

FY 2018 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

**Jefferson County Commission
Engineering Department/Office of Impact Fees
16 February 2016**

FY 2018 Impact Fee Program Capital Improvement Plan

Contents

Overview.....	2
Overview of Funding Options	3
Direct County Support	3
General Obligation/Construction Bonds.....	3
State Support.....	4
Federal Support.....	4
Summary of Impact Fee Fundable Projects	4
Impact Fee Program Specialist’s Notes	11
Overview.....	11
Authority.....	11
Cash Flow Analyses.....	12

Tables

Table 1. FY 2018 Priority 1 Projects - All Funding Sources.....	5
Table 2. FY 2018 Impact Fee Projects - All Priorities	6
Table 3. FY 2018 Impact Fee Fundable Projects.....	7
Table 4. School Cash Flow Analysis	13
Table 5. Law Enforcement Cash Flow Analysis	13
Table 6. Parks & Recreation Cash Flow Analysis.....	15
Table 7. EMS Cash Flow Analysis.....	16

FY 2018 Capital Improvement Plan Submissions

Divider

Board of Education	1
Sheriff of Jefferson County.....	2
Jefferson County Parks & Recreation Commission.....	3
Jefferson County Emergency Services Agency	4

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2018 (which begins July 1 2017). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$133,208,490 (up from \$112,859,750 in FY 2017). Of this amount, \$3,860,500 represents the funding requests for FY 2018 (in FY 2017 the amount was \$1,261,500).

The divided sections which follow include the submitted **CIP Form 1** (Agency/Department/Office Summary) for each entity as well as the individual **CIP Form 2** documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's **CIP Form 1**. Any supplementary documentation is included with the appropriate **CIP Form 2**. Proposed projects that directly impact the County Budget also require **Form 2B – Budget Impact Analysis**; however, the projects submitted for FY 2018 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with **CIP Form 1**. In the case of the Board of Education, **CIP Form 2** documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 11 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, a section of the Briel building was renovated which now houses a portion of the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds of which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹.

State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

Federal Support

Unfortunately Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs. **Table 2** lists all capital improvement projects requested by each entity regardless of being fundable by impact fees.

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2018 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2017.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2018 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
3	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
5	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
6	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$119,505,000	\$0	\$3,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$18,000,000	\$18,000,000
Jefferson County Sheriff's Office											
1	1	Purchase of Police Cruisers x 18 (3 per year)	\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
TOTALS			\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2018 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
2	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
3	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
5	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
6	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$119,505,000	\$0	\$3,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$18,000,000	\$18,000,000
Sheriff of Jefferson County											
1	2	Purchase of Police Cruisers x (18) 3 per Year	\$1,370,490	\$0	\$165,000	\$0	\$214,500	\$235,950	\$235,950	\$259,545	\$259,545
2	2	Weapons Training	\$32,500	\$0	\$7,500	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Qualifications Range	\$184,500	\$0	\$27,000	\$0	\$31,500	\$31,500	\$31,500	\$31,500	\$31,500
4	3	Mobile Data Terminal System for Police Vehicles	\$6,000,000	\$0	\$75,000	\$0	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000
5	4	New Jefferson County Sheriff's Office	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
TOTALS			\$8,287,490	\$0	\$274,500	\$0	\$1,051,000	\$2,172,450	\$2,172,450	\$2,296,045	\$321,045
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2018 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,500,000	\$0	\$100,000	\$0	\$0	\$750,000	\$650,000	\$0	\$0
2	2	Maintenance Vehicle	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre)	\$2,000,000	\$0	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$1,800,000
4	2	Land Acquisition Sam Michael's Park	\$400,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0
5	3	(Master Plan) Sam Michael's Park	\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
6	2	(Community Center Addition) South Jefferson Park	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
7	3	(Master Plan) James Hite Park	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0
8	2	(Picnic Pavilions) Aquatic Facility	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
9	3	Feasibility Study	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
10	2	James Hite Park (Parking)	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	0
11	2	James Hite Park (Dog Park)	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$5,335,000	\$0	\$505,000	\$35,000	\$275,000	\$1,750,000	\$850,000	\$75,000	\$1,845,000

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$302,071 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$19,745 on July 1, 2017. Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$15,000 of funding in FY 2018, not the full \$81,000 request. Another source for funding the remainder of the mortgage payment will need to come from another source.							

