach serving the total number of housing units projected to 2050.

c. Determination of the LOS standards to use

The current, future or other LOS standards recommended will be a function of City policies and the most advantageous impact fee calculations themselves.

Funding Mechanisms

Funding vehicles in place, including funding from the General Fund and from other sources (such as SPLOST, bonds or short-term financing vehicles).

Maximum Impact Fees

The maximum potential impact fee for each land use category is calculated to set the ceiling on fees that can be charged under the state law. The actual fees to be charged will be decided by the City Council as part of the Impact Fee Ordinance review/revision process.

Deliverables:

- Methodology Report containing all forecasts, credit data and NPV components, impact fee calculations for each public facility category, a maximum fee schedule by land use category, an Executive Summary regarding the financial implications of continuing the impact fee program and comparisons between the current fees and the maximum fee calculations. Pertinent Technical Appendices will be attached.
- PowerPoint presentation summarizing the Methodology Report for public and City Council presentation.
- Attendance at one City Council work session to review the proposed Methodology Report, which then will be finalized reflecting City Council comments.

Task 3: Capital Improvements Element

- a. A new (amended) Capital Improvements Element (CIE) based on the finalized Methodology Report will be prepared. The CIE document will be drawn from those portions of the Methodology Report (with supplemental and additional text added) that are required to be included by the Georgia Department of Community Affairs.
- b. An updated 5-Year Community Work Program will be prepared based on the City's highest priority impact fee projects identified by city staff for the coming 5 years.

- c. Impact fee project calculations will be presented in the CIE to the extent of establishing the need for future improvements and the Level of Service standards established for each public facility chapter.

Deliverables:

- Amended Capital Improvements Element containing all data required by the Georgia Department of Community Affairs to be incorporated into the Comprehensive Plan as an attachment. Pertinent Technical Appendices will be included.
- PowerPoint presentation summarizing the Capital Improvements Element for public and City Council presentation.
- Attendance at the transmittal public hearing before the City Council regarding transmittal of the updated CIE to the Atlanta Regional Commission and DCA.
- Review of comments from DCA on the new CIE (if any) and appropriate responses.

Task 4: Adoption of the Updated Impact Fee Program

Adoption will involve the following:

- a. Ordinance Review.

Preparation of a review of the City's Impact Fee Ordinance and recommendations (if any) to assure conformance to the latest Georgia Development Impact Fee Law and any issues raised by City staff.

- b. Council Briefing.

Preparation of briefing materials as needed for discussions with the City Council members regarding appropriate levels of impact fees to be charged.

- c. Fee Schedule for Adoption.

Preparation of a new impact fee schedule as an amendment to the City's Impact Fee Ordinance.

Deliverables:

- Attendance at one City Council workshop or multiple briefings to discuss the draft Impact Fee Ordinance and fee schedule.
- Attendance at one meeting of the City Council to adopt the amended CIE, Impact Fee Ordinance revisions if needed, and the new impact fee schedule.
- Delivery of the final adopted version of the CIE, to be forwarded to ARC by City staff.

Task 5: Implementation of the Updated Impact Fee Program

a. Impact Fee Collection and Accounting Procedures.

We will review with staff the City's impact fee collection and accounting procedures to assure a smooth process that will result in preparation of the Annual CIE Update Report.

b. Administrator's Procedures Manual.

Preparation of a Procedures Manual documenting all current staff administrative procedures for such items as: assessing and collecting impact fees, maintaining financial records, handling appeals, preparing individual assessments, making refunds, and preparing Annual Update reports required by the state.

Deliverables:

- A procedural review session with City staff.
- Administrator's Procedures Manual covering all administrative processes (appeals, individual assessments, maintenance of records, refund procedures, annual reporting, etc.)

