

FY 2016 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

**Jefferson County Commission
Engineering Department/Office of Impact Fees
23 February 2015**

FY 2016 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 2016 (which begins July 1 2015). 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 \$123,119,095 (up from \$102,613,610 in FY 2015). Of this amount, \$4,436,150 represents the funding requests for FY 2016 (in FY 2015 the amount was \$7,293,910).

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 2016 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, 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. As an example, through the authority of the Building Commission, secure funding for the New Bus Facility for the Board of Education requested for FY 2016 may be obtained.

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 2016 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 2015.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2016 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Board of Education											
1	1	Jefferson County Bus Garage Classroom & Gym Renov. at	\$8,000,000	\$2,000,000	\$1,500,000	\$6,000,000	\$500,000	\$0	\$0	\$0	\$0
2	1	Ranson Elementary Classroom & Gym Renov. at	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Shepherdstown Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
4	1	Middleway Elementary	\$18,000,000	\$0	\$0	\$0	\$0	\$6,000,000	\$6,000,000	\$0	\$0
5	1	Middleway Middle School	\$23,000,000	\$0	\$0	\$12,000,000	\$0	\$0	\$5,000,000	\$6,000,000	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
7	1	Middleway High School	\$51,000,000	\$0	\$0	\$21,000,000	\$0	\$0	\$0	\$15,000,000	\$15,000,000
TOTALS			\$113,000,000	\$2,000,000	\$3,500,000	\$42,000,000	\$4,500,000	\$8,000,000	\$12,000,000	\$22,000,000	\$15,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
TOTALS			\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2016 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Board of Education											
1	1	Jefferson County Bus Garage	\$8,000,000	\$2,000,000	\$1,500,000	\$6,000,000	\$500,000	\$0	\$0	\$0	\$0
2	1	Classroom & Gym Renov. at Ranson Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Classroom & Gym Renov. at Shepherdstown Elementary	\$3,500,000	\$0	\$500,000	\$1,000,000	\$1,500,000	\$500,000	\$0	\$0	\$0
4	1	Middleway Elementary	\$18,000,000	\$0	\$0	\$0	\$0	\$6,000,000	\$6,000,000	\$0	\$0
5	1	Middleway Middle School	\$23,000,000	\$0	\$0	\$12,000,000	\$0	\$0	\$5,000,000	\$6,000,000	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
7	1	Middleway High School	\$51,000,000	\$0	\$0	\$21,000,000	\$0	\$0	\$0	\$15,000,000	\$15,000,000
TOTALS			\$113,000,000	\$2,000,000	\$3,500,000	\$42,000,000	\$4,500,000	\$8,000,000	\$12,000,000	\$22,000,000	\$15,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$195,000	\$0	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
2	2	Weapons Training Qualifications Range	\$50,000	\$0	\$20,000	\$0	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Mobile Data Terminal System for Police Vehicle	\$180,500	\$0	\$27,500	\$0	\$27,000	\$31,500	\$31,500	\$31,500	\$31,500
4	3	Construction of New Jefferson Co. Sheriff's Office	\$6,000,000	\$0	\$0	\$0	\$100,000	\$500,000	\$1,500,000	\$1,900,000	\$2,000,000
5	4	Route 230 Uvilla Sub-station	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
TOTALS			\$8,285,945	\$0	\$242,500	\$0	\$651,500	\$1,151,000	\$1,772,450	\$2,172,450	\$2,296,045
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage Protective Firefighter	\$81,000	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Clothing	\$108,650	\$0	\$108,650	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$189,650	\$0	\$189,650	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2016 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Current Allocation	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Parks & Recreation Commission											
1	2	Hite Road Park Improvements	\$1,000,000	\$600,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Maintenance Vehicle	\$35,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0
3	2	Mowing Equipment	\$32,500	\$0	\$32,500	\$0	\$0	\$0	\$0	\$0	\$0
4	2	Park System Master Plan	\$85,000	\$63,750	\$21,500	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$1,152,500	\$663,750	\$454,000	\$0	\$35,000	\$0	\$0	\$0	\$0