Jefferson County Parks & Recreation Commission											
4	2	Land Acquisition	\$400,000	\$0	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0
8	2	James Hite Park (Picnic Pavilions)	\$70,000	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$470,000	\$0	\$235,000	\$35,000	\$0	\$0	\$200,000	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
4	2	Land Acquisition	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$112,973 in the "Park Land" capital category of this project. This project is fully fundable up to the \$112,973 amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$147,085 on July 1, 2017. Therefore, due to limited funds in the Parks and Rec impact fee account, this request is approved for only \$100,000 of funding in FY 2018, not the full \$200,000 request.							
8	2	James Hite Park (Picnic Pavilions)	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$47,363 in the "Park Improvements & Rec Facilities" capital category of this project. This request is fully fundable contingent upon availability of funds in the Parks impact fee account; which is projected to have an estimated balance of \$147,085 on July 1, 2017. Full funding is available in the Parks and Rec impact fee account for this \$35,000 request, in FY 2018.							

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Sheriff of Jefferson County											
2	2	Weapons Training Qualifications Range	\$32,500	\$0	\$7,500	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
4	3	New Jefferson County Sheriff's Office	\$6,000,000	\$0	\$75,000	\$0	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000
TOTALS			\$6,032,500	\$0	\$82,500	\$0	\$505,000	\$1,505,000	\$1,905,000	\$2,005,000	\$30,000

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
2	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$197,634 in the "Buildings & Land" capital category of this project. This project is fundable contingent upon availability of funds in the Law Enforcement impact fee account, which is projected to have an estimated balance of \$101,391 on July 1, 2017. Full funding is available in the Law Enforcement account for this \$7,500 request, in FY 2018.
4	3	New Jefferson County Sheriff's Office	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$197,634 in the "Buildings & Land" capital category of this project. This project is fundable contingent upon availability of funds in the Law Enforcement impact fee account, which is projected to have an estimated balance of \$101,391 on July 1, 2017. However, at the March 2, 2017 presentation of the CIP, the County Commission <u>did not</u> approve this request for funding; and requested more information from the Sheriff on the plans for a New Jefferson County Sheriff's Office before giving this request further consideration.

Table 3. FY 2018 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2019	Yr 2 FY 2020	Yr 3 FY 2021	Yr 4 FY 2022	Yr 5 FY 2023
Jefferson County Board of Education											
1	1	Land Purchase	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0
4	1	County Wide Improvement (Elementary and Middle School)	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$8,000,000	\$0	\$3,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Land Purchase	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$4,135,778 in the "Elementary/Middle/High School & Land" combined capital category of this project. This project is a proposed complex for all three school and land capital categories. This project is fundable contingent upon availability of funds in the School impact fee account, which is projected to have an estimated balance of \$3,456,431 on July 1, 2017. Full funding is available in the Schools account for this \$2,000,000 request, in FY 2018.
3	1	County Wide Improvement (Elementary and Middle School)	Eligible for Full Funding due to being for new growth	As of January 31, 2017, the remaining allocation amount is \$1,104,938 in the "Elementary School & Land" capital category of this project. As of January 31, 2017, the remaining allocation amount is \$3,030,840 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$4,135,778. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$3,456,431 on July 1, 2017. Full funding is available in the Schools account for this \$1,000,000 request, in FY 2018.

Impact Fee Program Specialist's Notes

Overview

One role of the Impact Fee Program Specialist in preparing the Capital Improvement Plan is to indicate which projects, within each category for which impact fees are collected, are eligible for funding by impact fees. There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is *yes*, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is *yes*, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

One of the tasks of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding by Impact Fees (Ordinance 2003-1 Section 6(A)(2)(b)).