Task 6: 2024 Annual Update Report

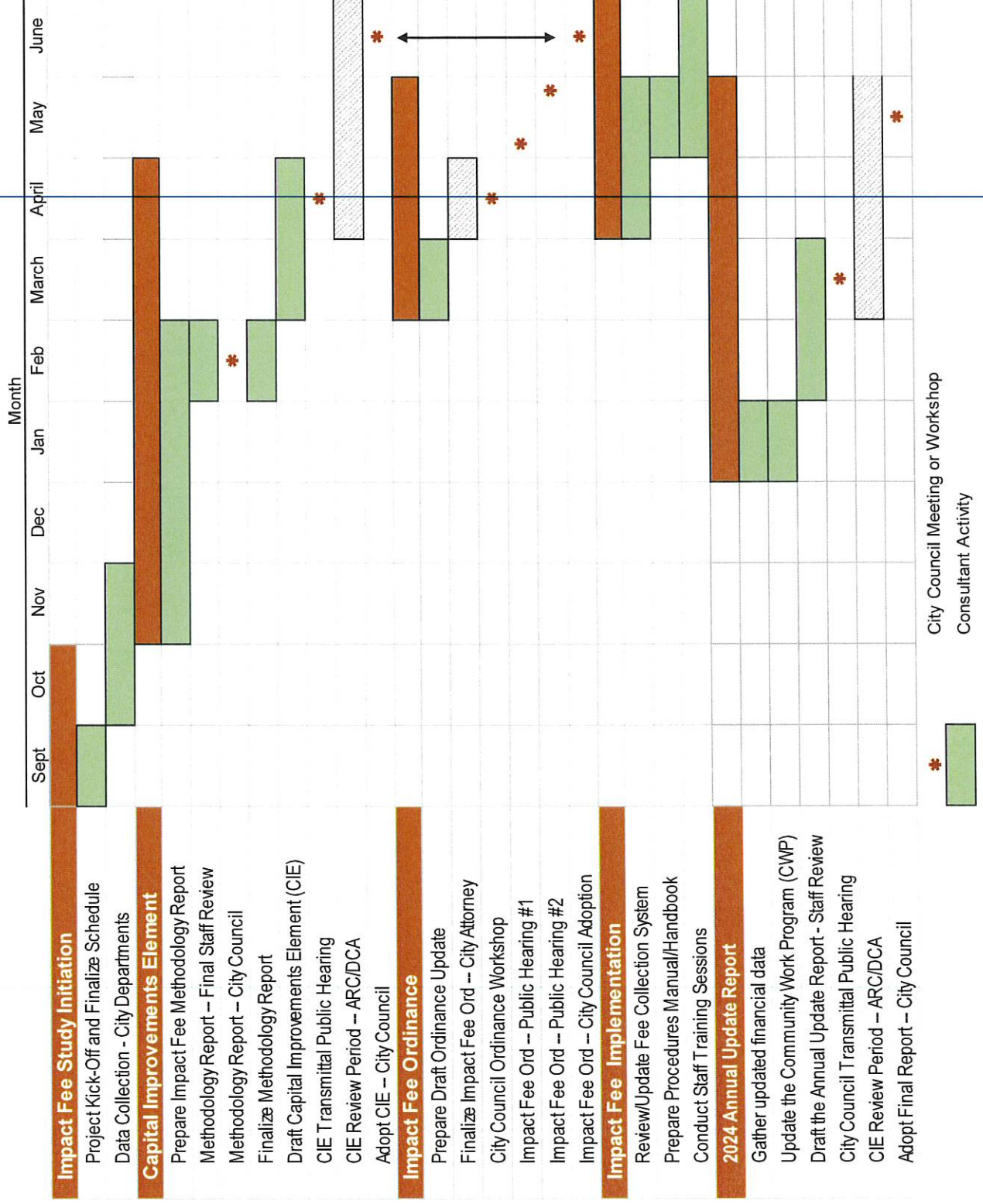
Because we will still be engaged in the preparation of the Impact Fee Amendment in early 2024, we will also prepare next year's Annual Update Report, which must be adopted by June of next year. To meet that deadline, the report should be submitted to ARC for DCA review in March at the latest. The Annual Update will be based on this year's Annual Audit and reflect the current Capital Improvements Element.

Task 7: Continuing Services

Following adoption and implementation of the updated Impact Fee Program, ROSS+associates will stand ready to answer questions, provide explanations and otherwise provide continuing advice to the City as questions or issues arise for a period of one year at no cost to the City. This assistance will be advisory in nature and delivered by telephone or email as appropriate to the inquiry.

