

FY 2020 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

Jefferson County Commission

Engineering Department/Office of Impact Fees

23 January 2019

FY 2020 Impact Fee Program Capital Improvement Plan

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Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2020 (which begins July 1 2019). 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 \$131,880,328 (down from \$132,007,818 in FY 2019). Of this amount, \$2,206,000 represents the funding requests for FY 2020 (in FY 2019 the amount was \$2,938,000).

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 2020 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 10 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, the purchase and renovation of the Gray Building which now houses 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 Urgent and Non- Urgent 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 2020 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 the remainder of FY 2019.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2020 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
Jefferson County Board of Education											
1	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
2	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
3	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
4	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
5	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$117,505,000	\$0	\$1,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$1,000,000	\$18,000,000
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 2020 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
Jefferson County Board of Education											
1	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$
2	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
3	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
4	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
5	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$117,505,000	\$0	\$1,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$1,000,000	\$18,000,000
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range	\$32,500	\$0	\$15,000	\$0	\$5,000	\$0	\$0	\$0	\$0
2	2	Expansion of Temporary Sheriff's Office Space	\$700,000	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000
3	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
4	2	Permanent Jefferson County Sheriff's Office	\$6,000,000	\$0	\$500,000	\$0	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000	\$0
5	2	Purchase of Police Cruisers x 18 (3 per year)	\$900,000	\$0	\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
TOTALS			\$7,817,000	\$0	\$775,000	\$0	\$1,786,500	\$2,181,500	\$2,250,000	\$325,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$100,000	\$0	\$0	\$850,000	\$850,000	\$0	\$0
2	2	Maintenance Vehicle Sam Michael's Park	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
3	2	(Amphitheatre - Phase II)	\$1,500,000	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,800,000
4	2	Land Acquisition Sam Michael's Park	\$360,000	\$0	\$160,000	\$0	\$0	\$200,000	\$0	\$0	\$0
5	2	(Playground) Sam Michael's Park	\$65,000	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
6	2	(Community Center Addition)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000	\$0

Table 2. FY 2020 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
8	3	Aquatic Facility Feasibility Study	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
9	2	James Hite Park (Parking)	\$120,000	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0
10	2	James Hite Park (Playground)	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0
11	2	Sam Michael's Park (Septic Upgrades)	\$150,000	\$0	\$25,000	\$0	\$125,000	\$0	\$0	\$0	\$0
12	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0
TOTALS			\$6,038,000	\$0	\$350,000	\$0	\$1,790,000	\$1,350,000	\$1,600,000	\$828,000	\$1,920,000
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 3. FY 2020 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
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	<p>As of January 1, 2019, the remaining allocation amount is \$292,319 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 \$23,858 on July 1, 2019.</p> <p>Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$20,000 of funding in FY 2020, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY2020. However, at this time, funding for the \$61,000 remainder of the FY2020, \$81,000 mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds; the ESA will have to find another funding source.</p>

Jefferson County Parks & Recreation Commission											
4	2	Land Acquisition	\$360,000	\$0	\$160,000	\$0	\$0	\$200,000	\$0	\$0	\$0
5	2	Sam Michael's Park (Playground)	\$65,000	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$425,000	\$0	\$225,000	\$0	\$0	\$200,000	\$0	\$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	<p>As of January 1, 2019, the remaining allocation amount is \$171,078 in the "Park Land" capital category of this project and is currently fully fundable up to that 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 \$209,565 on July 1, 2019.</p> <p>Full funding is currently available in the Parks and Rec impact fee account for this \$160,000 request, in FY 2020.</p>
5	2	Sam Michael's Park (Playground)	Eligible for Full Funding due to being for new	<p>As of January 1, 2019, the remaining allocation amount is \$29,858 in the "Park Land" capital category of this project and is currently partially fundable up to that 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 \$209,565 on July 1, 2019.</p>

Table 3. FY 2020 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
			growth	Therefore, due to limited funds in the Parks and Rec impact fee account, this request is approved for only \$40,000 of funding in FY 2020, not the full \$65,000 request. A request for additional funding may be made as additional Parks and Rec impact revenue is collected during FY2020. However, at this time, funding for the \$25,000 remainder of the FY2020, \$65,000 request will need to come from another source.							