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through January 31, 2017 (50% of FY 2017). The projected balance runs through the end of FY 2017.

For the purposes of projecting the cash flow analysis from 31 January 2017 through 30 June 2017 (the beginning of FY 2017), it was assumed that the County growth rate for the period of 31 January 2017 through 30 June 2017, will be constant and equal to the same time period last year. During this period, there were 89 new single family detached structures (of which 3 qualified for the Affordable Housing Discount), and 10 new townhouse structures. For projecting the future cash flow from 31 January 2017 through 30 June 2017, we are assumed the following:

89	Single-family units
10	Townhouse units
0	Duplex units
0	Multi-family units

While there was some commercial development in CY 2016, the amount of commercial development impact fees collected during the same cash flow projection time period last year is \$0.00.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	Target Allocation %		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2017 Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$24,971,741	=	\$7,291,748	-	\$6,186,810	=	\$1,104,938
Middle School/High Schools & Land	67.8%	x	\$24,971,741	=	\$16,930,840	-	\$13,900,000	=	\$3,030,840
Admin Office/Shop/Bus Garage	3.0%	x	\$24,971,741	=	\$749,152	-	\$2,000,000	=	-\$1,250,848
Total for Schools	100%				\$24,971,741		\$22,086,810		\$2,884,931

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2017 Projected Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$25,543,241	=	\$7,458,626	-	\$6,186,810	=	\$1,271,816
Middle School/High Schools & Land	67.8%	x	\$25,543,241	=	\$17,318,317	-	\$13,900,000	=	\$3,418,317
Admin Office/Shop/Bus Garage	3.0%	x	\$25,543,241	=	\$766,297	-	\$2,000,000	=	-\$1,233,703
Total for Schools	100%				\$25,543,241		\$22,086,810		\$3,456,431

*Percent Allocation Calculations Based on February 10, 2015 Recalculation Report by TischlerBise using the Capital Category LOS Cost Figures

Table 5. Law Enforcement

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$340,117 =	\$135,109 -	\$236,454 =	-\$101,345
Equipment	\$150,000	2.2% x	\$340,117 =	\$7,374 -	\$18,211 =	-\$10,836
Buildings & Land	\$4,020,000	58.1% x	\$340,117 =	\$197,634 -	\$0 =	\$197,634
Total for Law Enforcement	\$6,918,201	100%		\$340,117	\$254,665	\$85,452

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$356,056 =	\$141,440 -	\$236,454 =	-\$95,014
Equipment	2.2% x	\$356,056 =	\$7,720 -	\$18,211 =	-\$10,491
Buildings & Land	58.1% x	\$356,056 =	\$206,895 -	\$0 =	\$206,895
Total for Law Enforcement	100%		\$356,056	\$254,665	\$101,391

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - Capital Category LOS Cost Calculations

Table 6. Parks & Recreation Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2017 Amount Available by Allocation %
Park Improvements & Rec Facilities	\$10,086,983	69.1% x	\$1,449,276 =	\$1,002,102 -	\$954,738 =	\$47,363
Park Land	\$4,156,920	28.5% x	\$1,449,276 =	\$412,973 -	\$300,000 =	\$112,973
Maintenance Equipment & Vehicles	\$344,265	2.4% x	\$1,449,276 =	\$34,201 -	\$90,815 =	-\$56,614
Total for Parks & Recreation	\$14,588,168	100%		\$1,449,276	\$1,345,553	\$103,723

Balance Projected Through 30 June 2017

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2017 Projected Amount Available by Allocation %
Park Improvements & Rec Facilities	69.1% x	\$1,492,638 =	\$1,032,084 -	\$954,738 =	\$77,346
Park Land	28.5% x	\$1,492,638 =	\$425,329 -	\$300,000 =	\$125,329
Maintenance Equipment & Vehicles	2.4% x	\$1,492,638 =	\$35,225 -	\$90,815 =	-\$55,590
Total for Parks & Recreation	100%		\$1,492,638	\$1,345,553	\$147,085

