

FY 2022 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

EMS

Jefferson County Commission

Engineering Department/Office of Impact Fees

26 January 2021

FY 2022 Impact Fee Program Capital Improvement Plan

Contents

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

Tables

Table 1. FY 2022 Priority 1 Projects - All Funding Sources.....	5
Table 2. FY 2022 Impact Fee Projects - All Priorities	6
Table 3. FY 2022 Impact Fee Fundable Projects.....	7
Table 4. School Cash Flow Analysis	13
Table 5. Law Enforcement Cash Flow Analysis	13
Table 6. Parks & Recreation Cash Flow Analysis.....	15
Table 7. EMS Cash Flow Analysis.....	16

FY 2022 Capital Improvement Plan Submissions

Divider

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

Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2022 (which begins July 1 2021). 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 \$140,842,828 (down from \$142,197,828 in FY 2021). Of this amount, \$36,276,000 represents the funding requests for FY 2022 (in FY 2021 the amount was \$2,286,000).

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 2022 do not require funding from the County's General or Capital Outlay Funds.

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

Overview of Funding Options

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

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

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

Direct County Support

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

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 2022 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 2021.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2022 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
Jefferson County Board of Education											
1	1	Shepherdstown Elementary	\$16,087,500	\$0	\$0	\$9,000,000	\$1,087,500	\$6,000,000	\$0	\$0	\$0
2	1	Ranson Elementary	\$16,417,500	\$0	\$0	\$9,000,000	\$0	\$1,417,500	\$6,000,000	\$0	\$0
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
4	1	Central High School	\$61,000,000	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$0	\$16,000,000
5	1	Central Elementary	\$18,000,000	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$125,665,000	\$0	\$35,000,000	\$27,000,000	\$2,247,500	\$8,417,500	\$7,000,000	\$17,000,000	\$17,000,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2022 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
Jefferson County Board of Education											
1	1	Shepherdstown Elementary	\$16,087,500	\$0	\$0	\$9,000,000	\$1,087,500	\$6,000,000	\$0	\$0	\$0
2	1	Ranson Elementary	\$16,417,500	\$0	\$0	\$9,000,000	\$0	\$1,417,500	\$6,000,000	\$0	\$0
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
4	1	Central High School	\$61,000,000	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$0	\$16,000,000
5	1	Central Elementary	\$18,000,000	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$125,665,000	\$0	\$35,000,000	\$27,000,000	\$2,247,500	\$8,417,500	\$7,000,000	\$1,000,000	\$17,000,000
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Interior Expansion	\$700,000	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000
3	2	Temporary Sheriff's Office Space	\$20,000	\$0	\$5,000	\$15,000	\$0	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
5	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
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
TOTALS			\$7,904,500	\$0	\$790,000	\$15,000	\$1,806,500	\$2,206,500	\$2,275,000	\$325,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	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
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0
4	2	Land Acquisition	\$700,000	\$0	\$250,000	\$450,000	\$0	\$0	\$0	\$0	\$0
5	2	Sam Michaels Park (Playground)	\$65,000	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0

Table 2. FY 2022 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
6	2	Sam Michael's Park (Community Center Addition)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
8	3	Sam Michaels Park (Splash Pad)	\$200,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$175,000
9	2	James Hite Park (Parking)	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Septic Upgrades)	\$150,000	\$0	\$25,000	\$0	\$125,000	\$0	\$0	\$0	\$0
11	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
12	2	Sam Michael's Park (Amphitheatre-ADA)	\$20,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$6,753,000	\$10,000	\$405,000	\$450,000	\$295,000	\$2,065,000	\$928,000	\$1,600,000	\$1,000,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Table 3. FY 2022 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
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

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
3	1	Regional Student Support Center	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$2,057,755 in the "Elementary School & Land" capital category of this project. As of January 1, 2021, the remaining allocation amount is \$5,516,285 in the "Middle Schools/High Schools & Land" capital category of this project; for a combined amount of \$7,574,040. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$8,476,858 on July 1, 2021. Full funding is currently available in the Schools account for this \$1,000,000 request, in FY 2022. Requisitions will be allocated 50% toward "Elementary School & Land" and 50% toward "Middle/High School & Land" capital categories. The CIP impact fees funding request through FY 2026 is currently available.