Sheriff of Jefferson County

1	2	Weapons Training Qualifications Range	\$32,500	\$0	\$15,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0
TOTALS			\$32,500	\$0	\$15,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County

#	Pri	Project	Fee Funding Potential	Comments
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of January 1, 2019, the remaining allocation amount is \$225,653 in the "Buildings & Land" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$238,532 on July 1, 2019. Full funding is currently available in the Law Enforcement account for this \$15,000 request, in FY 2020.

Jefferson County Board of Education

3	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$6,000,000	\$0	\$1,000,000	\$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

3	1	County Wide Improvement (Elementary and Middle School)	Eligible for Full Funding due to being for new growth	As of January 1, 2019, the remaining allocation amount is \$958,161 in the "Elementary School & Land" capital category of this project. As of January 1, 2019, the remaining allocation amount is \$2,963,117 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$3,921,278. 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 \$3,534,787 on July 1, 2019. Full funding is currently available in the Schools account for this \$1,000,000 request, in FY 2020. Requisitions will be allocated 50% toward "Elementary School & Land" and 50% toward "Middle/High School & Land" capital categories.
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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 1, 2019 (50% of FY 2019). The projected balance runs through the end of FY 2019.

For the purposes of projecting the cash flow analysis from 1 January 2019 through 30 June 2019, it was assumed that the County growth rate for the period of 1 January 2019 through 30 June 2019, will be constant and equal to the same time period last year. During this period, there were 109 new single family detached structures (of which 2 qualified for the Affordable Housing Discount), 22 new townhouse structures, 4 duplex structures, and 24 multi-family structures (of which all multi-family structures qualified for the Affordable Housing Discount). For projecting the future cash flow from 1 January 2019 through 30 June 2019, we are assumed the following:

107	Single-family units
22	Townhouse units
4	Duplex units
0	Multi-family units

While there was four commercial development projects in CY 2018, the amount of commercial development impact fees collected during the same cash flow projection time period last year is \$40.00.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 1 January 2019

Capital Category	Target Allocation %		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 1, 2019 Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$27,676,098	=	\$8,081,421	-	\$7,123,260	=	\$958,161
Middle School/High Schools & Land	67.8%	x	\$27,676,098	=	\$18,764,395	-	\$15,801,278	=	\$2,963,117
Admin Office/Shop/Bus Garage	3.0%	x	\$27,676,098	=	\$830,283	-	\$2,000,000	=	-\$1,169,717
Total for Schools	100%				\$27,676,098		\$24,924,538		\$2,751,560

Balance Projected Through 30 June 2019

Capital Category	Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2019 Projected Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$28,459,325	=	\$8,310,123	-	\$7,123,260	=	\$1,186,863
Middle School/High Schools & Land	67.8%	x	\$28,459,325	=	\$19,295,423	-	\$15,801,278	=	\$3,494,145
Admin Office/Shop/Bus Garage	3.0%	x	\$28,459,325	=	\$853,780	-	\$2,000,000	=	-\$1,146,220
Total for Schools	100%				\$28,459,325		\$24,924,538		\$3,534,787

***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 1 January 2019

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2019 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$388,336 =	\$154,264 -	\$236,454 =	-\$82,191
Equipment	\$150,000	2.2% x	\$388,336 =	\$8,420 -	\$18,211 =	-\$9,791
Buildings & Land	\$4,020,000	58.1% x	\$388,336 =	\$225,653 -	\$0 =	\$225,653
Total for Law Enforcement	\$6,918,201	100%		\$388,336	\$254,665	\$133,672

Balance Projected Through 30 June 2019

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2019 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$410,500 =	\$163,068 -	\$236,454 =	-\$73,386
Equipment	2.2% x	\$410,500 =	\$8,900 -	\$18,211 =	-\$9,310
Buildings & Land	58.1% x	\$410,500 =	\$238,532 -	\$0 =	\$238,532
Total for Law Enforcement	100%		\$410,500	\$254,665	\$155,836