Table 3. FY 2016 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Sheriff of Jefferson County (Law Enforcement)											
1	1	Purchase of Police Cruisers x (18)	\$1,355,445	\$0	\$0	\$195,000	\$214,500	\$214,500	\$235,950	\$235,950	\$259,545
2	2	Weapons training range	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Mobile Data Terminal System	\$180,500	\$0	\$0	\$27,500	\$27,000	\$31,500	\$31,500	\$31,500	\$31,500
TOTALS			\$1,585,945	\$0	\$0	\$242,500	\$251,500	\$251,000	\$272,450	\$272,450	\$296,045

Impact Fee Specialist Recommendations – Sheriff of Jefferson County (Law Enforcement)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	Purchase of Police Cruisers x (18)	Non Fundable	As of January 31, 2015, the allocation amount for the "Vehicles" capital category has been met. Impact fee funds are not available for the "Vehicles" capital category of this project at this time.
2	2	Weapons training qualifications range	Partial	As of January 31, 2015, the remaining allocation amount is \$172,420 in the "Buildings" capital category of this project. This request is fundable up to this limit contingent upon availability of funds in the Law Enforcement impact fee account.
3	2	Mobile Data Terminal System	Partial	As of January 31, 2015, the remaining allocation amount is \$6,434 in the "Equipment" capital category of this project. This request is fundable up to this limit contingent upon availability of funds in the Law Enforcement impact fee account.

Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$81,000	\$0	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Protective Firefighter Clothing	\$108,650	\$0	\$0	\$108,650	\$0	\$0	\$0	\$0	\$0
TOTALS			\$189,650	\$0	\$0	\$189,650	\$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	Full	As of January 31, 2015, the remaining allocation amount is \$586,991 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328 contingent upon availability of funds in the EMS impact fee account.
2	2	Protective Firefighter Clothing	Non Fundable	As of January 31, 2015, the allocation amount for the "Vehicles/Equipment" capital category has been met. Impact fee funds are not available for the "Vehicles/Equipment" capital category of this project at this time.

Table 3. FY 2016 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2017	Yr 2 FY 2018	Yr 3 FY 2019	Yr 4 FY 2020	Yr 5 FY 2021
Jefferson County Parks & Recreation Commission											
1	2	Hite Road Park Improvements	\$1,000,000	\$600,000	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0
3	2	Mowing Equipment	\$32,500	\$0	\$0	\$32,500	\$0	\$0	\$0	\$0	\$0
4	1	Park System Master Plan	\$85,000	\$63,750	\$0	\$21,500	\$0	\$0	\$0	\$0	\$0
TOTALS			\$1,117,500	\$663,750	\$0	\$454,000	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
1	2	Hite Road Park Improvements	Full	As of January 31, 2015, the remaining allocation amount is \$434,038 in the "Parks Improvements" capital category of this project. 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 Parks & Recreation impact fee account.							
3	2	Mowing Equipment	Non Fundable	As of January 31, 2015, the allocation amount for the "Maintenance Equipment" capital category has been met. Impact fee funds are not available for the "Maintenance Equipment" capital category of this project at this time.							
4	1	Park System Master Plan	Full	As of January 31, 2015, the remaining allocation amount is \$434,038 in the "Parks Improvements" capital category of this project. 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 Parks & Recreation impact fee account.							

Jefferson County Board of Education											
2	1	Classroom and Gym Renovation at Ranson Elementary	\$3,500,000	\$0	\$1,000,000	\$500,000	\$1,500,000	\$500,000	\$0	\$0	\$0
3	1	Classroom and Gym Renovation at Shepherdstown Elementary	\$3,500,000	\$0	\$1,000,000	\$500,000	\$1,500,000	\$500,000	\$0	\$0	\$0
6	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
TOTALS			\$21,000,000	\$2,000,000	\$9,000,000	\$3,500,000	\$4,500,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education											
#	Pri	Project	Fee Funding Potential	Comments							
2	1	Classroom and Gym Renovation at Ranson Elementary	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. 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.							
3	1	Classroom and Gym Renovation at Shepherdstown Elementary	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. 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.							
7	1	County Wide Improvement (All Schools)	Partial	As of January 31, 2015, the remaining allocation amount is \$613,577 in the "Elementary Schools & Land" capital category of this project. As of January 31, 2015, the remaining allocation amount is \$1,889,941 in the "Middle Schools/High Schools & Land" capital category of this project. 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.							

