FY 2021 Capital Improvement Plan

Schools Law Enforcement Parks & Recreation EMS

Jefferson County Commission Engineering Department/Office of Impact Fees 23 January 2019

FY 2021 Impact Fee Program Capital Improvement Plan

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FY 2021 Capital Improvement Plan Submissions

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Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2021 (which begins July 1 2020). 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 \$142,197,828 (up from \$131,880,328 in FY 2020). Of this amount, \$2,286,000 represents the funding requests for FY 2021 (in FY 2020 the amount was \$2,206,000).

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 2021 do <u>not</u> require funding from the County's General or Capital Outlay Funds.

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

Overview of Funding Options

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

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

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

Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, 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. This is each entity's overall "wish list".

Table 3 identifies <u>only</u> 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 2021 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 2020.

¹ See WV Code §8-30 *et seq.*

						Other					
# P	ri	Project	Estimated Total	Prior Allocation	Current Request	Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026
Jeffe	rso	on County Board of Education									
1 1	1	Shepherdstown Elementary	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
2 1	1	Ranson Elementary	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
3 1	1	Regional Student Support Center	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
4 1	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
5 1	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
		тот	ALS \$125,665,000	\$0	\$1,000,000	\$61,000,000	\$2,577,500	\$8,087,500	\$7,000,000	\$1,000,000	\$17,000,000
Jeffe	rso	on County Emergency Services Age	ency								
1 1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
		тот	ALS \$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 1. FY 2021 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

					Other					
Pri	Project	Estimated Total	Prior Allocation	Current Request	Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026
effers	son County Board of Educatio	n								
1	Shepherdstown Elementary	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
2 1	Ranson Elementary	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
8 1	Regional Student Support Center	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$C
↓ 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	\$125,665,000	\$0	\$1,000,000	\$61,000,000	\$2,577,500	\$8,087,500	\$7,000,000	\$11,000,000	\$17,000,000
herif	f of Jefferson County									
2	Weapons Training Qualifications Range Expansion Temporary	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	Sheriff's Office Space	\$700,000	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000
2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
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
2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$150.000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
	TOTALS	\$7,884,500	\$0	\$785,000	\$0 \$0	\$1,806,500	\$2,206,500	\$2,275,000	\$325,000	\$261,500
leffer	son County Parks & Recreatio	n Commission								
2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$100,000	\$0	\$850,000	\$850,000	\$0
2 2	Maintenance Vehicle	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$0
2	Land Acquisition	\$2,000,000	\$0	\$200,000	\$1,800,000	\$0	\$0	\$0	\$0	\$0
	Sam Michaels Park (Playground)	\$65,000	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
2	Sam Michael's Park									

Table 2. FY 2021 Projects (Urgent and Non-Urgent) - All Priorities

# Pri	Proiect	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026
7 3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
8 2	James Hite Park (Parking) James Hite Park	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
92	(Playground) Sam Michaels Park (Septic	\$95,000	\$0	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$0
10 2	Upgrades)	\$150,000	\$0	\$25,000	\$0	\$125,000	\$0	\$0	\$0	\$0
11 2	James Hite Park (Dog Park) Sam Michaels Park (Splash	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0
12 2	Pad)	\$200,000	\$0	\$25,000	\$0	\$175,000	\$0	\$0	\$0	\$0
	TOTALS	\$8,128,000	\$0	\$420,000	\$1,845,000	\$445,000	\$1,565,000	\$850,000	\$2,928,000	\$75,000

Table 2. FY 2021 Projects (Urgent and Non-Urgent) - All Priorities

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 2021 Impact Fundable Projects

#	P	ri Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026		
Je	Jefferson County Board of Education												
3	1	Regional Student Support Center	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0		
		TOTALS	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0		
3	1	ct Fee Specialist Recommendation	Eligible Full Fun due to b for ne growt	As of Ja category Schools for fundable ding availabil eing \$4,781,4 w h Full fund be alloc categori	nuary 1, 2020, y of this project. /High Schools & e up to this limit ity of funds in tl 540 on July 1, 2 ding is currently ated 50% towar es. The CIP in	the remaining allo As of January 1, & Land" capital ca and in combinati ne Schools impace	2020, the rema ategory of this p on with other pr t fee account; w Schools account chool & Land" a g request throug	aining allocation roject; for a com ojects under thi which is projecte t for this \$1,000 nd 50% toward gh FY 2024 is cu	amount is \$4,33 bined amount of s capital catego d to have an es ,000 request, in "Middle/High So urrently available	39,443 in the "M of \$5,890,357. Th ry; and continge timated balance FY 2021. Requ shool & Land" ca o; however adeq	iddle nis request is nt upon of <mark>isitions will</mark> pital		