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2017

Capital Category	LOS Value	Percent of Total LOS*		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2017 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0%	x	\$1,547,944	=	\$835,373	-	\$1,122,451	=	-\$287,078
EMS Facilities Mortgage - Cost Recovery	\$520,328	46.0%	x	\$1,547,944	=	\$712,571	-	\$410,500	=	\$302,071
Total for Emergency Services	\$1,130,328	100%				\$1,547,944		\$1,532,951		\$14,993

Balance Projected Through 30 June 2017

Capital Category		Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2017 Projected Amount Available by Allocation %
EMS Vehicles & Equipment		54.0%	X	\$1,552,696	=	\$837,938	-	\$1,122,451	=	-\$284,513
EMS Facilities Mortgage - Cost Recovery		46.0%	x	\$1,552,696	=	\$714,758	-	\$410,500	=	\$304,258
Total for Emergency Services		100%				\$1,552,696		\$1,532,951		\$19,745

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations

Divider 1



Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Board of Education

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Land Purchase	2000000	0	2000000	0	0	0	0	0	0
1	Shepherdstown Elementary	16417500	0	0	9000000	1417500	6000000	0	0	0
1	Ranson Elementary	16087500	0	0	9000000	0	1087500	6000000	0	0
1	County Wide Improvement	6000000	0	1000000	0	1000000	1000000	1000000	1000000	1000000
1	Central High School	61000000	0	0	25000000	0	0	0	0	1600000 0
1	Central Elementary School	18000000	0	0	9000000	0	0	0	0	1000000



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Land Purchase

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$) \$2,000,000.00

Funding Request Breakdown by Year (\$): \$2,000,000.00 (FY 2018) Current Request

(FY 2019) All Other Sources

\$0.00 (FY 2019) Out Year 2

\$0.00 (FY 2020) Out Year 3

\$0.00 (FY 2021) Out Year 4

\$0.00 (FY 2022) Out Year 5

\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Shepherdstown Elementary

Project Type: Construction

Project Location: Shepherdstown

Project Rank: [x] (1) Urgent/Mandatory [] (2) Necessary/Needed [] Optional/Deferrable

OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.

[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$) \$16,417,500.00

Funding Request Breakdown by Year (\$) table with columns for year and amount.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[] Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Ranson Elementary

Project Type: Construction

Project Location: Ranson

Project Rank: [x] (1) Urgent/Mandatory [] (2) Necessary/Needed [] Optional/Deferrable OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth. [x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Table with 2 columns: Estimated Total Cost of Project (\$), Funding Request Breakdown by Year (\$). Rows include values for FY 2018 through FY 2023, such as \$16,087,500.00 total cost and various year-specific breakdowns.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[] Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: County Wide Improvement

Project Type: Construction

Project Location: Jefferson County

Project Rank: [x] (1) Urgent/Mandatory [] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Table with 2 columns: Funding Request Breakdown by Year (\$), Amount. Rows include Estimated Total Cost of Project (\$6,000,000.00) and breakdown by year from FY 2018 to FY 2023.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[] Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Central High School

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$)	\$61,000,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2018) Current Request
		(FY 2019) All Other Sources
	\$0.00	(FY 2019) Out Year 2
	\$0.00	(FY 2020) Out Year 3
	\$0.00	(FY 2021) Out Year 4
	\$0.00	(FY 2022) Out Year 5
	\$16,000,000.00	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Ralph Dinges Date this form prepared: 12/15/2016

Project Title: Central Elementary School

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Estimated Total Cost of Project (\$)	\$18,000,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2018) Current Request
		(FY 2019) All Other Sources
	\$0.00	(FY 2019) Out Year 2
	\$0.00	(FY 2020) Out Year 3
	\$0.00	(FY 2021) Out Year 4
	\$0.00	(FY 2022) Out Year 5
	\$1,000,000.00	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Sheriff of Jefferson County

