

**Capital Improvements Element
2014 Annual Update:**

**Financial Report &
Community Work Program**

Thomas County, GA

TRANSMITTAL DRAFT: April 22, 2014

This Capital Improvements Element 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 *Minimum 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 5-Year Work Program.

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))

This Annual Update itself is based on the Thomas County Capital Improvements Element, as adopted by the County on October 4, 2007.

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(d)(1))

The required financial information for each public facility category appears in the main financial table (page 2); service area designations appear in the project tables that follow (pages 3 through 5).

The County's fiscal year runs from January 1 to December 31.

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:

- 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 6.

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 requirements in a previous version of the *Minimum Standards and Procedures for Local Comprehensive Planning*. The correct current description is found at Chapter 110-12-1-.03(4).

² Chapter 110-12-1-.03(3).

IMPACT FEES FINANCIAL REPORT – THOMAS COUNTY, GA
Fiscal Year 2013

Thomas County, GA		Annual Impact Fee Financial Report - Fiscal Year 2013					
Public Facility	Parks & Recreation	Fire Protection	Sheriff's Office	EMS	911	Administration	TOTAL
Impact Fee Fund Balance January 1, 2013	\$ 237,693.67	\$ 72,005.06	\$ 30,933.93	\$ 38,482.17	\$ 4,693.04	\$ 16,014.12	\$ 399,822.00
Impact Fees Collected (January 1, 2013 through December 31, 2013)	17,999.84	21,580.69	1,679.56	2,089.61	248.55	1,307.52	\$ 44,905.77
Other Revenue	-	-	-	-	-	-	\$ -
Subtotal: Fee Accounts	\$ 255,693.51	\$ 93,585.75	\$ 32,613.49	\$ 40,571.78	\$ 4,941.59	\$ 17,321.64	\$ 444,727.77
Accrued Interest	728.18	266.52	92.88	115.54	14.07	49.33	\$ 1,266.53
(Impact Fee Refunds)	(654.54)	(770.48)	(59.72)	(74.30)	(8.82)	(47.02)	\$ (1,614.88)
(Expenditures)	-	(22,329.60)	-	-	-	(3,450.00)	\$ (25,779.60)
Impact Fee Fund Balance December 31, 2013	\$ 255,767.16	\$ 70,752.19	\$ 32,646.65	\$ 40,613.03	\$ 4,946.85	\$ 13,873.95	\$ 418,599.82
Impact Fees Encumbered	\$ 255,767.16	\$ 70,752.19	\$ 32,646.65	\$ 40,613.03	\$ 4,946.85		\$ 404,725.87

Public Facility:		Parks & Recreation						
Service Area:		County-wide						
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	Impact Fees Expended FY 2013	Impact Fees Encumbered	Status/Remarks
Future Park A (40 acres)	2016	2016	\$ 480,000.00	100.0%	\$ 480,000.00	\$ -		
Future Park B (45 acres)	2014	2014	540,000.00	100.0%	540,000.00	-	\$ 255,767.16	
Future Park C (51 acres)	2019	2019	612,000.00	100.0%	612,000.00	-		
Future Park D (45 acres)	2023	2023	540,000.00	100.0%	540,000.00	-		
5 Picnic Grounds	tba	tba	206,000.00	86.0%	177,160.00	-		start date tba
7 Shelters	tba	tba	288,400.00	95.7%	276,040.00	-		start date tba
5 Playgrounds	tba	tba	550,000.00	86.0%	473,000.00	-		start date tba
2 Trails	tba	tba	460,000.00	70.0%	322,000.00	-		start date tba
Fitness Course	tba	tba	220,000.00	100.0%	220,000.00	-		start date tba
2 Tennis Courts	tba	tba	110,000.00	70.0%	77,000.00	-		start date tba
8 Basketball Courts	tba	tba	336,000.00	90.0%	302,400.00	-		start date tba
2 Soccer Fields	tba	tba	910,000.00	95.0%	864,500.00	-		start date tba
4 Baseball Fields	tba	tba	1,364,000.00	95.0%	1,295,800.00	-		start date tba
Multiuse Field	tba	tba	425,000.00	100.0%	425,000.00	-		start date tba
Gazebo	tba	tba	28,000.00	100.0%	28,000.00	-		start date tba
			\$ 7,069,400.00		\$ 6,632,900.00	\$ -	\$ 255,767.16	