Sheriff of Jefferson County

	TOTALS	\$800,000	\$0	\$125,000	\$0	\$125,000	\$125,000	\$125,000	\$100,000	\$200,000
2 2	Expansion Temporary Sheriff's Office Space	\$700,000	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000
1 2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0

Imp	bact	Fee Specialist Recommendations – S	Sheriff of Jeffe	rson 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, 2020, the remaining allocation amount is \$239,219 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 \$249,865 on July 1, 2020. Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2021. The CIP impact fees funding request through FY 2024 is currently available, which completes the funding request.
2	2	Expansion Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	As of January 1, 2020, the remaining allocation amount is \$239,219 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 \$249,865 on July 1, 2020. Full funding is currently available in the Law Enforcement account for this \$100,000 request, in FY 2021; though it

Table 3. FY 2021 Impact Fundable Projects

						Other					
			Estimated	Prior	Current	Sources	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
#	Pri	Project	Total	Allocation	Request	Allocation	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
				appea	ars that there w	<mark>vill be insufficient fu</mark>	unding in future f	fiscal years to pa	ay the \$100,000	request from in	npact fee
				funds;	; the Sheriff wil	I need to take this	into consideration	on before startin	g the project sir	nce another fun	ding source
				will be	e necessary to	complete the proje	ect.				

Jefferson County Parks & Recreation Commission

4	2	Land Acquisition	\$2,000,000	\$0	\$200,000	\$1,800,000	\$0	\$0	\$0	\$0	\$0
9	2	James Hite Park (Playground)	\$95,000	\$0	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$0
		TOTALS	\$2,095,000	\$0	\$250,000	\$1,845,000	\$0	\$0	\$0	\$0	\$0

Imp	oact	Fee Specialist Recommendations – J	efferson Cour	nty Parks & Recreation Commission	
#	Pri	Project	Fee Funding Potential	Comments	
4	2	Land Acquisition	Eligible for Full Funding due to being	As of January 1, 2020, the remaining allocation amount is \$200,220 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 \$214,458 on July 1, 2020.	
			for new growth	Full funding is currently available in the Parks and Rec impact fee account for this \$200,000 request, in FY 2021. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. The total cost of the project is supplemented with \$1,800,000 of funding from other sources.	
9	2	James Hite Park (Playground)	2 James Hite Park (Playground) Full Funding due to being	Eligible for Full Funding due to being	As of January 1, 2020, the remaining allocation amount is \$100,573 in the "Park Improvements & Rec Facilities" 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 \$135,121 on July 1, 2020.
			for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2021. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. The total cost of the project is supplemented with \$45,000 of grant funding.	

Table 3. FY 2021 Impact Fundable Projects

						Other								
#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026			
Jef	ferso	n County Emergency Services Ager	ncy (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			
	pact Pri	Fee Specialist Recommendation Project	ns – Jefferson Fee Fun Potentia	ding I Comn	nents		ł							
1	1	JCESA Building Mortgage	Eligible Full Fund due to be for ne growt	for ding eing w h \$81,00 fundin	Comments As of January 1, 2020, 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, 2020. 9 Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$20,000 of funding									

Impact Fee Program Specialist's Notes

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.*

Any subsequent changes to the approved Capital Improvement Plan shall be approved by the County Commission.

Overview

The role of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding. This is done for each capital category for each entity for which impact fees are collected (Impact Fees Ordinance 2003-1 Section 6(A)(2)(b)).

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 <u>fully impact fee-fundable</u>.
 - 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 **<u>partially fundable</u>** 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.

FY 2021 Capital Improvement Plan

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories:

- 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 revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2020 (50% of FY 2020). The projected balance runs to July 1, 2020, which is the end of FY 2020 and the start of FY 2021.