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Purchase of Police Cruisers x 18 (3 per year)	1370490	0	165000	0	214500	235950	235950	259545	259545
2	Weapons Training Qualifications Range	32500	0	7500	0	5000	5000	5000	5000	5000
2	Mobile Data Terminal System for Police Vehicles - Communications	184500	0	27000	0	31500	31500	31500	31500	31500
3	New Jefferson County Sheriff Office	6000000	0	75000	0	500000	1500000	1900000	2000000	25000
4	Route 230 Uvilla Sub-station	700000	0	0	0	300000	400000	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This is for the modernization of the existing firearms range to include the erection of a shooting pavilion.

Estimated Total Cost of Project (\$)	<u>\$32,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$7,500.00</u>	(FY 2018) Current Request
	<u> </u>	(FY 2019) All Other Sources
	<u>\$5,000.00</u>	(FY 2019) Out Year 2
	<u>\$5,000.00</u>	(FY 2020) Out Year 3
	<u>\$5,000.00</u>	(FY 2021) Out Year 4
	<u>\$5,000.00</u>	(FY 2022) Out Year 5
	<u>\$5,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: Mobile Data Terminal System for Police Vehicles - Communications

Project Type: Acquisition of Major Equipment

Project Location: _____

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The Sheriff's Office has purchased mobile data tablets for all Sheriff Office police cruisers. The mobile dispatching along with the CAD system will enhance our already taxed and limited radio communication networking systems, thus reducing the volume of audible transmitted radio traffic. Each vehicle will be equipped with a tablet over which calls can be dispatched, record and traffic checks performed, and other networking capabilities could be performed from the police vehicle. Police reports could be prepared and directly forwarded to the police facility allowing deputies to remain in specific assigned areas for longer periods of time. The additional costs will be replacement tablet systems and docking stations in newly purchased cruisers.

Estimated Total Cost of Project (\$)	<u>\$184,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$27,000.00</u>	(FY 2018) Current Request
	_____	(FY 2019) All Other Sources
	<u>\$31,500.00</u>	(FY 2019) Out Year 2
	<u>\$31,500.00</u>	(FY 2020) Out Year 3
	<u>\$31,500.00</u>	(FY 2021) Out Year 4
	<u>\$31,500.00</u>	(FY 2022) Out Year 5
	<u>\$31,500.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/16/2016

Project Title: New Jefferson County Sheriff Office

Project Type: Construction

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY 2007/beginning of FY 2008. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station set down by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure.

Estimated Total Cost of Project (\$)	<u>\$6,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$75,000.00</u>	(FY 2018) Current Request
	_____	(FY 2019) All Other Sources
	<u>\$500,000.00</u>	(FY 2019) Out Year 2
	<u>\$1,500,000.00</u>	(FY 2020) Out Year 3
	<u>\$1,900,000.00</u>	(FY 2021) Out Year 4
	<u>\$2,000,000.00</u>	(FY 2022) Out Year 5
	<u>\$25,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
						2	James Hite Park (Parking)	100000	0	0
2	James Hite Park (Dog Park)	25000	0	25000	0	0	0	0	0	0



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

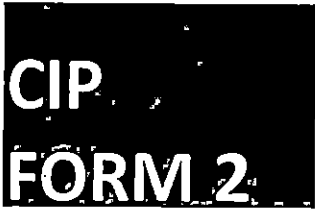
The project involves planning, construction and improvements to install infrastructure at James Hite Park to begin Phase II development. Improvements may include but are not limited to: electric, water, and septic. As part of this year's request, site plans and construction documents would be bid for development of utilities over the next three years.

Table with 2 columns: Funding Request Breakdown by Year (\$) and Amount. Rows include Estimated Total Cost of Project (\$), FY 2018 Current Request, FY 2019 All Other Sources, FY 2019 Out Year 2, FY 2020 Out Year 3, FY 2021 Out Year 4, FY 2022 Out Year 5, and FY 2023 Out Year 6.