Sheriff of Jefferson County											
#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
1	2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Internal Expansion Temporary Sheriff's Office Space	\$20,000	\$0	\$5,000	\$15,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$120,000	\$0	\$30,000	\$15,000	\$25,000	\$25,000	\$25,000	\$0	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$245,137 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 \$260,675 on July 1, 2021. Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2022. The CIP impact fees funding request through FY 2025 is currently available, which completes the funding request.
3	2	Internal Expansion Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$245,137 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 \$260,675 on July 1, 2021. Full funding is currently available in the Law Enforcement account for this \$5,000 request, in FY 2022; which is to complete the project. The total cost is supplemented with \$15,000 of funding from other sources.

Table 3. FY 2022 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
Jefferson County Parks & Recreation Commission											
4	2	Land Acquisition	\$700,000	\$0	\$250,000	\$450,000	\$0	\$0	\$0	\$0	\$0
9	2	James Hite Park (Parking)	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
12	2	Sam Michael's Park (Amphitheatre-ADA)	\$20,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$840,000	\$10,000	\$380,000	\$450,000	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission				
#	Pri	Project	Fee Funding Potential	Comments
4	2	Land Acquisition	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$241,451 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 \$262,276 on July 1, 2021. Full funding is currently available in the Parks and Rec impact fee account for this \$250,000 request, in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$450,000 of funding from other sources.
9	2	James Hite Park (Parking)	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$181,049 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 \$231,584 on July 1, 2021. Funding for this project is available in the Parks and Rec impact fee account for this \$120,000 request in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.
12	2	Sam Michael's Park (Amphitheatre-ADA)	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$181,049 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 \$231,584 on July 1, 2021. Funding for this project is available in the Parks and Rec impact fee account for this \$10,000 request in FY 2022. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is supplemented with \$10,000 of funding from prior allocation.

Table 3. FY 2022 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2022	Other Sources Allocation	Yr 1 FY 2023	Yr 2 FY 2024	Yr 3 FY 2025	Yr 4 FY 2026	Yr 5 FY 2027
Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of January 1, 2021, the remaining allocation amount is \$262,835 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 \$12,946 on July 1, 2021. Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$10,000 of funding in FY 2022, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2022. However, at this time, funding for the \$71,000 remainder of the FY 2022, \$71,000 mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds since impact fees revenue for this entity is only averaging \$10,000 per year; the ESA will need to find another funding source.

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 **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.

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, 2021 (50% of FY 2020). The projected balance runs to July 1, 2021, which is the end of FY 2021 and the start of FY 2022.

For the purposes of projecting the cash flow analysis from 1 January 2021 through 30 June 2021, it was assumed that the County growth rate for the period of 1 January 2021 through 30 June 2021, will be constant and equal to the same time period last year. During this period, there were 107 new single family detached structures (of which 2 qualified for the Affordable Housing Discount), 40 new townhouse structures, and 4 duplex structures. For projecting the future cash flow from 1 January 2021 through 30 June 2021, we are assumed the following:

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

While there were eleven commercial development projects in CY 2020, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$21.00. 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 2021

Capital Category	Target Allocation %		Total Revenue Collected		Capital Category Allocation		Total Expended		Jan. 1, 2021 Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$31,441,832	=	\$9,181,015	-	\$7,123,260	=	\$2,057,755
Middle School/High Schools & Land	67.8%	x	\$31,441,832	=	\$21,317,562	-	\$15,801,278	=	\$5,516,285
Admin Office/Shop/Bus Garage/Study	3.0%	x	\$31,441,832	=	\$943,255	-	\$2,019,190	=	-\$1,075,935
Total for Schools	100%				\$31,441,832		\$24,943,728		\$6,498,104

Balance Projected Through 30 June 2021

Capital Category	Percent of Total LOS*		Projected Total Revenue Collected		Capital Category Allocation		Total Expended		June 30, 2021 Projected Amount Available by Allocation %
Elementary School & Land	29.2%	x	\$32,391,763	=	\$9,458,395	-	\$7,123,260	=	\$2,335,135
Middle School/High Schools & Land	67.8%	x	\$32,391,763	=	\$21,961,616	-	\$15,801,278	=	\$6,160,338
Admin Office/Shop/Bus Garage/Study	3.0%	x	\$32,391,763	=	\$971,753	-	\$2,019,190	=	-\$1,047,437
Total for Schools	100%				\$32,391,763		\$24,943,728		\$7,448,035