For the purposes of projecting the cash flow analysis from 1 January 2020 through 30 June 2020, it was assumed that the County growth rate for the period of 1 January 2020 through 30 June 2020, will be constant and equal to the same time period last year. During this period, there were 80 new single family detached structures (of which 2 qualified for the Affordable Housing Discount), 23 new townhouse structures, and 11 duplex structures. For projecting the future cash flow from 1 January 2020 through 30 June 2020, we are assumed the following:

- 78 Single-family units
- 23 Townhouse units
- 11 Duplex units
- 0 Multi-family units

While there were twenty commercial development projects in CY 2019, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$147.00. This is due to the commercial impact fee amount being reduced to 0.50% of the full calculated impact fee amount. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 1 January 2020

Capital Category	Target Allocation %	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2020 Amount Available by Allocation %
Elementary School & Land	29.2% x	\$29,037,730 =	\$8,479,017 -	\$7,123,260 =	\$1,355,757
Middle School/High Schools & Land	67.8% x	\$29,037,730 =	\$19,687,581 -	\$15,801,278 =	\$3,886,303
Admin Office/Shop/Bus Garage	3.0% ×	\$29,037,730 =	\$871,132 -	\$2,000,000 =	-\$1,128,868
Total for Schools	100%		\$29,037,730	\$24,924,538	\$4,113,192

Balance Projected Through 30 June 2020

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2020 Projected Amount Available by Allocation %
Elementary School & Land	29.2% x	\$29,706,078 =	\$8,674,175 -	\$7,123,260 =	\$1,550,914
Middle School/High Schools & Land	67.8% x	\$29,706,078 =	\$20,140,721 -	\$15,801,278 =	\$4,339,443
Admin Office/Shop/Bus Garage	3.0% x	\$29,706,078 =	\$891,182 -	\$2,000,000 =	-\$1,108,818
Total for Schools	100%		\$29,706,078	\$24,924,538	\$4,781,540

*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 2020

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected		Capital Category Allocation	Total Expended		Jan. 1, 2020 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$411,684	=	\$163,538 -	\$236,454	=	-\$72,916
Equipment	\$150,000	2.2% x	\$411,684	=	\$8,926 -	\$18,211	=	-\$9,285
Buildings & Land	\$4,020,000	58.1% ×	\$411,684	=	\$239,219 -	\$0	=	\$239,219
Total for Law Enforcement	\$6,918,201	100%			\$411,684	\$254,665		\$157,019

Balance Projected Through 30 June 2020

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2020 Projected Amount Available by Allocation %
Vehicles	39.7% ×	\$430,005 =	\$170,816 -	\$236,454 =	-\$65,638
Equipment	2.2% x	\$430,005 =	\$9,323 -	\$18,211 =	-\$8,887
Buildings & Land	58.1% ×	\$430,005 =	\$249,865 -	\$0 =	\$249,865
Total for Law Enforcement	100%		\$430,004	\$254,665	\$175,340

*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 2020

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2020 Amount Available by Allocation %
Park Improvements & Rec Facilities	\$10,086,983	69.1% x	\$1,755,458 =	\$1,213,811 -	\$1,113,238 =	\$100,573
Park Land	\$4,156,920	28.5% x	\$1,755,458 =	\$500,220 -	\$300,000 =	\$200,220
Maintenance Equipment & Vehicles	\$344,265	2.4% x	\$1,755,458 =	\$41,427 -	\$90,815 =	-\$49,388
Total for Parks & Recreation	\$14,588,168	100%		\$1,755,458	\$1,504,053	\$251,405

Balance Projected Through 30 June 2020

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2020 Projected Amount Available by Allocation %
Park Improvements & Rec Facilities	69.1% x	\$1,805,423 =	\$1,248,359 -	\$1,113,238 =	\$135,121
Park Land	28.5% x	\$1,805,423 =	\$514,458 -	\$300,000 =	\$214,458
Maintenance Equipment & Vehicles	2.4% x	\$1,805,423 =	\$42,606 -	\$90,815 =	-\$48,209
Total for Parks & Recreation	100%		\$1,805,423	\$1,504,053	\$301,370