Schedule of Key Events

McDonough Impact Fee Program



Examples of New or Amended Impact Fee Programs

ROSS+associates

City or County	Assessment Report	Advisory Committee	Pop/Emp Forecasts	CIE Public Facilities								Water/Sewer Connection Fees	Implementation Assistance	Annual Update Report	ROSS+associates Fee		
				Library	Fire	Jail	E-911	EMS	Sheriff/Police	Parks & Recreation	Stormwater	Roads			Contract	Year	2023 Dollars (rounded)
Alpharetta			■		■	■	■		■	■		■	■		\$ 69,500	2022	\$ 71,300
Ball Ground		■	■							■		■	■		\$ 55,350	2022	\$ 56,778
Bloomingdale		■	■		■				■	■		■	■		\$ 82,200	2020	\$ 88,700
Barrow County			■		■		■	■		■		■	■		\$ 82,400	2022	\$ 84,500
Camden County		■	■	■	■	■	■	■	■	■		■	■		\$ 86,400	2022	\$ 88,600
Canton			■		■			■	■	■			■		\$ 49,450	2018	\$ 56,200
Cartersville		■	■	■	■	■			■	■		■	■		\$ 48,058	2005	\$ 76,000
Cherokee County			■	■	■	■		■	■	■		■	■		\$ 79,350	2020	\$ 85,700
Covington		■	■		■				■			■	■		\$ 82,200	2022	\$ 84,300
Coweta County		■	■	■	■	■	■	■	■	■		■	■	■	\$ 88,330	2005	\$ 139,700
Dawson County			■	■	■	■	■	■	■	■		■	■		\$ 47,250	2017	\$ 55,100
Dunwoody	■		■						■	■		■	■		\$ 48,140	2010	\$ 67,000
Fayetteville CIE			■		■				■	■		■	■		\$ 52,288	2022	\$ 53,600
Glynn County		■	■	■	■				■	■	■	■	■		\$ 76,450	2019	\$ 84,700
Hall County		■	■	■	■	■	■	■	■	■			■		\$ 79,607	2000	\$ 143,000
Henry County		■	■	■	■	■	■	■	■	■		■	■		\$ 70,650	2020	\$ 76,300
Jackson County		■	■	■	■	■			■	■		■	■		\$ 78,301	2007	\$ 117,700
Jasper County	■	■	■	■		■	■	■	■	■			■		\$ 48,218	2006	\$ 74,400
Jones County	■	■	■	■		■	■	■	■	■			■		\$ 48,218	2006	\$ 74,400
Lee County	■	■	■	■	■	■	■	■	■	■			■		\$ 78,060	2005	\$ 123,500
Locust Grove		■	■						■	■		■	■	■	\$ 66,510	2004	\$ 107,900
Madison	■	■	■		■				■	■		■	■		\$ 48,218	2007	\$ 72,500
McDonough		■	■		■				■	■		■	■		\$ 38,450	2017	\$ 44,800
Milton	■	■	■		■				■	■		■	■		\$ 58,140	2014	\$ 73,100
Newton County			■	■	■	■	■	■	■	■		■	■		\$ 82,350	2022	\$ 84,500
Pike County		■	■	■	■	■	■	■	■	■		■	■		\$ 49,400	2006	\$ 76,200
Rockdale County			■	■	■			■	■	■			■	■	\$ 53,350	2018	\$ 60,600
Sandy Springs			■		■			■	■	■		■	■		\$ 78,050	2021	\$ 82,100
Savannah		■	■		■			■	■	■		■	■		\$ 92,800	2021	\$ 97,700
Troup County	■		■	■	■	■	■	■	■	■		■	■		\$ 74,790	2022	\$ 76,700
Walton County			■	■	■	■	■	■	■	■		■	■		\$ 68,100	2019	\$ 75,400
McDonough			■		■				■	■			■	■		2023	\$ 65,233

AGENDA ITEM SUMMARY
August 21, 2023, City Council Meeting
Item Number: 13



Presented by: Sandra Vincent

Department: Administration

ITEM SUMMARY:

Request for adoption of a Resolution adopting the Capital Improvements Element 2023 Annual Update: FY 2022 Financial Report & Community Work Program.

SPECIAL CONSIDERATIONS OR CONCERNS:

The Draft Report has been reviewed and approved for adoption by both the Atlanta Regional Commission and the Georgia Department of Community Affairs. Upon adoption, the report will be filed with the Atlanta Regional Commission.

STAFF RECOMMENDATION:

Adopt the Resolution adopting the Capital Improvements Element 2023 Annual Update: FY 2022 Financial Report & Community Work Program.

FINANCIAL IMPACT:

None.

FUNDING SOURCE:

ATTACHMENTS:

FY 2022 Financial Report & Community Work Program
Resolution to Adopt

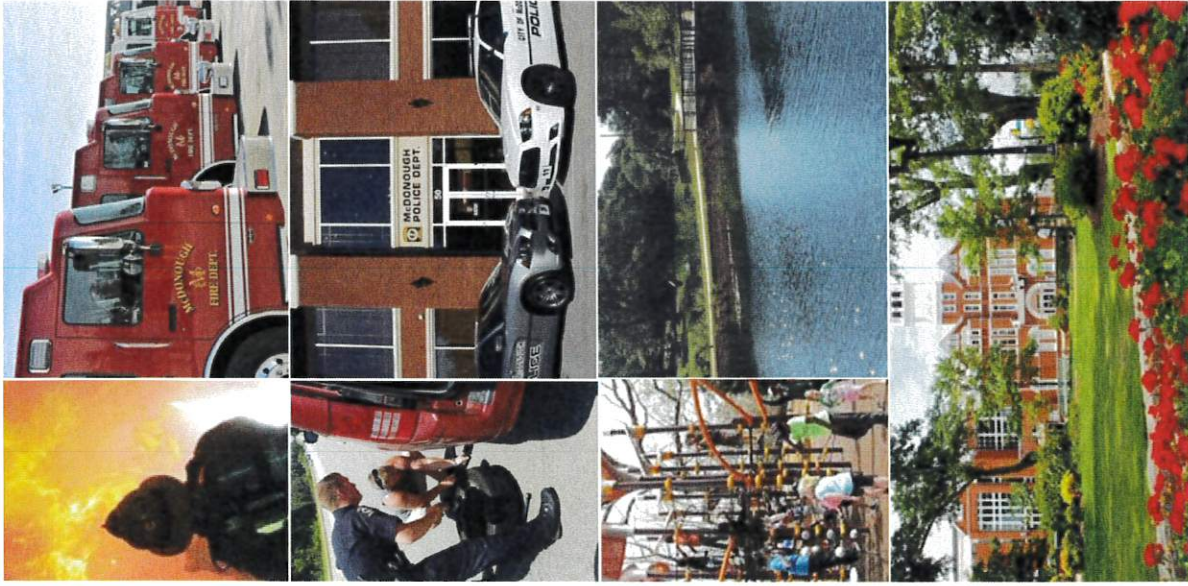
OTHER DEPARTMENTAL REVIEW NEEDED:

☒ Yes

☐ No

OTHER DEPARTMENTAL REVIEW

☒ Finance



Capital Improvements Element

2023 Annual Update: FY 2022 Financial Report & Community Work Program McDonough, Georgia

Adopted: August 21, 2023

ROSS+associates

urban planning & plan implementation

in association with HatleyPlans, LLC

This CIE Annual Update covers the fiscal year 2022, and is based on the *Capital Improvements Element* adopted by the City in 2003, and subsequently amended March 18, 2019.

The City's fiscal year runs from July 1 through June 30.

This Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the *Development Impact Fee Act* (DIFA) and the Department of Community Affairs (DCA) documents *Development Impact Fee Compliance Requirements* and *Standards and Procedures for Local Comprehensive Planning*. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to DCA's Compliance Requirements, the Annual Update:

"must include: 1) the Annual Report on impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in

project costs, proposed changes in funding sources, construction schedules, or project scope." (Chapter 110-12-2-.03(2)(c))

Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

"As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area." (O.C.G.A. 36-71-8(c))

The required financial information for each public facility category appears in the main financial table (page 2); all of the public facility categories have a single, city-wide service area. The status of all impact fee projects, by public facility category, is shown on the tables beginning on page 3.

¹ Note that DCA's Compliance Requirements specify that the work program is to meet the requirements of Chapter 110-12-1-.04(7)(a), which is a reference to the work program

Schedule of Improvements

In addition to the financial report, the City has prepared a five-year schedule of improvements—a community work program (CWP)—as specified in DCA's Compliance Requirements (Chapter 110-12-2-.03(2)(c)), which states that local governments that have a CIE must "update their entire Short Term [i.e., Community] Work Programs annually."¹

According to DCA's requirements,² the CWP must include:

- A brief description of the activity;
- Legal authorization, if applicable;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and,
- Funding source(s), if applicable.

All of this information appears in the Community Work Program portion of this document beginning on page 7.

Planning. The correct current description is found at Chapter 110-12-1-.04(2)(b)1.
² Chapter 110-12-1-.03(3).

Mathematical errors have been discovered in the 2022 Annual Update Report covering FY 2021.
The corrected summary table follows:

IMPACT FEE FINANCIAL REPORT

City of McDonough GA	Annual Impact Fee Financial Report - Fiscal Year 2021 Revised					
Public Facility	Fire Department City-wide	Police Department City-wide	Parks & Recreation City-wide	CIE Cost Recovery	Administration	TOTAL
Service Area						
Impact Fee Fund Balance June 30, 2020	\$ 189,242.07	\$ -	\$ 544,459.73	\$ (25,438.87)	\$ 14,527.13	\$ 722,790.06
Impact Fees Collected (July 1, 2020 through June 30, 2021)	\$ 218,859.53	\$ 232,769.71	\$ 140,281.50	\$ 1,221.69	\$ 17,714.56	\$ 610,847.00
Accrued Interest	\$ 77.75	\$ 82.69	\$ 49.83	\$ 0.43	\$ 6.29	\$ 217.00
Subtotal: Fee Accounts	\$ 218,937.28	\$ 232,852.40	\$ 140,331.33	\$ 1,222.13	\$ 17,720.86	\$ 611,064.00
(Impact Fee Refunds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Expenditures)	\$ (100,300.89)	\$ (8,984.00)	\$ (7,200.00)	\$ (5,048.00)	\$ (8,400.00)	\$ (129,932.89)
Impact Fee Fund Balance June 30, 2021	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06	\$ (29,264.74)	\$ 23,847.99	\$ 1,203,921.17
Impact Fees Encumbered	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06			\$ 1,209,337.93

Note: All figures shown rounded to whole cents. City financial records maintain the actual amounts.