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 February 1, 2015 (58% of FY 2013). The projected balance runs through the end of FY 2015. For the purposes of projecting the cash flow analysis from 1 February 2015 through 30 June 2015 (the beginning of FY 2016), it was assumed that the County growth rate for the period of 1 February 2015 through 30 June 2015, will be constant and equal to the same time period last year. During this period, there were 106 new single family detached structures (of which 5 qualified for the Affordable Housing Discount) and 18 new townhouse/duplex structures. The amount of commercial development impact fees collected during the same cash flow projection time period last year is \$23,321, which is relatively negligible comparable to residential impact fees collected; therefore, commercial impact fees will be ignored for simplicity of the cash flow projection. Higher or lower growth rates will affect the projected data accordingly.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	Target Allocation %		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2015 Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$23,288,998	=	\$6,800,387	-	\$6,186,810	=	\$613,577
Middle School/High Schools & Land	67.8%	x	\$23,288,998	=	\$15,789,941	-	\$13,900,000	=	\$1,889,941
Admin Office/Shop	3.0%	x	\$23,288,998	=	\$698,670	-	\$1,000,000	=	-\$301,330
Total for Schools	100%				\$23,288,998		\$21,086,810		\$2,202,188

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2015 Projected Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$24,300,358	=	\$7,095,705	-	\$6,186,810	=	\$908,895
Middle School/High Schools & Land	67.8%	x	\$24,300,358	=	\$16,475,643	-	\$13,900,000	=	\$2,575,643
Admin Office/Shop	3.0%	x	\$24,300,358	=	\$729,011	-	\$1,000,000	=	-\$270,989
Total for Schools	100%				\$24,300,359		\$21,086,810		\$3,213,549

***Percent Allocation Calculations Based on February 3, 2015 Recalculation Report**

Table 5. Law Enforcement

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2015 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$296,726 =	\$117,872 -	\$254,665 =	-\$136,793
Equipment	\$150,000	2.2% x	\$296,726 =	\$6,434 -	\$0 =	\$6,434
Buildings	\$4,020,000	58.1% x	\$296,726 =	\$172,420 -	\$0 =	\$172,420
Total for Law Enforcement	\$6,918,201	100%		\$296,726	\$254,665	\$42,061

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2015 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$308,834 =	\$122,682 -	\$254,665 =	-\$131,983
Equipment	2.2% x	\$308,834 =	\$6,696 -	\$0 =	\$6,696
Buildings	58.1% x	\$308,834 =	\$179,456 -	\$0 =	\$179,456
Total for Law Enforcement	100%		\$308,834	\$254,665	\$54,169

*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 2014

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 31, 2015 Amount Available by Allocation %
Park Improvements	\$6,711,983	59.9% x	\$1,258,877 =	\$753,539 -	\$359,642 =	\$393,897
Park Land	\$4,156,920	37.1% x	\$1,258,877 =	\$466,688 -	\$300,000 =	\$166,688
Maintenance Equipment	\$344,265	3.1% x	\$1,258,877 =	\$38,650 -	\$80,001 =	-\$41,351
Total for Parks & Recreation	\$11,213,168	100%		\$1,258,877	\$739,643	\$519,234

Balance Projected Through 30 June 2014

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2015 Projected Amount Available by Allocation %
Park Improvements	59.9% x	\$1,325,937 =	\$793,680 -	\$359,642 =	\$434,038
Park Land	37.1% x	\$1,325,937 =	\$491,548 -	\$300,000 =	\$191,548
Maintenance Equipment	3.1% x	\$1,325,937 =	\$40,709 -	\$80,001 =	-\$39,292
Total for Parks & Recreation	100%		\$1,325,937	\$739,643	\$586,294