*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 2021

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2021 Amount Available by Allocation %
Vehicles	\$2,748,201	39.7% x	\$439,525 =	\$174,598 -	\$236,454 =	-\$61,856
Equipment	\$150,000	2.2% x	\$439,525 =	\$9,530 -	\$18,211 =	-\$8,681
Buildings & Land/Study	\$4,020,000	58.1% x	\$439,525 =	\$255,397 -	\$10,260 =	\$245,137
Total for Law Enforcement	\$6,918,201	100%		\$439,525	\$264,925	\$174,600

Balance Projected Through 30 June 2021

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2021 Projected Amount Available by Allocation %
Vehicles	39.7% x	\$466,265 =	\$185,220 -	\$236,454 =	-\$51,234
Equipment	2.2% x	\$466,265 =	\$10,110 -	\$18,211 =	-\$8,101
Buildings & Land/Study	58.1% x	\$466,265 =	\$270,935 -	\$10,260 =	\$260,675
Total for Law Enforcement	100%		\$466,265	\$264,925	\$201,340

*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 2021

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2021 Amount Available by Allocation %
Park Improvements & Rec Facilities/Study	\$10,086,983	69.1% x	\$1,944,158 =	\$1,344,287 -	\$1,163,238 =	\$181,049
Park Land	\$4,156,920	28.5% x	\$1,944,158 =	\$553,991 -	\$312,540 =	\$241,451
Maintenance Equipment & Vehicles	\$344,265	2.4% x	\$1,944,158 =	\$45,880 -	\$90,815 =	-\$44,935
Total for Parks & Recreation	\$14,588,168	100%		\$1,944,158	\$1,566,593	\$377,565

Balance Projected Through 30 June 2021

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2021 Projected Amount Available by Allocation %
Park Improvements & Rec Facilities/Study	69.1% x	\$2,017,243 =	\$1,394,822 -	\$1,163,238 =	\$231,584
Park Land	28.5% x	\$2,017,243 =	\$574,816 -	\$312,540 =	\$262,276
Maintenance Equipment & Vehicles	2.4% x	\$2,017,243 =	\$47,605 -	\$90,815 =	-\$43,210
Total for Parks & Recreation	100%		\$2,017,243	\$1,566,593	\$450,650

*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 2021

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2021 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0% x	\$1,602,208 =	\$864,658 -	\$1,122,451 =	-\$257,793
EMS Facilities Mortgage - Cost Recovery/Study	\$520,328	46.0% x	\$1,602,208 =	\$737,550 -	\$474,715 =	\$262,835
Total for Emergency Services	\$1,130,328	100%		\$1,602,208	\$1,597,166	\$5,042

Balance Projected Through 30 June 2021

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2021 Projected Amount Available by Allocation %
EMS Vehicles & Equipment	54.0% X	\$1,610,112 =	\$868,923 -	\$1,122,451 =	-\$253,528
EMS Facilities Mortgage - Cost Recovery/Study	46.0% x	\$1,610,112 =	\$741,189 -	\$474,715 =	\$266,474
Total for Emergency Services	100%		\$1,610,112	\$1,597,166	\$12,946

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

Divider 1

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2022	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
1	Central Elementary School	18000000	0	9000000	0	0	0	0	0	1000000
1	Shepherdstown Elementary School	16087500	0	0	9000000	1087500	6000000	0	0	0
1	Ranson Elementary School	16417500	0	0	9000000	0	1417500	6000000	0	0
1	Regional Student Support Center	14160000	0	1000000	9000000	1160000	1000000	1000000	1000000	0
1	Central High School	61000000	0	25000000	0	0	0	0	0	1600000 0

Divider 2

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

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

(1) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2022	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
						2	Internal Expansion of Temporary Sheriff's Office Space	20000	0	5000
2	Weapons Training Qualifications Range	100000	0	25000	0	25000	25000	25000		
2	External Expansion of Temporary Sheriff's Office Space	700000	0	100000	0	100000	100000	100000	100000	200000
2	Mobile Data Terminal System for Police Vehicles	184500	0	10000	0	31500	31500	0	50000	61500
2	Permanent Jefferson County Sheriff's Office	6000000	0	500000	0	1500000	1900000	2000000	25000	0
2	Purchase of Police Cruisers x 18 (3 per year)	900000	0	150000	0	150000	150000	150000	150000	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** _____