IMPACT FEE FINANCIAL REPORT

City of McDonough GA	Annual Impact Fee Financial Report - Fiscal Year 2022					
Public Facility Service Area	Fire Department City-wide	Police Department City-wide	Parks & Recreation City-wide	CIE Cost Recovery	Admin- istration	TOTAL
Impact Fee Fund Balance June 30, 2021	\$ 307,878.46	\$ 223,868.40	\$ 677,591.06	\$ (29,264.74)	\$ 23,847.99	\$ 1,203,921.17
Impact Fees Collected (July 1, 2021 through June 30, 2022)	\$ 365,568.99	\$ 388,803.66	\$ 828,034.75	\$ 3,057.27	\$ 44,330.42	\$ 1,629,795.09
Accrued Interest	\$ 120.45	\$ 128.10	\$ 272.82	\$ 1.01	\$ 14.60	\$ 536.98
Transfer of Administrative Funds to CIE Cost Recovery	\$ -	\$ -	\$ -	\$ 30,926.47	\$ (30,926.47)	\$ -
Total Net Receipts	\$ 365,689.44	\$ 388,931.76	\$ 828,307.57	\$ 33,984.74	\$ 13,418.55	\$ 1,630,332.07
Impact Fee Project Expenditures	\$ (35,519.70)	\$ (143,936.60)	\$ -	\$ -	\$ -	\$ (179,456.30)
Transfer of Administrative Funds to City of McDonough	\$ -	\$ -	\$ -	\$ (8,400.00)	\$ 8,400.00	\$ -
CIE Annual Update	\$ -	\$ -	\$ -	\$ (4,720.00)	\$ -	\$ (4,720.00)
Impact Fee Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ (35,519.70)	\$ (143,936.60)	\$ -	\$ (13,120.00)	\$ 8,400.00	\$ (184,176.30)
Net Revenue over (under) Expenditures	\$ 330,169.74	\$ 244,995.16	\$ 828,307.57	\$ 20,864.74	\$ 21,818.55	\$ 1,446,155.78
Impact Fee Fund Balance June 30, 2022	\$ 638,048.20	\$ 468,863.56	\$ 1,505,898.63	\$ (8,400.00)	\$ 45,666.54	\$ 2,650,076.93
Impact Fees Encumbered	\$ 638,048.20	\$ 468,863.56	\$ 1,505,898.63			\$ 2,612,810.39

Public Facility: Parks & Recreation

Responsible Party: Public Services Department

Service Area: Citywide

Project Description*	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Under CIE adopted in 2003								
Park B Facility Expansion (Avalon)	2018	2022	\$ 2,000,000.00	100.00%	\$ 2,000,000.00			
Park C Facility Expansion (Alexander)	2018	2022	\$ 1,330,000.00	100.00%	\$ 1,330,000.00	-		
Future Park D (Hope Park)	2018	2022	\$ 535,000.00	100.00%	\$ 535,000.00			
Under CIE adopted March 18, 2019								
Park Acres	2025	2040	\$ 17,097,495.74	100.00%	17,097,495.74			
Baseball/Softball Fields	**	**	\$ 4,348,423.80	96.96%	4,216,123.71			
Batting Cages	**	**	\$ 21,028.31	100.00%	21,028.31			
Football Fields	**	**	\$ 884,831.71	100.00%	884,831.71			
Multi-Purpose Fields	**	**	\$ 289,960.63	100.00%	289,960.63			
Tennis Courts	**	**	\$ 1,740,749.50	96.96%	1,687,775.87			
Pickleball Courts	2023	2024	\$ 394,280.75	42.11%	166,023.53		\$ 166,023.53	6 courts
Basketball Courts (Full Court)	**	**	\$ 290,289.20	96.96%	281,456.23			
Basketball Courts (Half Court)	**	**	\$ 48,381.53	72.72%	35,182.03			
Playgrounds	2023	2027	\$ 1,514,530.92	93.49%	1,416,006.87		\$ 166,023.53	2 playgrounds
Pavilions	2023	2027	\$ 484,636.75	100.00%	484,636.75		\$ 484,636.75	5 pavilions
Restroom Buildings	2023	2024	\$ 149,485.34	100.00%	149,485.34		\$ 149,485.34	2 buildings
Concessions Stands	**	**	\$ 93,428.34	72.72%	67,939.11			
Restroom/Concessions/Storage	2027	2030	\$ 603,690.79	96.96%	585,321.58			
Storage Buildings	**	**	\$ 215,603.85	72.72%	156,782.57			
Band Shell/Amphitheaters	2025	2026	\$ 1,068,066.16	63.15%	674,470.87			
Splash Pad	2024	2024	\$ 440,773.02	72.72%	320,520.83		\$ 320,520.83	Avalon Park
Disc Golf Courses	2024	2025	\$ 147,875.82	42.10%	62,258.85		\$ 62,258.85	2 courses
Walking Trails	2027	2030	\$ 385,029.58	100.00%	385,029.58			
Benches	2026	2036	\$ 29,571.06	96.96%	28,671.26		\$ 28,671.26	2 benches
Parking Spaces	2027	2027	\$ 4,529,135.81	99.98%	4,528,240.50		\$ 128,278.53	55 spaces
			\$ 34,777,268.61		\$ 33,539,241.86	\$ -	\$ 1,505,898.63	