*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 2020

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2020 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0% x	\$1,581,519 =	\$853,492	\$1,122,451 =	-\$268,958
EMS Facilities Mortgage - Cost Recovery	\$520,328	46.0% x	\$1,581,519 =	\$728,026	\$450,500 =	\$277,526
Total for Emergency Services	\$1,130,328	100%		\$1,581,519	\$1,572,951	\$8,568

Balance Projected Through 30 June 2020

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2020 Projected Amount Available by Allocation %
EMS Vehicles & Equipment	54.0% X	\$1,586,987 =	\$856,443 -	\$1,122,451 =	-\$266,007
EMS Facilities Mortgage - Cost Recovery	46.0% x	\$1,586,987 =	\$730,543 -	\$450,500 =	\$280,043
Total for Emergency Services	100%		\$1,586,986	\$1,572,951	\$14,036

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

Divider 1

Agency/Department/Office Summary

Name of Agency/Department/Office:

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Jefferson County Board of Education

(1)	(2)	(3)	(4)	(5)	<u>(6)</u>			(7)			
Pri		ESTIMATED	PRIÒR Alloc.	CURRENT REQUEST FY	CURRENT ALLOC.	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS					
No	PROJECT NAME DESCRIPTION	TOTAL COST	SOURCE	2021	OTHER	FY	FY	FY	FY	FY 2026	
1	Shepherdstown Elementary	16417500	0	0	SOURCES 9000000	2022 1417500	2023 6000000	2024 0	2025 0	0	
		10717500	Ŭ	Ĭ	2000000			_			
1	Ranson Elementary	16087500	0	0	9000000	0	1087500	6000000	0	0	
1	Regional Student Support Center	14160000	0	1000000	900000	1160000	1000000	1000000	1000000	0	
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

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Agency/Department/Office Summary

Name of Agency/Department/Office:

e: Sheriff of Jefferson County

<u>(1</u>) (2)	(3)	(4)	(5)	(6)	(7)						
Pri	DDOJECT NAME DECODIDION	ESTIMATED	PRIOR ALLOC.	CURRENT REQUEST FY	CURRENT ALLOC.	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS						
No	PROJECT NAME DESCRIPTION	TOTAL COST	SOURCE	2021	OTHER SOURCES	FY 2022	FY 2023	~ FY 2024	FY 2025	FY 2026		
2	Weapons Training Qualifications Range	100000	0	25000	0	25000	25000	25000				
2	Expansion 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	75000	500000	0	1500000	1900000	2000000	25000			
2	Purchase of Police Cruisers x 18	900000	0	150000	0	150000	150000	150000	150000			

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Deborah Lowe	Date this form prepared:	12/2/2019
Project Title:	Purchase of Police Cruisers x 18		
Project Type:	Acquisition of Major Equipment		
Project Locatio	on: Jefferson County Sheriff's Office		
Project Rank:	📋 (1) Urgent/Mandatory 🗹	(2)Necessary/Needed	Optional/Deferrable
	OR provide Ranking Number if usir	ng Form 2A:	
Project Need:	: 🗌 This project does not benefit ne	ew growth. 🗌 This projec	t only benefits new growth.
	🗹 This project benefits both curre	nt and new residents and/or b	ousinesses.
Budget Impact	t: 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 (\$)	\$90,000.00	
Funding Request Breakdown by Year (\$):	\$150,000.00	(FY 2021) Current Request
_		(FY 2022) All Other Sources
-	\$150,000.00	(FY 2022) Out Year 2
-	\$150,000.00	(FY 2023) Out Year 3
-	\$150,000.00	(FY 2024) Out Year 4
_	\$150,000.00	(FY 2025) Out Year 5
-	\$150,000.00	(FY 2026) Out Year 6

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

Additional pages attached.

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Deborah Lowe Date this form prepared: 12/2/2019
Project Title:	Permanent Jefferson County Sheriff's Office
Project Type:	Construction
Project Location	n: 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 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 lined 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).

\$6,000,000.00	
\$50,000.00	(FY 2021) Current Request
	(FY 2022) All Other Sources
\$1,500,000.00	(FY 2022) Out Year 2
\$1,900,000.00	(FY 2023) Out Year 3
\$2,000,000.00	(FY 2024) Out Year 4
\$25,000.00	(FY 2025) Out Year 5
	(FY 2026) Out Year 6
	\$50,000.00 \$1,500,000.00 \$1,900,000.00 \$2,000,000.00

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

CIP	
FORM	2

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Deborah Lowe Date this form prepared: 12/2/2019
Project Title:	Mobile Data Terminal System for Police Vehicles
Project Type:	Acquisition of Major Equipment
Project Locatio	n: 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:	\Box This project does not benefit new growth. \Box 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).