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	\$900,000.00	
Funding Request Breakdown by Year (\$):	\$150,000.00	(FY 2022) Current Request
	\$150,000.00	(FY 2023) All Other Sources
	\$150,000.00	(FY 2023) Out Year 2
	\$150,000.00	(FY 2024) Out Year 3
	\$150,000.00	(FY 2025) Out Year 4
	\$150,000.00	(FY 2026) Out Year 5
	\$150,000.00	(FY 2027) Out Year 6

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/16/2020
Project Title: Mobile Data Terminal System for Police Vehicles
Project Type: Acquisition of Major Equipment
Project Location: Jefferson County Sheriff's Office
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____
Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.
Budget Impact: This project will affect the county operating budget: Yes No
 (if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	<u>\$184,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$10,000.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$31,500.00</u>	(FY 2023) Out Year 2
	<u>\$31,500.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$50,000.00</u>	(FY 2026) Out Year 5
	<u>\$61,500.00</u>	(FY 2027) Out Year 6

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



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: Deborah Lowe **Date this form prepared:** _____

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$900,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$150,000.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$150,000.00</u>	(FY 2023) Out Year 2
	<u>\$150,000.00</u>	(FY 2024) Out Year 3
	<u>\$150,000.00</u>	(FY 2025) Out Year 4
	<u>\$150,000.00</u>	(FY 2026) Out Year 5
	<u>\$150,000.00</u>	(FY 2027) 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 2022	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
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 II)	2000000	0	0	0	0	2000000	0	0	0
2	Land Acquisition	700000	0	250000	450000	0	0	0	0	0
2	Sam Michael's Park (Playground)	65000	0	0	0	65000	0	0	0	0
2	Sam Michaels Park (JCCC Addition)	150000	0	0	0	0	0	0	750000	750000
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	0	0	0	75000
3	Sam Michael's Park (Splashpad)	200000	0	0	0	25000	0	0	0	175000
2	James Hite Park (Parking)	120000	0	120000	0	0	0	0	0	0

CIP FORM 1

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 2022	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
2	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	78000	0	0
2	Sam Michael's Park (Amphitheatre-ADA)	20000	10000	10000	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: 11/17/2020

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

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

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

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

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves 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 2022) Current Request
	\$100,000.00	(FY 2023) All Other Sources
	\$0.00	(FY 2023) Out Year 2
	\$850,000.00	(FY 2024) Out Year 3
	\$850,000.00	(FY 2025) Out Year 4
	\$0.00	(FY 2026) Out Year 5
	\$0.00	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2020

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

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

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$45,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$45,000.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$0.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: _____

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

Project Type: Construction

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. Amphitheaters can greatly vary in size and complexity. Depending on the size of the facility, use can range from facilitating a small gathering to serving as a venue for a major regional event. Studies performed to construct facilities in Sam Michaels Park illustrate the range of facilities that is possible. Cost aside, the size, location, and design can also dramatically impact the viability and utilization of a facility and therefore its sustainability. It appears that Jefferson County could support a large, more revenue intensive and revenue generating facility, which could serve both its resident population and compliment Jefferson County's larger tourism development goals. Phase I of the project was constructed in 2018. Phase II realizes construction of a concession stand, green room and restrooms that will be utilized by patrons of the amphitheater and further generate revenue.

Estimated Total Cost of Project (\$)	<u>\$2,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
	<u>_____</u>	(FY 2023) All Other Sources
	<u>\$0.00</u>	(FY 2023) Out Year 2
	<u>\$2,000,000.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$0.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2020
Project Title: Land Acquisition
Project Type: Land Acquisition
Project Location: Jefferson County
Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____
Project Need: This project does not benefit new growth. This project only benefits new growth.
 This project benefits both current and new residents and/or businesses.
Budget Impact: This project will affect the county operating budget: Yes No
(if Yes - attach Form 2B).