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

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 31 January 2014

Capital Category	LOS Value	Percent of Total LOS*		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 31, 2015 Amount Available by Allocation %
EMS Vehicles/Equipment	\$610,000	54.0%	x	\$1,492,376	=	\$805,385	-	\$1,330,628	=	-\$525,242
EMS Facilities Mortgage - Cost	\$520,328	46.0%	x	\$1,492,376	=	\$686,991	-	\$100,000	=	\$586,991
Total for EMS	\$1,130,328	100%				\$1,492,376		\$1,430,628		\$61,749

Balance Projected Through 30 June 2014

Capital Category		Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2015 Projected Amount Available by Allocation %
EMS Vehicles/Equipment		54.0%	X	\$1,554,612	=	\$838,972	-	\$1,330,628	=	-\$491,656
EMS Facilities Mortgage - Cost Recovery		46.0%	x	\$1,554,612	=	\$715,640	-	\$100,000	=	\$615,640
Total for EMS		100%				\$1,554,612		\$1,430,628		\$123,984

*Calculated Based on 12/28/2014 Impact Fees Recalculation Report - 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) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Jefferson County Bus Garage	8000000	2000000	1500000	6000000	500000				
1	Classroom and Gym Renovation at Ranson	3500000	0	500000	1000000	1500000	500000			
1	Classroom and Gym Renovation at Shepherdstown	3500000	0	500000	1000000	1500000	500000			
1	Middleway Elementary	18000000	0	0	0	0	6000000	6000000	0	0
1	Middleway Middle School	23000000	0	0	12000000	0	0	5000000	6000000	0
1	County Wide Improvement	6000000	0	1000000	1000000	1000000	1000000	1000000	1000000	0
1	Middleway High School	51000000	0	0	21000000	0	0	0	1500000 0	1500000 0

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: _____

Sheriff of Jefferson County

Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2016	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Purchase of Police Cruisers x (18)	1355445	0	195000	0	214500	214500	235950	235950	259545
2	Weapons Training Qualifications Range	50000	0	20000	0	10000	5000	5000	5000	5000
2	Mobile Data Terminal System for Police Vehicle	180500	0	27500	0	27000	31500	31500	31500	31500
3	Construction of New Jefferson County Sheriff's Office	6000000	0	0	0	100000	500000	1500000	1900000	2000000
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: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriffs 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 Departments fleet of vehicles and to enable the Sheriffs Office the ability to assign this equipment to newly hired personnel. Several of the cruisers in use have reached the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectation.

Estimated Total Cost of Project (\$)	<u>\$1,355,445.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$195,000.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$214,500.00</u>	(FY 2017) Out Year 2
	<u>\$214,500.00</u>	(FY 2018) Out Year 3
	<u>\$235,950.00</u>	(FY 2019) Out Year 4
	<u>\$235,950.00</u>	(FY 2020) Out Year 5
	<u>\$259,545.00</u>	(FY 2021) Out Year 6

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

Based upon FY 2015 purchase prices on like items and provided estimates. Current purchase price of fully equipped police vehicles

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Lieutenant T. H. Hansen Date this form prepared: 12/9/2014

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 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 being 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 for plans a public safety building and the Jefferson County Sheriff's Office will be a completely hardened and secure structure. The new Sheriff's Office will also be larger than the current 10,000 sq ft that the current "Temporary" which will allow the JCSO room for future manpower and future growth.