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

[] Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

The JCPRC has four maintenance vehicles to maintain 10 parks and over 400 acres that spread across Jefferson County. With the additional maintenance of James Hite Park, which opened during the fall of 2016, JCPRC will have to hire additional seasonal maintenance staff as well as purchase a vehicle to transport staff, mowers and field equipment to the park on a daily basis. This truck will be heavy duty and able to transport 4 staff to the park, so 2 vehicles will not be needed each day.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$45,000.00</u>	(FY 2018) Current Request
	<u> </u>	(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Sam Michael's Park (Ampitheatre)

Project Type: Construction

Project Location: Jefferson County

Project Rank: [] (1) Urgent/Mandatory [X] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[X] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [X] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Amphitheaters can greatly vary in size and complexity. Depending on the size of the facility, use can range from facilitating a small gathering to serving as a venue for a major regional event. Studies performed to construct facilities in Sam Michael's Park illustrate the range of facilities that is possible. Cost aside, the size, location, and design can also dramatically impact the viability and utilization of a facility and therefore its sustainability. It appears that Jefferson County could support a large, more revenue intensive and revenue generating facility, which could serve both its resident population and compliment Jefferson County's larger tourism development goals.

Table with 3 columns: Description, Amount, and Fiscal Year. Rows include Estimated Total Cost of Project (\$2,000,000.00) and Funding Request Breakdown by Year (\$100,000.00 for FY 2018, and \$0.00 for FY 2019-2022, with a total of \$1,800,000.00 for FY 2023).

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

The Jefferson County Parks & Recreation Commission estimated costs based on the 2016 Park Master Plan and quotes received.

Additional pages attached.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources.

Estimated Total Cost of Project (\$)	\$400,000.00	
Funding Request Breakdown by Year (\$):	\$200,000.00	(FY 2018) Current Request
	\$0.00	(FY 2019) All Other Sources
	\$0.00	(FY 2019) Out Year 2
	\$0.00	(FY 2020) Out Year 3
	\$200,000.00	(FY 2021) Out Year 4
	\$0.00	(FY 2022) Out Year 5



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
		(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$75,000.00</u>	(FY 2022) Out Year 5
	<u>\$0.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes received.

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Picnic Pavilions)

Project Type: Construction

Project Location: James Hite Park

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth. [x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No (if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

James Hite Park currently lacks basic park amenities and adequate shade.

The project involves construction of two 20x30 steel picnic pavilions at James Hite Park to continue Phase II development. Picnic pavilions will offer shade to over 1000 children and adults that are currently using the park for leisure and recreation needs. In addition, the pavilions will add an additional revenue stream to the park as the shelters can be rented for family reunions, birthday parties and other special events as the park continues to develop.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be lower as a result of alternative funding streams.

A \$35,000 grant has been obtained from the Land and Water Conservation Fund.

Table with 3 columns: Funding Request Breakdown by Year (\$), Amount, and Fiscal Year. Rows include Estimated Total Cost of Project (\$70,000.00) and breakdown for FY 2018 through FY 2022.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: Aquatic Facility Feasibility Study

Project Type: Other

Project Location: Jefferson County

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The need for a full service indoor aquatics facility is highly apparent and was by far the most commonly expressed desire in terms of new facilities for Jefferson County, throughout the community outreach aspect of the 2016 Master Plan's preparation.

Aquatic facilities were universally identified as the top facility type requested by the public. With the exception of the small and outdated pool at Charles Town's Jefferson Memorial Park and the facility at Shepherd University, Jefferson County lacks indoor and adequate outdoor aquatics facilities. Due to cost and complexity of creating a major aquatics facility, whether indoor or outdoor, it is not likely that Jefferson County would be able to construct and sustainable operate such a facility. Therefore the most logical, and likely the most viable approach is for Jefferson County to partner with the School District. This partnership would include undertaking a comprehensive feasibility to determine the ideal, sustainable and cost effective aquatic facility or facilities to be constructed in Jefferson County. The feasibility study would also address a pathway forward for a partnership agreement between the two entities to advance the project, including raising capital, if deemed viable.