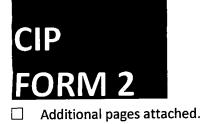
DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed)

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 (\$)	\$184,500.00			
Funding Request Breakdown by Year (\$):	\$10,000.00	(FY 2021) Current Request		
		(FY 2022) All Other Sources		
	\$31,500.00	(FY 2022) Out Year 2		
	\$31,500.00	(FY 2023) Out Year 3		
	\$0.00	(FY 2024) Out Year 4		
	\$50,000.00	(FY 2025) Out Year 5		
	\$61,500.00	(FY 2026) Out Year 6		

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

Jefferson County Govenment



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Jefferson County Commission

Capital Improvement Program

FORM 2

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST	
and JUSTIFICATI	ON

Prepared By:	Deborah Lowe Date this form prepared: 12/2/2019
Project Title:	Expansion of Temporary Sheriff's Office Space
Project Type:	Renovation
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:	\Box This project does not benefit new growth. \Box 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		
Funding Request Breakdown by Year (\$):	\$100,000.00	(FY 2021) Current Request	
		(FY 2022) All Other Sources	
	\$100,000.00	(FY 2022) Out Year 2	
	\$100,000.00	(FY 2023) Out Year 3	
	\$100,000.00	(FY 2024) Out Year 4	
	\$100,000.00	(FY 2025) Out Year 5	
	\$200,000.00	(FY 2026) Out Year 6	

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

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST

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			and	J	UST	TIFI	CA	TION

Prepared By:	Deborah Lowe	Date this form pro	epared:	12/2/2019
Project Title:	Weapons Training Qualifications Range			
Project Type:	Construction			
Project Locatio	n: Jefferson County			
Project Rank:	🔲 (1) Urgent/Mandatory 🗹	(2) Necessary/Need	led 🗆	Optional/Deferrable
	OR provide Ranking Number if u	sing Form 2A:		
Project Need:	This project does not benefit	new growth.	This projec	ct only benefits new growth.
	This project benefits both cut	rent and new reside	nts and/or	businesses.
Budget Impact	: This project will affect the coun	ty operating budget:	🗌 Yes	🗹 No
•	(if Yes - attach Form 2B).			
	ND JUSTIFICATION (See instructions for			s as needed)
	continued modernization and expansion of		ange.	
Estimated Tota	al Cost of Project (\$)	\$100,000.00		
Funding Reque	est Breakdown by Year (\$):	\$25,000.00 (FY	2021) Cu	rrent Request
	、 	(FY	2022) All	Other Sources
		\$25,000.00 (FY	2022) Ou	ıt Year 2
		\$25,000.00 (FY	2023) Ou	it Year 3
		\$25,000.00 (FY	2024) Ou	ıt Year 4
		\$25,000.00 (FY	2025) Ou	ıt Year 5
		(F)	2026) Ol	ut Year 6

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

Additional pages attached.

Divider 3

Agency/Department/Office Summary

Name of Agency/Department/Office:

Jefferson County Parks & Recreation Commission

_(1)		(3)	(4)	(5)	(6)					
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC.	CURRENT REQUEST FY	CURRENT ALLOC.	EXPECT FY	TED FIVE-YEA	R FUTURE PI	ROGRAM REC	UESTS
			SOURCE	2021	OTHER SOURCES	2022	2023	2024	2025	2026
1	James Hite Park (Utilities)	1800000	0	0	0	100000	0	850000	850000	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	0	1500000	0	0	0
2	Land Acquisition	2000000	0	200000	18000000	0	0	0	0	0
2	Sam Michaels Park (Playground)	65000	0	0	0	0	65000	0	0	0
2	Sam Michael's Park (Community Center Addition)	2000000	0	0,	0	0	0	0	2000000	0
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	. 0	0 -	0	75000
2	James Hite Park (Parking)	120000	0	120000	0	0	0	0	0	0
2	James Hite Park (Playground)	95000	0	50000	45000	0	0	0	0	0

