

Annual Report on Impact Fees

January 2007 – December 2007

**Department of Capital Planning and
Management – Office of Impact Fees**

Jefferson County Government

31 January 2008

Contents

| | |
|--|----|
| Tables and Figures..... | 3 |
| Appendices | 3 |
| Executive Summary..... | 4 |
| 1.1. Trends in Fee Collection | 4 |
| 1.2. Fees Collected | 5 |
| 1.3. Financial Data..... | 9 |
| 1.4. Fees Disbursed..... | 12 |
| 1.4.1. Refunds..... | 12 |
| 1.4.2. Requisitions | 12 |
| 2. Annual Review | 12 |
| 2.1. Recommended Changes to Ordinances or Procedures | 12 |
| 2.1.1. Ordinance Changes During 2007 | 12 |
| 2.2. Proposed Changes to CIP | 13 |
| 2.3. Identification of Fee-Fundable Capital Projects..... | 13 |
| 2.3.1. Schools | 13 |
| 2.3.2. Law Enforcement | 13 |
| 2.3.3. Parks & Recreation..... | 14 |
| 2.3.4. Fire & EMS | 14 |
| 2.4. Proposed Fee Boundary Districts | 14 |
| 2.5. Proposed fee schedule changes | 15 |
| 2.6. Proposed Changes to Level of Service Standards | 15 |
| 2.6.1. Overview | 15 |
| 2.7. Proposed Changes to Fee Calculation Methodology..... | 15 |
| 2.8. Proposed Changes to Base Data for Fee Calculation | 16 |
| 2.9. Other Changes | 16 |
| 2.9.1. Banking Proposal..... | 16 |
| 3. 2007 Inflation Adjustments | 17 |
| 3.1. Source Data | 17 |
| 3.2. Inflation Adjustment – Schools | 17 |
| 3.3. Residential Fee Totals – Inflation Adjusted | 18 |
| 4. 2007 Cash Flow Analyses | 19 |
| 4.1. Schools | 19 |
| 4.2. Law Enforcement | 20 |
| 4.3. Parks & Recreation..... | 21 |
| 4.4. Fire & EMS | 22 |

Tables and Figures

| | |
|--|----|
| Table 1A. Total County Residential Building Permits (CY 2004-2007) | 4 |
| Table 1B Total County Non-Residential Building Permits (CY 2004-2007) | 5 |
| Table 2. Fees Collected – Calendar Year 2007. | 6 |
| Table 3. Fees Collected by County Tax District – Calendar Year 2007 | 7 |
| Table 4. Fees Collected by Municipal Tax District – Calendar Year 2007 | 8 |
| Table 5. Office of Impact Fees General Account (3111776) | 9 |
| Table 6. Impact Fee Holding Accounts | 10 |
| Table 7. Impact Fee Holding Account Withdraws | 11 |
| Table 8. FY 2008 Approved Fee Fundable Projects | 12 |
| Table 9. BOE Fee Fundable Projects | 13 |
| Table 10. Law Enforcement Fee Fundable Projects..... | 13 |
| Table 11. Parks & Recreation Fee Fundable Projects | 14 |
| Table 12. Jefferson County Ambulance Authority Fee Fundable Projects | 14 |
| Table 13. Shepherdstown Fire Company Fee Fundable Projects..... | 14 |
| Table 14. Bakerton Fire Company Fee Fundable Projects..... | 14 |
| Table 15. Friendship Fire Company Fee Fundable Projects | 14 |
| Table 16. Price Indices and Cost of Living Adjustment | 17 |
| Table 17. Inflation Adjustment - Schools | 17 |
| Table 18. Maximum Fee Schedule, 01 April 2008 | 18 |

Appendices

| | |
|--|-------|
| 2008 Law Enforcement Impact Fee Study | Tab 1 |
| 2008 Parks & Recreation Impact Fee Study | Tab 2 |
| 2008 Fire & EMS Impact Fee Study..... | Tab 3 |