Public Facility: Fire Protection								
Service Area: County-wide excluding Thomasville								
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	Impact Fees Expended FY 2013	Impact Fees Encumbered	Status/Remarks
Training Facility (6500 sf)	2016	2017	\$ 1,137,500.00	100.0%	\$ 1,137,500.00	\$ -	\$ 70,752.19	delayed from 2010
Future Fire Sta. (5000 sf)	2016	2016	875,000.00	100.0%	875,000.00	-		
Future Fire Sta. (6000 sf)	2020	2021	1,050,000.00	97.4%	1,022,964.64	-		
Heavy Rescue	2016	2016	115,000.00	0.0%	-	-		delayed from 2008
Operations Vehicles (2)	2016	2017	52,000.00	0.0%	-	-		
Tanker	2016	2016	325,000.00	0.0%	-	-		delayed from 2008
Ladder	2020	2020	450,000.00	0.0%	-	-		delayed from 2009
Engine	2020	2020	350,000.00	0.0%	-	-		
Heavy Rescue	2018	2018	115,000.00	0.0%	-	-		
Ladder	2018	2018	450,000.00	100.0%	450,000.00	-		
2009 Pierce Tanker	2010	2010	300,892.84	100.0%	300,892.84	-		Purchased 2010
Mobile Command	2015	2015	250,000.00	100.0%	250,000.00	-		
Heavy Rescue - 2010 Peterbilt	2010	2010	116,873.76	100.0%	116,873.76	-		Purchased 2010
2011 Pierce Pumper	2012	2012	249,995.00	100.0%	249,995.00	22,329.60		Purchased 2012
Ladder	2022	2022	450,000.00	100.0%	450,000.00	-		
Engine	2018	2018	350,000.00	100.0%	350,000.00	-		
ALS Road Warrior	2019	2019	125,000.00	100.0%	125,000.00	-		
ALS Road Warrior	2020	2020	125,000.00	100.0%	125,000.00	-		
ALS Road Warrior	2020	2020	125,000.00	100.0%	125,000.00	-		
ALS Road Warrior	2021	2021	125,000.00	100.0%	125,000.00	-		
ALS Road Warrior	2022	2022	125,000.00	100.0%	125,000.00	-		
			\$ 7,262,261.60		\$ 5,828,226.24	\$ 22,329.60	\$ 70,752.19	

Public Facility: Sheriff's Office								
Service Area: County-wide								
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	Impact Fees Expended FY 2013	Impact Fees Encumbered	Status/Remarks
Expansion (5339 sf)	2014	2014	\$ 2,000,000.00	46.7%	\$ 934,276.00	\$ -	\$ 32,646.65	+ SPLOST
			\$ 2,000,000.00		\$ 934,276.00	\$ -	\$ 32,646.65	

Public Facility: Emergency Medical Services								
Service Area: County-wide								
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	Impact Fees Expended FY 2013	Impact Fees Encumbered	Status/Remarks
EMS Facility (2000 sf)	2015	2015	\$ 300,000.00	100.0%	\$ 300,000.00	\$ -	\$ 40,613.03	
EMS Facility (2000 sf)	2016	2016	300,000.00	100.0%	300,000.00	-		
EMS Facility (2000 sf)	2017	2017	300,000.00	55.7%	167,097.14	-		
Heavy Rescue/Medical Command Vehicle	2015	2015	200,000.00	100.0%	200,000.00	-		
Ambulance	2018	2018	185,000.00	100.0%	185,000.00	-		
Ambulances (4)	2014	2017	625,000.00	0.0%	-	-		
Heavy Extraction Vehicle	2015	2015	250,000.00	100.0%	250,000.00	-		
Ambulance	2020	2020	185,000.00	100.0%	185,000.00	-		
			\$ 2,345,000.00		\$ 1,587,097.14	\$ -	\$ 40,613.03	

Public Facility: Emergency Communications (911)								
Service Area: County-wide								
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	Impact Fees Expended FY 2013	Impact Fees Encumbered	Status/Remarks
Expansion (903 sf)	2014	2015	\$ 139,948.00	100.0%	\$ 139,948.00	\$ -	\$ 4,946.85	+ 911 Funds
			\$ 139,948.00		\$ 139,948.00	\$ -	\$ 4,946.85	

**2014-2018 COMMUNITY WORK PROGRAM
THOMAS COUNTY, GA**

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Urban Service Area Boundary								
1. Modified Infrastructure Standards Applicable in the Urban Service Area.		X				Planning Director	Primarily a staff function	General Fund
2. Red Hills Region Greenbelt and Conservation Easements Subdivision	X	X	X	X		Planning Director, and the Tall Timbers Research Station	Primarily a staff function	General Fund; in-kind assistance from Tall Timbers
3. Canopy Road Scenic Corridor Designations		X				Board of Commissioners, Planning Director, and the Planning Commission	Primarily a staff function	General Fund
4. Metcalf Small Area Study and Plan		X				Planning Director, Planning and Land Use Standards (PLUS) Commission, Consultant	Primarily a staff function	General Fund

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
5. Rural Mobile Home Park Improvement Program			X	X		Board of Commissioners, Planning Director, PLUS Commission	Unknown	CDBG grant with local match
Fire Department								
1. Training Facility			X	X		Fire Department	\$1,137,500	100% impact fees
2. Heavy Rescue			X			Fire Department	\$115,000	Fire District Taxes
3. Tanker			X			Fire Department	\$325,000	Fire District Taxes
4. Ladder					X	Fire Department	\$450,000	100% impact fees
5. Engine					X	Fire Department	\$350,000	100% impact fees
6. Heavy Rescue Truck					X	Fire Department	\$115,000	Fire District Taxes
7. Operations Vehicles (2)			X	X		Fire Department	\$52,000	Fire District Taxes