Agency/Department/Office Summary

Name of Agency/Department/Office:

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FORM 1

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 2021	CURRENT ALLOC. OTHER SOURCES	EXPECT FY 2022	ED FIVE-YEA FY 2023	R FUTURE PI FY 2024	ROGRAM REC FY 2025	QUESTS FY 2026
	Sam Michaels Park (Septic Upgrades)	150000	0	25000	0	125000	0	0	0	0
2	James Hite Park (Dog Park)	78000	0	0	0	0	0	0	78000	0
2	Sam Michaels Park (Splash Pad)	200000	0	25000	0	175000	0	0	0	0

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers Date this form prepared: 11/17/2019	
Project Title:	James Hite Park (Utilities)	
Project Type:	Construction	
Project Location	n: James Hite Park	
Project Rank:	🔲 (1) Urgent/Mandatory 🗹 (2)Necessary/Needed 🗌 Optional/Deferrable	
	OR provide Ranking Number if using Form 2A:	_
Project Need:	\Box This project does not benefit new growth. \Box 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-tern ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

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

Estimated Total Cost of Project (\$)	\$1,800,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$100,000.00	(FY 2022) Out Year 2
	\$0.00	(FY 2023) Out Year 3
	\$850,000.00	(FY 2024) Out Year 4
	\$850,000.00	(FY 2025) Out Year 5
	\$0.00	(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.

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Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers	Date this form prepared:	11/17/2019				
Project Title:	Maintenance Vehicle						
Project Type:	Acquisition of Major Equipment						
Project Locatio	Stored at JCPRC Maintenance Building	to be used throughout the cou	unty.				
Project Rank:	🔲 (1) Urgent/Mandatory 🗹	(2)Necessary/Needed	Optional/Deferrable				
	OR provide Ranking Number if us	ing Form 2A:					
Project Need:	This project does not benefit n	iew growth. 🛛 🗌 This projec	ct only benefits new growth.				
	This project benefits both current	ent 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 (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$45,000.00	(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)

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

Additional pages attached.

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers Date this	form prepared:	11/17/2019
Project Title:	Sam Michael's Park (Amphitheatre-Phase II)		
Project Type:	Construction		
Project Locatio	on: Jefferson County		
Project Rank:	🔲 (1) Urgent/Mandatory 🗹 (2)Necess	ary/Needed 🛛	Optional/Deferrable
	OR provide Ranking Number if using Form 2.	A:	
Project Need:	This project does not benefit new growth	a. 📋 This proje	ct only benefits new growth.
	This project benefits both current and ne	w residents and/or	businesses.
Budget Impact	t: This project will affect the county operating	budget: 🗌 Yes	No 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 concession stand, green room and restrooms that will be utilized by patrons of the amphitheater and further generate revenue.

Estimated Total Cost of Project (\$)	\$1,500,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(FY 2022) Out Year 2
	\$1,500,000.00	(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)

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

CIP		
FORM	2	

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Jefferson County Govenment

Prepared By:	Jennifer Myers Date this form prepared: 11/17/2019
Project Title:	Land Acquisition
Project Type:	Land Acquisition
Project Locatio	n: 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 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.

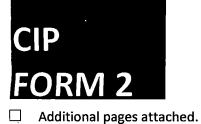
Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered 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. The JCPRC is currently looking at two properties that fit into the master plan to expand green space in Jefferson County. JCPRC is looking to outside sources to fund the remaining balance of the purchase price.

Estimated Total Cost of Project (\$)	\$2,000,000.00	
Funding Request Breakdown by Year (\$):	\$200,000.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
۱ -	\$0.00	(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)

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

Jefferson County Govenment



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

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Jefferson County Commission

Capital Improvement Program

CIP	
FORM	2

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers	Date this form prepared:	11/17/2019	
Project Title:	Sam Michael's Park (Playground)			
Project Type:	Construction	/		
Project Locatio	n: Sam Michael's Park			
Project Rank:	(1) Urgent/Mandatory	🗹 (2)Necessary/Needed 🗌	Optional/Deferrable	
	OR provide Ranking Number i	f using Form 2A:		
Project Need:	This project does not bene	fit new growth. 🛛 🗌 This proje	ct only benefits new growth.	
	This project benefits both of	urrent and new residents and/or	businesses.	
Budget Impact:	This project will affect the co	Inty operating budget: 🛛 🗍 Yes	No No	
	(if Yes - attach Form 2B).			
	This project benefits both or This project will affect the cou	s both current and new residents and/or businesses. the county operating budget:		

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

This represents a long-tern 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.