* All dollar amounts are Net Present Value

** Not yet programmed.

Public Facility: Police Buildings and Equipment

Responsible Party: Police Department

Service Area: Citywide

Project Description	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Storage Building Expansion	2023	2023	\$ 51,904.35	100.00%	\$ 51,904.35		\$ 51,904.35	
Simpson Street Precinct	2022	2024	\$ 582,910.17	100.00%	\$ 582,910.17	\$ 82,879.30	\$ 416,959.21	Delayed
Vehicle	2022	2025	\$ 35,459.48	100.00%	\$ 35,459.48	\$ 30,528.65		Delayed
Emergency Power Systems	2019	2019	\$ 101,312.80	100.00%	\$ 101,312.80			
Station 53	2020	--	\$ 2,002,852.76	100.00%	\$ 2,002,852.76			Delayed
Vehicle	2022	2022	\$ 36,396.61	100.00%	\$ 36,396.61	\$ 30,528.65		
Vehicle	2027	2027	\$ 37,358.51	100.00%	\$ 37,358.51			
Law Enforcement Complex Phase I	2028	2030	\$ 2,656,479	100.00%	\$ 2,656,478.63			
Vehicle	2028	2028	\$ 38,849.24	100.00%	\$ 38,849.24			
Vehicle	2030	2030	\$ 39,875.96	100.00%	\$ 39,875.96			
Vehicle	2032	2032	\$ 41,467.13	100.00%	\$ 41,467.13			
Law Enforcement Complex Phase II	2033	2033	\$ 3,225,782	100.00%	\$ 3,225,781.97			
Vehicle	2033	2033	\$ 42,563.04	100.00%	\$ 42,563.04			
Vehicle	2036	2036	\$ 44,261.44	100.00%	\$ 44,261.44			
Vehicle	2038	2038	\$ 45,431.20	100.00%	\$ 45,431.20			
Vehicle	2040	2040	\$ 46,631.86	100.00%	\$ 46,631.86			
			\$ 9,029,535.15		\$ 9,029,535.15	\$ 143,936.60	\$ 468,863.56	

* All dollar amounts are Net Present Value

Public Facility: Fire Stations and Equipment

Responsible Party: Fire Department

Service Area: Citywide

Project Description	Project Start Date	Project End Date	Local Cost of Project*	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	FY 2022 Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Storage Building Expansion	2023	2023	\$ 22,302.65	100.00%	\$ 22,302.65		\$ 22,302.65	
Brush Truck	2023	2023	\$ 202,625.59	100.00%	\$ 202,625.59		\$ 202,625.59	
Command Vehicle	2023	2023	\$ 194,520.57	100.00%	\$ 194,520.57		\$ 194,520.57	
Rescue ATV	2027	2027	\$ 19,452.06	100.00%	\$ 19,452.06			
Station 53	2020	--	\$ 3,719,584.54	100.00%	\$ 3,719,584.54		\$ 153,818.20	Delayed
Simpson Street Precinct	2021	2022	\$ 52,220.00	100.00%	\$ 52,220.00	\$ 35,519.70	\$ 16,700.30	Delayed
Ladder Truck	2023	2023	\$ 872,464.04	100.00%	\$ 872,464.04			
Pumper Truck	2024	2024	\$ 359,249.90	100.00%	\$ 359,249.90			
Brush Truck	2025	2025	\$ 205,285.66	100.00%	\$ 205,285.66			
Administrative Vehicle	2026	2026	\$ 48,080.89	100.00%	\$ 48,080.89		\$ 48,080.89	
Pumper Truck	2030	2030	\$ 409,298.09	100.00%	\$ 409,298.09			
Ladder Truck	2030	2030	\$ 872,464.04	100.00%	\$ 872,464.04			
Command Vehicle	2030	2030	\$ 98,537.12	100.00%	\$ 98,537.12			
New Future Station	2030	2030	\$ 1,654,302.44	100.00%	\$ 1,654,302.44			
Administrative Vehicle	2034	2034	\$ 40,288.09	100.00%	\$ 40,288.09			
Administrative Vehicle	2040	2040	\$ 43,567.48	100.00%	\$ 43,567.48			
			\$ 8,814,243.17		\$ 8,814,243.17	\$ 35,519.70	\$ 638,048.20	