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
8. Mobile Command		X				Fire Department	\$250,000	100% impact fees
9. New Fire Station			X	X		Fire Department	\$875,000	100% impact fees
911/Dispatch								
1. Addressing			X			E-911	Unknown	911 Fund
2. Concept 24hrs seating	X					E-911	\$6,000	911 Fund
3. GIS server		X				E-911	\$3,000	911 Fund
4. Computers (6)		X				E-911	Unknown	911 Fund
5. Office Space Expansion	X	X				E-911	\$139,948	100% impact fees
Fleet Maintenance Shop								
1. New Shop		X				Shop Superintendent	\$500,000	General Fund
2. 1 truck		X				Shop Superintendent	\$20,000	General Fund

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Sheriff's Office								
1. Expansion	X					Sheriff's Office	\$2,000,000	SPLOST w/Impact Fees
Thomas County Probate Court								
1. New office computers and server	X					Probate Judge	\$20,000	General Fund
EMS								
1. EMS Facility		X				EMS Department	\$300,000	100% impact fees
2. EMS Facility			X			EMS Department	\$300,000	100% impact fees
3. EMS Facility				X		EMS Department	\$300,000	Emergency Services Fund w/Impact Fees
4. Heavy Rescue/Medical Command		X				EMS Department	\$200,000	100% impact fees

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
5. New Ambulances	X	X	X	X		EMS Department	\$625,000	Emergency Services Fund
6. New Ambulance					X	EMS Department	\$185,000	100% impact fees
7. Heavy Extrication Vehicle		X				EMS Department	\$250,000	100% impact fees
8. Supervision Vehicle			X			EMS Department	\$25,000	Emergency Services Fund
9. Sub Station			X			EMS Department	\$200,000	Emergency Services Fund
10. Extrication Equipment					X	EMS Department	\$50,000	Emergency Services Fund
11. Radios		X				EMS Department	\$60,000	Emergency Services Fund
12. Computers		X	X	X	X	EMS Department	\$20,000	Emergency Services Fund

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
13. Cardiac Monitors		X		X		EMS Department	\$54,000	Emergency Services Fund
Building Inspections								
1. New vehicle	X		X		X	Building inspections	\$48,000	General Fund
2. New computers			X		X	Building inspections	\$8,000	General Fund
3. Software - GIS equipment			X		X	Building inspections	\$6,000	General Fund
4. Map producer		X				Building inspections	\$3,000	General Fund
5. Office space, equipment and furnishings		X				Bldg inspections and Planning & Zoning	\$90,000	General Fund
Board of Elections and Registrars								
1. Advance Voting Machines	X					Board of Elections and Registrars	\$15,000	General Fund

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
2. Update computer equipment and software		X				Board of Elections and Registrars	\$6,500	General Fund
3. Update office furniture (work-units)			X			Board of Elections and Registrars	\$6,700	General Fund
Tax Assessor								
1. New vehicles		X				Board of Assessors	\$54,000	General Fund
2. Server Update		X				Board of Assessors	\$6,500	General Fund
3. New computers	X	X	X			Board of Assessors	\$10,000	General Fund
4. Storage devices	X	X				Board of Assessors	\$1,000	General Fund
5. GIS Software for information sharing	X					Board of Assessors	\$3,600	General Fund
Clerk of the Superior Court								

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
1. Data exchange technology to better interface with the DA, Sheriff, Magistrate, and Judges		X				Clerk of Court	\$25,000 per department	General Fund
2. Record storage if need not adequately met by the new courthouse	X					Clerk of Court	\$150,000	General Fund
Magistrate Court								
1. New office furniture	X					Magistrate	\$10,000	General Fund
2. New phone system	X					Magistrate	\$8,000	General Fund
3. Computer software for electronic filing; Magistrate Court Web Page	X					Magistrate	\$15,000	General Fund
4. Security Systems for office to limit access	X					Magistrate	\$7,000	General Fund
5. Additional office space for judges and new courtroom	X					Magistrate	"Sheriff"	SPLOST

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
6. Automation for application for warrants and first appearances, trials, and sentencing			X			Magistrate	\$12,000	General Fund
7. New Computers (8)		X				Magistrate	\$40,000	General Fund
8. New cars for constable (2)			X		X	Magistrate	\$35,000	General Fund
Other Departments								
1. Park Land (40 acres)			X			Board of Commissioners	\$480,000	100% impact fees
2. Park Land (45 acres)	X					Board of Commissioners	\$540,000	100% impact fees
3. Equipment shop - new lighting, new overhead doors.	X					Shop Superintendent	\$100,000	General Fund
4. Building Maintenance - new vehicles	X	X	X			Shop Superintendent	\$120,000	General Fund
5. Building Maintenance - 2 new truck bays, 1 new storage building		X				Shop Superintendent	\$100,000	General Fund

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
6. Rework addition to the Prison phase 1 new administration and kitchen		X				Warden	\$1,824,000	General Fund
7. Health Department - Expansion and remodeling			X			Building Superintendent	\$150,000	General Fund
8. Hill Building - Remodeling and AC upgrade	X					Building Superintendent	\$500,000	General Fund