\$65,000.00	
\$0.00	(FY 2021) Current Request
	(FY 2022) All Other Sources
\$0.00	(FY 2022) Out Year 2
\$65,000.00	(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
	\$0.00 \$0.00 \$65,000.00 \$0.00 \$0.00

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 <u>2</u>

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers	Date this form prepared:	11/17/2019
Project Title:	Sam Michaels Park (JCCC Addition)		
Project Type:	Construction		
Project Location	n: 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 nev	v growth. 🛛 🗌 This projec	t only benefits new growth.
	🗹 This project benefits both curren	t and new residents and/or b	ousinesses.
Budget Impact:	: This project will affect the county o	perating 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-tern 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 (\$)	\$2,000,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(FY 2022) Out Year 2
	\$0.00	(FY 2023) Out Year 3
	\$0.00	(FY 2024) Out Year 4
	\$2,000,000.00	(FY 2025) Out Year 5
	\$0.00	(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.

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers Date this form prepared: 11/17/2019
Project Title:	South Jefferson Park (Master Plan)
Project Type:	Other
Project Locatio	n: Jefferson County
Project Rank:	🔲 (1) Urgent/Mandatory 🗹 (2)Necessary/Needed 🗌 Optional/Deferrable
	OR provide Ranking Number if using Form 2A:
Project Need:	\Box This project does not benefit new growth. \Box 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 (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(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
	\$75,000.00	(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.

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers	Date this form prepared:	11/17/2019
Project Title:	James Hite Park (Parking)		
Project Type:	Construction		
Project Locatio	n: James Hite Park		
Project Rank:	🔲 (1) Urgent/Mandatory 🗹	(2)Necessary/Needed	Optional/Deferrable
	OR provide Ranking Number if usi	ing Form 2A:	
Project Need:	$igslash \square$ This project does not benefit n	ew growth. 🗌 This projec	t only benefits new growth.
	🗹 This project benefits both curre	ent and new residents and/or I	ousinesses.
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 (\$):	\$120,000.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(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)

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.

Jefferson County Commission

Capital Improvement Program

CIP		
FORM	2	

Jefferson County Govenment ANNUAL and FIVE YEAR PROJECT REQUEST

and JUSTIFICATION

Prepared By:	Jennifer Myers Date	this form prepared:	11/17/2019
Project Title:	James Hite Park (Playground)		
Project Type:	Construction	_	
Project Locatio	on: James Hite Park		
Project Rank:	🔲 (1) Urgent/Mandatory 🗹 (2)Ne	cessary/Needed 🗌	Optional/Deferrable
	OR provide Ranking Number if using For	m 2A:	
Project Need:	This project does not benefit new group of the project does not benefit new group of the project does not be an advected by the project does not be advected by the projected by th	wth. 🗌 This proje	ct only benefits new growth.
	This project benefits both current and	I new residents and/or	businesses.
Budget Impact:	t: This project will affect the county opera	ting 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-tern ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The concept plans for James Hite Park call for a playground installation by the newly constructed picnic pavilions. The addition of the playground will further develop the park into a destination within Jefferson County. The playground would be fully ADA compliant. JCPRC has applied for a matching grant in the amount of \$45,000.

Estimated Total Cost of Project (\$)	\$95,000.00	
Funding Request Breakdown by Year (\$):	\$50,000.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(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)

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

Additional pages attached.

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers D	ate this form prepared:	11/17/2019
Project Title:	Sam Michaels Park (Septic Upgrades)		
Project Type:	Construction		
Project Locatio	on: Sam Michaels Park		
Project Rank:	🔲 (1) Urgent/Mandatory 🗹 (2)	Necessary/Needed	Optional/Deferrable
	OR provide Ranking Number if using	Form 2A:	
Project Need:	\Box This project does not benefit new	growth. 👘 🗌 This project	t only benefits new growth.
	This project benefits both current	and new residents and/or b	ousinesses.
Budget Impact:	: This project will affect the county op	erating 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-tern 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 (\$)	\$150,000.00	
Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$125,000.00	(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)

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

□ Additional pages attached.