* All dollar amounts are Net Present Value

2023-2027 COMMUNITY WORK PROGRAM
Impact Fee Projects only, based on CIE of March 18, 2019

The following impact fee funded projects are contained in this Capital Improvements Element Annual Update Report and amend the Community Work Program contained in the McDonough portion of the Henry County Joint Comprehensive Plan.

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Fire Protection	Storage Building Expansion (Fire Dept. portion)	✓					Fire Department	\$ 22,302.65	100% Impact Fees
Fire Protection	Purchase Brush Truck	✓					Fire Department	\$ 202,625.59	100% Impact Fees
Fire Protection	Purchase Command Vehicle	✓					Fire Department	\$ 194,520.57	100% Impact Fees
Fire Protection	Construct Station 53 (Fire Dept. portion) - Delayed						Fire Department	\$ 3,719,584.54	100% Impact Fees
Fire Protection	Purchase Ladder Truck	✓					Fire Department	\$ 872,464.04	100% Impact Fees
Fire Protection	Purchase Pumper Truck		✓				Fire Department	\$ 359,249.90	100% Impact Fees
Fire Protection	Purchase Brush Truck			✓			Fire Department	\$ 205,285.66	100% Impact Fees

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Fire Protection	Purchase Administrative Vehicle				✓		Fire Department	\$ 48,080.89	100% Im-pact Fees
Law Enforcement	Construct Storage Building Expansion (Police Dept. portion)	✓					Police Department	\$ 51,904.35	100% Im-pact Fees
Law Enforcement	Construct Simpson St. Precinct	✓					Police Department	\$ 582,910.17	100% Im-pact Fees
Law Enforcement	Construct Station 53 (Police Dept. portion) - Delayed						Police Department	\$ 2,002,852.76	100% Im-pact Fees
Law Enforcement	Purchase Police Vehicle		✓				Police Department	\$ 36,396.61	100% Im-pact Fees
Law Enforcement	Purchase Police Vehicle					✓	Police Department	\$ 37,358.51	100% Im-pact Fees
Parks & Recreation	Construct 6 Pickleball Courts	✓	✓				Public Works Department	\$ 166,023.53	42.11% Im-pact Fees; SPLOST
Parks & Recreation	Construct 2 Playgrounds	✓					Public Works Department	\$ 166,023.53	93.49% Im-pact Fees; SPLOST
Parks & Recreation	Construct 5 Pavilions	✓					Public Works Department	\$ 484,636.75	100% Im-pact Fees
Parks & Recreation	Construct 2 Restroom Buildings	✓	✓				Public Works Department	\$ 149,485.34	100% Im-pact Fees

Category	Action/Item	2023	2024	2025	2026	2027	Responsible Party	Cost Estimate	Funding Source
Parks & Recreation	Construct Splash Pad		✓				Public Works Department	\$ 320,520.83	72.72% Im-pact Fees; SPLOST
Parks & Recreation	Construct 2 Disc Golf Courses		✓				Public Works Department	\$ 62,258.85	42.10% Im-pact Fees; SPLOST
Parks & Recreation	Provide 2 Benches				✓		Public Works Department	\$ 28,671.26	96.96% Im-pact Fees; SPLOST
Parks & Recreation	Add 55 Parking Spaces					✓	Public Works Department	\$ 128,278.53	99.98% Im-pact Fees; SPLOST

AGENDA ITEM SUMMARY
August 21, 2023, City Council Meeting
Item Number: 14



Presented by: Ken Noble

Police Department

ITEM SUMMARY:

Consider for approval the purchase of five (5) tactical rifles, along with accessories to outfit each rifle. These accessories will include flashlights, Red Dots, and suppressors to be mounted on each rifle. These rifles will be for the Uniform Patrol Division. This will start the process of outfitting the entire department with these newer rifles to replace the old ones being currently used.

SPECIAL CONSIDERATIONS OR CONCERNS:

These new and improved rifles with help with accuracy and are the same type of Red Dot accessories currently used with the department issued pistols.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

(5) Rifles at \$1,050.40= \$5,252.00
(5) Red Dots at \$468.23= \$2,341.15
(5) Flashlights at \$144.95= \$724.75
(5) Suppressors at \$490.00= \$2,450.00
(5) Flashlight Mounting Clips at \$16.94= \$84.70
Grand Total= \$10,852.60 to be taken from the new Red Speed GL account.