Estimated Total Cost of Project (\$)	<u>\$6,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2016) Current Request
		(FY 2017) All Other Sources
	<u>\$100,000.00</u>	(FY 2017) Out Year 2
	<u>\$500,000.00</u>	(FY 2018) Out Year 3
	<u>\$1,500,000.00</u>	(FY 2019) Out Year 4
	<u>\$1,900,000.00</u>	(FY 2020) Out Year 5
	<u>\$2,000,000.00</u>	(FY 2021) 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 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
2	Hite Road Park Improvements	1000000	600000	400000	0	0	0	0	0	0
2	Maintenance Vehicle	35000	0	0	0	35000	0	0	0	0
2	Mowing Equipment	32500	0	32500	0	0	0	0	0	0
2	Park System Master Plan	85000	63750	21500	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2014

Project Title: Hite Road Park Improvements

Project Type: Construction

Project Location: Hite Road 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 2006 survey of parks and recreation needs conducted by the department. The project involves construction and improvements at Hite Road Park. Improvements may include but are not limited to: access roads, utilities, restrooms, concession stands, soccer fields, football fields, baseball fields, picnic pavilions, dog park, and lighting.

Development will proceed in 3 phases developed in conjunction with the firm that produced the Master Plan. The time period included in this CIP encompasses Phase I construction. Phase I includes entrance roads, storm water management ponds, parking, and soccer fields. 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. 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 significantly lower as a result of alternative funding streams.

Estimated Total Cost of Project (\$) \$1,000,000.00

Funding Request Breakdown by Year (\$): \$400,000.00 (FY 2016) Current Request

_____ (FY 2017) All Other Sources

\$0.00 (FY 2017) Out Year 2

\$0.00 (FY 2018) Out Year 3

\$0.00 (FY 2019) Out Year 4

\$0.00 (FY 2020) Out Year 5

\$0.00 (FY 2021) 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.

**CIP
FORM 2**

Jefferson County Government
**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: Jennifer Myers Date this form prepared: 11/17/2014

Project Title: Park System Master Plan

Project Type: Services

Project Location: County-Wide

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 would be Jefferson County's first Parks & Recreation Master Plan and it is intended to guide the JCPRC over the next 10 years. This policy document will guide the County's parks and recreation planning, development, programs and services through 2025. The Parks and Recreation Master Plan should address all aspects of the department including: recreation and human services; children's programs; adult & senior programs, community centers; park development; partnerships; maintenance and tree planting; park operations and maintenance; marketing and special events; and department-wide administrative services. The Parks & Recreation Commission would initiate the Master Plan by appointing a committee to work with staff, the Commission, other city parks & recreation departments, and a consultant to ensure a complete process. The update will involve significant public participation. Recommendations will be scheduled into the parks & recreation commission's capital improvement planning process.

Estimated Total Cost of Project (\$)	<u>\$85,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$21,250.00</u>	(FY 2016) Current Request
	<u> </u>	(FY 2017) All Other Sources
	<u>\$0.00</u>	(FY 2017) Out Year 2
	<u>\$0.00</u>	(FY 2018) Out Year 3
	<u>\$0.00</u>	(FY 2019) Out Year 4
	<u>\$0.00</u>	(FY 2020) Out Year 5
	<u>\$0.00</u>	(FY 2021) 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.

Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

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 2016	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	JCESA Building Mortgage	81000	0	81000	0	81000	81000	81000	81000	81000
2	Protective Firefighter Clothing	108650	0	108650	0	0	0	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: D M Pittinger Date this form prepared: 12/10/2014

Project Title: Protective Firefighter Clothing

Project Type: Acquisition of Major Equipment

Project Location: 419 16th Ave., Ranson

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 is planning to transition from providing EMS services only to providing EMS/firefighting services to supplement the volunteer departments in Jefferson County during 2015. This commitment is costly in the fact that firefighting protective turn out gear is expensive with a cost of \$2,650 per set. With the current employees and the projected employees to be added from the ambulance fee, forty one sets will be required. This protective clothing is a mandate by state and federal codes in order to be involved in firefighting activities.

Estimated Total Cost of Project (\$) \$108,650.00

Funding Request Breakdown by Year (\$): \$108,650.00 (FY 2016) Current Request

(FY 2017) All Other Sources

\$0.00 (FY 2017) Out Year 2

\$0.00 (FY 2018) Out Year 3

\$0.00 (FY 2019) Out Year 4

\$0.00 (FY 2020) Out Year 5

\$0.00 (FY 2021) Out Year 6

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

Additional pages attached.