***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 1 January 2019

Capital Category	LOS Value	Percent of Total LOS*		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 1, 2019 Amount Available by Allocation %
Park Improvements & Rec Facilities	\$10,086,983	69.1%	x	\$1,653,188	=	\$1,143,096	-	\$1,113,238	=	\$29,858
Park Land	\$4,156,920	28.5%	x	\$1,653,188	=	\$471,078	-	\$300,000	=	\$171,078
Maintenance Equipment & Vehicles	\$344,265	2.4%	x	\$1,653,188	=	\$39,013	-	\$90,815	=	-\$51,802
Total for Parks & Recreation	\$14,588,168	100%				\$1,653,188		\$1,504,053		\$149,135

Balance Projected Through 30 June 2019

Capital Category		Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2019 Projected Amount Available by Allocation %
Park Improvements & Rec Facilities		69.1%	x	\$1,713,618	=	\$1,184,880	-	\$1,113,238	=	\$71,642
Park Land		28.5%	x	\$1,713,618	=	\$488,298	-	\$300,000	=	\$188,298
Maintenance Equipment & Vehicles		2.4%	x	\$1,713,618	=	\$40,440	-	\$90,815	=	-\$50,375
Total for Parks & Recreation		100%				\$1,713,618		\$1,504,053		\$209,565

*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 1 January 2019

Capital Category	LOS Value	Percent of Total LOS*		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 1, 2019 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0%	x	\$1,570,207	=	\$847,388	-	\$1,122,451	=	-\$275,063
EMS Facilities Mortgage - Cost Recovery	\$520,328	46.0%	x	\$1,570,207	=	\$722,819	-	\$430,500	=	\$292,319
Total for Emergency Services	\$1,130,328	100%				\$1,570,207		\$1,552,951		\$17,256

Balance Projected Through 30 June 2019

Capital Category		Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2019 Projected Amount Available by Allocation %
EMS Vehicles & Equipment		54.0%	X	\$1,576,809	=	\$850,951	-	\$1,122,451	=	-\$271,500
EMS Facilities Mortgage - Cost Recovery		46.0%	x	\$1,576,809	=	\$725,858	-	\$430,500	=	\$295,358
Total for Emergency Services		100%				\$1,576,809		\$1,552,951		\$23,858

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

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2020	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	Shepherdstown Elementary (increased Student)	16417500	0	0	9000000	1417500	6000000	0	0	0
1	Ranson Elementary (increased Student)	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	18000000	0	0	9000000	0	0	0	0	1000000

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2020	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
2	Weapons Training Qualifications Range	32500	0	15000	0	5000	0	0	0	0
2	Expansion of Temporary Sheriff's Office Space	700000	0	100000	0	100000	100000	100000	100000	200000
2	Mobile Data Terminal System for Police Vehicles	184500	0	10000	0	31500	31500	0	50000	61500
2	Permanent Jefferson County Sheriff's Office	6000000	0	500000	0	1500000	1900000	2000000	25000	0
2	Purchase of Police Cruisers x 18 (3 per year	900000	0	150000	0	150000	150000	150000	150000	0

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/13/2018

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 continued modernization of the existing firearms range to include the erection of a shooting pavilion.
(12,500 previously approved)

Estimated Total Cost of Project (\$)	\$32,500.00	
Funding Request Breakdown by Year (\$):	\$15,000.00	(FY 2020) Current Request
		(FY 2021) All Other Sources
	\$5,000.00	(FY 2021) Out Year 2
	\$0.00	(FY 2022) Out Year 3
	\$0.00	(FY 2023) Out Year 4
	\$0.00	(FY 2024) Out Year 5
	\$0.00	(FY 2025) Out Year 6

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Govenment

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Prepared By: Deborah Lowe **Date this form prepared:** 12/13/2018

Project Title: Expansion of Temporary Sheriff's Office Space

Project Type: Construction

Project Location: 102 Industrial Blvd

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)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations and expansions to the Temporary Sheriff's Office building to accommodate these changes. Additional office space and more functional storage spaces are a must to keep up with the increased workload and employees. A modern filing room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; adding additional holding cells; and expanding criminal processing area are just a few of the critical areas that need to be addressed. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate.