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's Comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. 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 (\$)	\$250,000.00	
Funding Request Breakdown by Year (\$):	\$250,000.00	(FY 2022) Current Request
		(FY 2023) All Other Sources
	\$0.00	(FY 2023) Out Year 2
	\$0.00	(FY 2024) Out Year 3
	\$0.00	(FY 2025) Out Year 4
	\$0.00	(FY 2026) Out Year 5
	\$0.00	(FY 2027) 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: 11/17/2020

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's Park

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

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

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

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park.

Estimated Total Cost of Project (\$)	<u>\$65,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
	<u> </u>	(FY 2023) All Other Sources
	<u>\$65,000.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$0.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2020

Project Title: Sam Michaels Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michaels Park

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$1,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$0.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$750,000.00</u>	(FY 2026) Out Year 5
	<u>\$750,000.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

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

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

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

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

Prepare a Master Site Development Plan for the park to address the issue of the preferred mix of facilities within the park. This was discussed and recommended in the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$0.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$75,000.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michael's Park (Splashpad)

Project Type: Construction

Project Location: Sam Michael's Park

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. As part of the grand vision for Sam Michaels Park, 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 2023, monies would be used to have a splash plan design.

Estimated Total Cost of Project (\$)	<u>\$200,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$25,000.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$175,000.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2020

Project Title: James Hite Park (Parking)

Project Type: Construction

Project Location: James Hite Park

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

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

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

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$120,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$120,000.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$0.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$0.00</u>	(FY 2027) Out Year 6

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

**CIP
FORM 2**

Jefferson County Government
**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.



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2020

Project Title: Sam Michaels Park (Septic Upgrades)

Project Type: Construction

Project Location: Sam Michaels Park

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

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

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

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The project involves planning, construction and improvements to install 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.

Table with 2 columns: Estimated Total Cost of Project (\$) and Funding Request Breakdown by Year (\$). Rows include total cost (\$150,000.00) and breakdown by year from FY 2022 to FY 2027.

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

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

[] Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers **Date this form prepared:** 11/17/2020

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

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

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

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

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

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

The project involves construction of a dog park at James Hite Park to continue Phase II development. Currently, there is only one dog park in the county which is located at Sam Michaels Park. Sam Michaels Dog Park does not provide separate facilities for large and small dogs, as recommended by the American Kennel Club.

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

Estimated Total Cost of Project (\$)	\$78,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2022) Current Request
		(FY 2023) All Other Sources
	\$0.00	(FY 2023) Out Year 2
	\$0.00	(FY 2024) Out Year 3
	\$78,000.00	(FY 2025) Out Year 4
	\$0.00	(FY 2026) Out Year 5
	\$0.00	(FY 2027) 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: 11/17/2020

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

Project Type: Construction

Project Location: Sam Michael's Park

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

This represents the goal of making the AMP at Sam Michael's Park more accessible to patrons. With the need for outdoor events and activities, due in part to the current pandemic, facilities need to be even more accessible to the public. With the help of a grant from First Energy, JCPRC will install and expand visibility by adding additional paved accessible trails to the AMP special events field.

Estimated Total Cost of Project (\$)	<u>\$20,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$20,000.00</u>	(FY 2022) Current Request
		(FY 2023) All Other Sources
	<u>\$0.00</u>	(FY 2023) Out Year 2
	<u>\$0.00</u>	(FY 2024) Out Year 3
	<u>\$0.00</u>	(FY 2025) Out Year 4
	<u>\$0.00</u>	(FY 2026) Out Year 5
	<u>\$0.00</u>	(FY 2027) Out Year 6

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

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

Additional pages attached.

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 2022	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
1	Mortgage for Jefferson County Emergency Services Agency	520328	0	81000	0	81000	81000	81000	81000	81000

CIP FORM 2

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

Prepared By: Allen Keyser Date this form prepared: 11/13/2020

Project Title: Mortgage for Jefferson County Emergency Services Agency

Project Type: Other

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

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

USDA Loan that must be paid monthly.

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

Funding Request Breakdown by Year (\$): \$81,000.00 (FY 2022) Current Request

(FY 2023) All Other Sources

\$81,000.00 (FY 2023) Out Year 2

\$81,000.00 (FY 2024) Out Year 3

\$81,000.00 (FY 2025) Out Year 4

\$81,000.00 (FY 2026) Out Year 5

\$81,000.00 (FY 2027) Out Year 6

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

Additional pages attached.