If planned and designed properly they can serve as important destination and revenue generators to aid in financial operation.

The feasibility study would also address a pathway forward for a partnership agreement between



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

the two entities to advance the project, including raising capital, if deemed viable.

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2018) Current Request
	<u>\$0.00</u>	(FY 2019) All Other Sources
	<u>\$0.00</u>	(FY 2019) Out Year 2
	<u>\$0.00</u>	(FY 2020) Out Year 3
	<u>\$0.00</u>	(FY 2021) Out Year 4
	<u>\$0.00</u>	(FY 2022) Out Year 5
	<u>\$45,000.00</u>	(FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Parking)

Project Type: Construction

Project Location: James Hite Park

Project Rank: [] (1) Urgent/Mandatory [x] (2) Necessary/Needed [] Optional/Deferrable
OR provide Ranking Number if using Form 2A:

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth.
[x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

James Hite Park currently lacks basic park amenities and adequate parking.

The project involves construction of two additional parking lots at James Hite Park to continue Phase II development to alleviate current congestion with use as new amenities are constructed. Currently, over 1000 children and adults are using the park for recreational and leisure purposes.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be lower as a result of alternative funding streams.

Table with 2 columns: Funding Request Breakdown by Year (\$) and Amount. Rows include Estimated Total Cost of Project (\$), Current Request (FY 2018), and Out Year 2-6 (FY 2019-2023).



Jefferson County Government
**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2016

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is no official dog park in Jefferson County. A temporary dog park is located at Sam Michael's Park. This facility has a devoted user group and clearly fills a need.

However, it does have some fundamental flaws. Most notably it does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

The facility also lacks double-gated entries to keep dogs from escaping and to facilitate wheelchair access, as well as seating areas. In addition, the current facility takes up a disproportionately large amount of space in the epicenter of Sam Michael's Park and is located on land that is suitable for other recreational field facilities that have much more constrictive design constraints.

It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project as well as funding through grants and donations. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

Estimated Total Cost of Project (\$)	\$25,000.00	
Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2018) Current Request
	\$0.00	(FY 2019) All Other Sources
	\$0.00	(FY 2019) Out Year 2
	\$0.00	(FY 2020) Out Year 3
	\$0.00	(FY 2021) Out Year 4
	\$0.00	(FY 2022) Out Year 5



Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

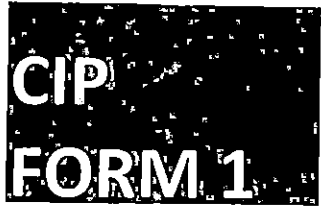
\$0.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

Divider 4



Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Emergency Services Agency

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2018	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	JCESA/USDA Mortgage	520328	0	81000	0	81000	81000	81000	81000	81000



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Denise Pouget Date this form prepared: 1/26/2017

Project Title: JCESA/USDA Mortgage

Project Type: Other

Project Location: 419 16th Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable

OR provide Ranking Number if using Form 2A: _____

Project Need: This project does not benefit new growth. This project only benefits new growth.

This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No

(if Yes - attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

JCESA has a USDA loan that requires \$81,000 to remain in their account at all times. This is for the JCESA mortgage.

Estimated Total Cost of Project (\$) \$520,328.00

Funding Request Breakdown by Year (\$): \$81,000.00 (FY 2018) Current Request

(FY 2019) All Other Sources

\$81,000.00 (FY 2019) Out Year 2

\$81,000.00 (FY 2020) Out Year 3

\$81,000.00 (FY 2021) Out Year 4

\$81,000.00 (FY 2022) Out Year 5

\$81,000.00 (FY 2023) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Mortgage cost for one year.

Additional pages attached.