Estimated Total Cost of Project (\$)	\$700,000.00
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Funding Request Breakdown by Year (\$): \$100,000.00 (FY 2020) Current Request

(FY 2021) All Other Sources

\$100,000.00 (FY 2021) Out Year 2

\$100,000.00 (FY 2022) Out Year 3

\$100,000.00 (FY 2023) Out Year 4

\$100,000.00 (FY 2024) Out Year 5

\$200,000.00 (FY 2025) 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:** 12/13/2018

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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 Jefferson County Sheriff's Office uses Mobile Data Terminals Systems (MDTs) in their cruisers to operate the Computer Aided Dispatch System when on the road. The MDTs enhances the ability to communicate with the emergency communicates center and other police officers, thus reducing the volume of audibly transmitted radio traffic and increasing the security of the transmissions which can provide an additional level of safety to the deputy. These MDTs would go in new vehicles for the expanded police force. As with everything, there is a life expectancy. Additional costs are for replacements and docking stations for newly purchased cruisers that expand the current fleet. The Jefferson County Sheriff's Office purchased the current tablets in 2014. All tablets are currently out of warranty (3 years); therefore, the Jefferson County Sheriff's Office sought grant funding to replace the MDTs as they were beginning to have screen and connectivity issues. Grant funding was awarded for a portion of the tablets; therefore we are decreasing the request for this year, and adjusting for coming years as spares and warranty will hopefully cover gaps, until additional funding can be secured.

Estimated Total Cost of Project (\$)	<u>\$184,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$10,000.00</u>	(FY 2020) Current Request
		(FY 2021) All Other Sources
	<u>\$31,500.00</u>	(FY 2021) Out Year 2
	<u>\$31,500.00</u>	(FY 2022) Out Year 3
	<u>\$0.00</u>	(FY 2023) Out Year 4
	<u>\$50,000.00</u>	(FY 2024) Out Year 5
	<u>\$61,500.00</u>	(FY 2025) Out Year 6

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



Jefferson County Govenment

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

☐ 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: 12/13/2018

Project Title: Permanent Jefferson County Sheriff's 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 FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lines exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established 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. (75,000 provided in FY18).

Estimated Total Cost of Project (\$) \$6,000,000.00

Funding Request Breakdown by Year (\$):	<u>\$500,000.00</u>	(FY 2020) Current Request
		(FY 2021) All Other Sources
	<u>\$1,500,000.00</u>	(FY 2021) Out Year 2
	<u>\$1,900,000.00</u>	(FY 2022) Out Year 3
	<u>\$2,000,000.00</u>	(FY 2023) Out Year 4
	<u>\$25,000.00</u>	(FY 2024) Out Year 5
	<u>\$0.00</u>	(FY 2025) 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:** 12/13/2018

Project Title: Purchase of Police Cruisers x 18 (3 per year)

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the department's fleet of vehicles. Through grants and commission allotments, we have expanded our workforce, but have not expanded our fleet. New employees have been placed in to high mileage "spares", thus reducing our pool vehicles for when vehicles are in for routine maintenance or repairs creating the potential that deputies may have stay in the office, until a pool car can become available and endangering the lives of the citizens of Jefferson County. Many of these vehicles are at the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectancy.

Estimated Total Cost of Project (\$)	\$900,000.00
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Funding Request Breakdown by Year (\$): \$150,000.00 (FY 2020) Current Request

(FY 2021) All Other Sources

\$150,000.00 (FY 2021) Out Year 2

\$150,000.00 (FY 2022) Out Year 3

\$150,000.00 (FY 2023) Out Year 4

\$150,000.00 (FY 2024) Out Year 5

\$150,000.00 (FY 2025) 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)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2020	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	James Hite Park (Utilities)	1800000	0	100000	0	0	850000	850000	0	0
2	Maintenance Vehicle	45000	0	0	0	45000	0	0	0	0
2	Sam Michael's Park (Amphitheatre-Phase 2)	1500000	0	0	0	1500000	0	0	0	0
2	Land Acquisition	360000	0	160000	0	0	200000	0	0	0
2	Sam Michaels Park (Playground)	65000	0	65000	0	0	0	0	0	0
2	Sam Michael's Park (Community Center Addition)	1500000	0	0	0	0	0	750000	750000	0
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	0	0	0	75000
3	Aquatic Facility Feasibility Study	45000	0	0	0	0	0	0	0	45000
2	James Hite Park (Parking)	120000	0	0	0	120000	0	0	0	0

**CIP
FORM 1**

Jefferson County Govenment

Agency/Department/Office Summary

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

[illegible]

Jefferson County Government

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

Jefferson County Government

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2018

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 (\$) \$45,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
	<u>\$0.00</u>	(FY 2022) All Other Sources
	<u>\$45,000.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 9/25/2018

Project Title: Sam Michael's Park (Amphitheatre-Phase II)

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 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 Michaels 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. Phase I of the project was constructed in 2018. Phase II realizes construction of a restroom and concession facility that will be utilized by patrons of the amphitheater and further generate revenue.