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers Date this form prepare	d: <u>11/17/2019</u>
Project Title:	James Hite Park (Dog Park)	
Project Type:	: Construction	
Project Locatio	tion: James Hite Park	
Project Rank:	: 🗌 (1) Urgent/Mandatory 🗹 (2)Necessary/Needed	Optional/Deferrable
	OR provide Ranking Number if using Form 2A:	
Project Need:	I: 🗌 This project does not benefit new growth. 🗌 This p	project only benefits new growth.
	This project benefits both current and new residents an	d/or businesses.
Budget Impact	Ict: This project will affect the county operating budget: \Box	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 (\$)	\$78,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$0.00	(FY 2022) Out Year 2
	\$0.00	(FY 2023) Out Year 3
	\$0.00	(FY 2024) Out Year 4
	\$78,000.00	(FY 2025) Out Year 5
	\$0.00	(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.

Jefferson County Govenment



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

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Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Jennifer Myers Date this form prepared: 11/17/2019
Project Title:	Sam Michael's Park (Splashpad)
Project Type:	Construction
Project Locatio	n: Sam Michael's Park
Project Rank:	🗌 (1) Urgent/Mandatory 🗹 (2)Necessary/Needed 🗌 Optional/Deferrable
	OR provide Ranking Number if using Form 2A:
Project Need:	\Box This project does not benefit new growth. \Box 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-tern ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan.

As part of the grand vision for Sam Michaels Park, a splashpad is to be constructed. As the concept plan dictates, a splash pad should be installed in the special events field to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the general public. Currently, there is no splash park/pad in Jefferson County. In 2021, monies would be used to have a splash plan design.

Estimated Total Cost of Project (\$)	\$200,000.00	
Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2021) Current Request
		(FY 2022) All Other Sources
	\$175,000.00	(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)

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

Additional pages attached.

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Divider 4

Agency/Department/Office Summary

Y

Name of Agency/Department/Office:

CIP

FORM 1

Jefferson County Emergency Services Agency

1

(1)	(2)	(3)	(4)	(5)	(6)			(7)		
Pri	IDROJECT NAME DESCRIPTION	ESTIMATED	I ALLOC.	CURRENT REQUEST FY 2021	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
No		TOTAL COST				FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1	Mortgage for JCESA	486000	0	81000	0 ,	81000	81000	81000	81000	81000

Jefferson County Govenment

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By:	Allen Keyser	Date this for	m prepared:	11/14/2019
Project Title:	JCESA Mortgage			
Project Type:	Other			
Project Locatio	n: 419 Sixteenth Ave., Ranson, W	V 25438		
Project Rank:	(1) Urgent/Mandatory	(2)Necessary	Needed 🗌	Optional/Deferrable
	OR provide Ranking Numb	per if using Form 2A:		
Project Need:	This project does not b	enefit new growth.	🗌 This proje	ct only benefits new growth.
-	🗹 This project benefits bo	oth current and new re	esidents and/or	businesses.
Budget Impact	This project will affect the	e county operating bud	lget: 🗆 Yes	No
	(if Yes - attach Form 2B).			
DESCRIPTION A	ND JUSTIFICATION (See instruction	ns for Form 2 - attach	additional page	s as needed)
USDA Loan that	t must be paid monthly.			
Estimated Tota	l Cost of Project (\$)	\$486,000.00		
Funding Request Breakdown by Year (\$):		\$81,000.00	(FY 2021).Cu	rrent Request
			(FY 2022) All	Other Sources
		\$81,000.00	(FY 2022) Ou	ıt Year 2
		\$81,000.00	(FY 2023) Ou	ıt Year 3
		\$81,000.00	(FY 2024)Ou	ıt Year 4
		\$81,000.00	(FY 2025) Ou	ıt Year 5
		\$81,000.00	(FY 2026) Ou	ıt Year 6
DESCRIBE MET	HOD OF CALCULATING ESTIMATED	COST OF PROJECT: (See Instructions	;)

□ Additional pages attached.