FUNDING SOURCE:

Line Item: 214-5.3210.53.1795

ATTACHMENTS:

(1) Quote

OTHER DEPARTMENTAL REVIEW NEEDED:

☒ Yes

☐ No

OTHER DEPARTMENTAL REVIEW



Quotation

775 GA-42 N.
McDonough, GA 30253
Phone: 800-333-0695 Ext. 116
Cell: 678-274-8433
Email: kenny.wesley@amchar.com

DATE 8/20/2023
Quotation # 202306CKW0177

Quotation For: **MCDONOUGH POLICE DEPARTMENT**
MCDONOUGH, GA

Number of days Quote is Valid: 30
Quotation valid until: 9/19/2023

Contact Name: LT HOGELAND
Email: mhogeland@mcdonoughga.org
Phone: (678)782-6336
Fax:

Prepared by: [Kenny Wesley] Email: [kenny.wesley@amchar.com]

SALESPERSON	CUSTOMER ID	SHIP VIA	F.O.B. POINT	TERMS
CKW			Your Dept	N30

QUANTITY	DESCRIPTION	UNIT PRICE	DISCOUNT	AMOUNT
5	FABGLAW36100558: FNH FN15 TACTICAL RIA 5.56X45 NATO 16" BBL FLAT TOP FLIPUP SIGHTS MOD3	\$1,050.40		\$5,252.00
5	AIM200759: AIMPOINT DUTY RDS RED DOT SIGHT 2 MOA 39MM SPACER	\$468.23		\$2,341.15
5	STR69450: STREAMLIGHT TLR-RM2 INCLUDES REMOT DOOR SWITCH, MOUNTING CLIPS 2 CR123A BOX BLACK	\$144.95		\$724.75
5	RUSRZR556: RUGGED SUPPRESSORS RAZOR556 BLACK 556 BELT FED RATED 6.4IN LENGTH QD	\$490.00		\$2,450.00
5	TROSRIMM130BT00: TROY M- LOK RAIL SECTION 3" BLACK	16.94		\$84.70

If you choose to purchase the above listed items, we will require a department purchase order as well as any federal excise tax exempt forms required. Some orders will require ORIGINAL INK signed paperwork per the request of the manufacturer. Orders will not be placed until the proper paperwork has arrived.
All paperwork should be faxed ATTENTION TO BILL @ Amchar Wholesale Inc.

SUBTOTAL	\$10,852.60
SHIPPING	
TOTAL DISCOUNT	
TOTAL	\$10,852.60

All Quotes subject to factory price stability and may change without notice. Prices quoted are contingent to signed acceptance of this quotation

To accept this quotation, sign here and return By Fax:

AGENDA ITEM SUMMARY
August 21, 2023, City Council Meeting
Item Number: 15



Presented by: Andrew Baker, AICP

Department: Community Development Department

ITEM SUMMARY:

The *City of McDonough 2040 Comprehensive Plan – Five-Year Update Adoption*. In accordance with Georgia Department of Community Affairs, all cities/governments must have prepared and adopt a Comprehensive Plan that ensure that future development will occur where, when, and how the community and local government wants and desires. This Comprehensive Plan must be updated every five years.

The *Reflection Forward: City of McDonough Comprehensive Plan 2024-2028 Five -Year Update* document was transmitted to Department of Community Affairs (DCA)/Atlanta Regional Commission (ARC) on the June 1, 2023 and received approval from DCA/ARC in July 2023. As soon as the City provides written notice that the plan has been adopted and provides DCA with a digital copy of the final adopted version of this document, the City will be awarded Qualified Local Government status.

SPECIAL CONSIDERATIONS OR CONCERNS:

Said application is to be processed in accord with schedule herein:

- 5/30/2023 Joint Special Called Planning Commission & Board of Zoning Appeals Public Review
- 6/1/2023 City Council Public Review – Vote
- 8/21/23 City Council Official Adoption

RECOMMENDATIONS:

Planning Commission

Calvin McClenden made motion to recommend approval and move the item forward to the City Council, Richard Hiott seconded.

- **Vote:** 4-0 (Motion Passed)

Board of Zoning Appeals

Charles Piersaul made motion to recommend approval and move the item forward to the City Council, Samuel Humphrey seconded.

- **Vote:** 3- 1 (Motion Failed)

FINANCIAL IMPACT:

Cities and counties with DCA-approved comprehensive plans have access to a special package of financial resources to aid in implementing their plans. This includes Community Development Block Grants (CDBG), water and sewer loans from the Georgia Environmental Finance Authority (GEFA), economic development funding from the OneGeorgia Authority, and a variety of other programs from DCA and partner agencies. Eligibility for this package of incentives is called Qualified Local Government (QLG) status.