Estimated Total Cost of Project (\$)	<u>\$1,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$1,500,000.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) Out Year 6

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

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2018

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 (\$)	<u>\$360,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$160,000.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$200,000.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 12/12/2018

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's 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.

As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park.

Estimated Total Cost of Project (\$)	<u>\$65,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$65,000.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2018

Project Title: Sam Michaels Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michael's 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.

There is a great need for additional indoor recreation space. Therefore the recreation center at Sam Michaels Park should be expanded to include another gym, a larger fitness center, an indoor track and additional activity rooms. This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan as well as the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$)	<u>\$1,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
	<u> </u>	(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$750,000.00</u>	(FY 2024) Out Year 4
	<u>\$750,000.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2018

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. This was discussed and recommended in the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$) \$75,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$75,000.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/13/2018

Project Title: Aquatic Facility Feasibility Study

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)

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 sustainably 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 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 2020) Current Request
	<u> </u>	(FY 2021) All Other Sources
	<u>\$0.00</u>	(FY 2021) Out Year 2
	<u>\$0.00</u>	(FY 2022) Out Year 3



Jefferson County Govenment

**ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION**

<u>\$0.00</u>	(FY 2023) Out Year 4
<u>\$0.00</u>	(FY 2024) Out Year 5
<u>\$45,000.00</u>	(FY 2025) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2018

Project Title: James Hite Park (Parking)

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.

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.

Estimated Total Cost of Project (\$)	\$120,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$120,000.00	(FY 2022) Out Year 2
	\$0.00	(FY 2023) Out Year 3
	\$0.00	(FY 2024) Out Year 4
	\$0.00	(FY 2025) Out Year 5
	\$0.00	(FY 2026) Out Year 6

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

CIP FORM 2

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2018

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's 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.

As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
	<u> </u>	(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$300,000.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2018

Project Title: Sam Michaels Park (Septic Upgrades)

Project Type: Construction

Project Location: Sam Michaels 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 planning, construction and improvements to install upgraded infrastructure at Sam Michaels Park to begin Phase II development of the Amphitheatre. Improvements will include construction plans and development of a utility plan to connect the park's current septic to public sewer.

Estimated Total Cost of Project (\$)	<u>\$150,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$25,000.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$125,000.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$0.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2018

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 only one dog park in the county which is located at Sam Michaels Park. Sam Michaels Dog Park does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

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 (\$)	<u>\$78,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021) Current Request
		(FY 2022) All Other Sources
	<u>\$0.00</u>	(FY 2022) Out Year 2
	<u>\$0.00</u>	(FY 2023) Out Year 3
	<u>\$0.00</u>	(FY 2024) Out Year 4
	<u>\$78,000.00</u>	(FY 2025) Out Year 5
	<u>\$0.00</u>	(FY 2026) 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.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2020	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	JCESA Mortgage	486000	0	81000	0	81000	81000	81000	81000	81000

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Allen Keyser **Date this form prepared:** 10/18/2018

Project Title: Director

Project Type: Other

Project Location: 419 Seixteenth Ave., Ranson, WV 25438

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)

USDA loan that must be paid monthly.

Estimated Total Cost of Project (\$)	<u>\$486,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$81,000.00</u>	(FY 2020) Current Request
	<u> </u>	(FY 2021) All Other Sources
	<u>\$81,000.00</u>	(FY 2021) Out Year 2
	<u>\$81,000.00</u>	(FY 2022) Out Year 3
	<u>\$81,000.00</u>	(FY 2023) Out Year 4
	<u>\$81,000.00</u>	(FY 2024) Out Year 5
	<u>\$81,000.00</u>	(FY 2025) Out Year 6

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

☐ Additional pages attached.