Executive Summary

1.1. Trends in Fee Collection

Permitting for Jefferson County in Calendar year 2007 continued to display a downward trend, as indicated in Table 1. There were 38 permits for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Table 1A. Total County Residential Building Permits (CY 2004-2007)

| Years | Qtr | Single Family | | Single Family Total | Town Home | Grand Total |
|-------------|------|---------------|------|---------------------|-----------|-------------|
| | | Exempt | Fee | | Fee | |
| 2004 | Qtr1 | 16 | 16 | 32 | | 32 |
| | Qtr2 | 9 | 46 | 55 | | 55 |
| | Qtr3 | 13 | 122 | 135 | | 135 |
| | Qtr4 | 11 | 85 | 96 | 5 | 101 |
| 2004 Total | | 49 | 269 | 318 | 5 | 323 |
| 2005 | Qtr1 | 6 | 65 | 71 | 6 | 77 |
| | Qtr2 | 12 | 82 | 94 | 1 | 95 |
| | Qtr3 | 6 | 89 | 95 | 12 | 107 |
| | Qtr4 | 15 | 88 | 103 | 3 | 106 |
| 2005 Total | | 39 | 324 | 363 | 22 | 385 |
| 2006 | Qtr1 | 11 | 129 | 140 | 15 | 155 |
| | Qtr2 | 8 | 56 | 64 | 5 | 69 |
| | Qtr3 | 12 | 37 | 49 | 27 | 76 |
| | Qtr4 | 11 | 34 | 45 | 10 | 55 |
| 2006 Total | | 42 | 256 | 298 | 57 | 355 |
| 2007 | Qtr1 | 8 | 64 | 72 | 16 | 88 |
| | Qtr2 | 13 | 69 | 82 | 34 | 116 |
| | Qtr3 | 7 | 54 | 61 | 9 | 70 |
| | Qtr4 | 10 | 26 | 36 | 7 | 43 |
| 2007 Total | | 38 | 213 | 251 | 66 | 317 |
| Grand Total | | 168 | 1062 | 1230 | 150 | 1380 |

Table 1B Total County Non-Residential Building Permits (CY 2004-2007)

| Years | Qtr | Exempt | Fee | Grand Total |
|-------------|------|--------|-----|-------------|
| 2004 | Qtr1 | | 1 | 1 |
| | Qtr2 | | 2 | 2 |
| | Qtr3 | | | 0 |
| | Qtr4 | | 1 | 1 |
| 2005 | Qtr1 | | | 0 |
| | Qtr2 | | 4 | 4 |
| | Qtr3 | | 1 | 1 |
| | Qtr4 | | | 0 |
| 2007 | Qtr1 | | | 0 |
| | Qtr2 | 8 | 8 | 16 |
| | Qtr3 | 2 | 2 | 4 |
| | Qtr4 | | 2 | 2 |
| Grand Total | | 10 | 21 | 31 |

If this downward trend in residential permit applications continues, there will come a point when the County should consider the rationale for continuing to collect impact fees. Although this situation is not close upon us, substantially lower permit activity will result in fee collection which is so low that it may hinder the County's ability to adequately fund capital expansion projects.

1.2. Fees Collected

Jefferson County uses a fiscal year which starts in July and runs through June of the next year. The accounting of fees collected to date is based on a calendar year since this report is due to the Commission in January of each year. Thus, these values reported below span Fiscal Years 2007 and 2008 and run from 1 January 2007 through 31 December 2007. Table 2 presents the total fee collection data, while Tables 3 and 4 break the financial data down into county and municipal tax districts.

The financial transaction information for the Office of Impact Fees general account (which serves as the initial account of fee deposit) is presented in Table 5. Table 6 presents the financial data for each of the 4 long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation and Fire & EMS).

Table 2. Fees Collected – Calendar Year 2007.

| Land Use | Type | Fire & EMS | Law Enforcement | Parks & Rec | Schools | Grand Total |
|-------------------|-------------------|------------|-----------------|-------------|-------------|-------------|
| Commercial | 310 Hotel | \$74,586 | \$8,709 | | | \$83,295 |
| | Business Park | \$11,770 | \$1,386 | | | \$13,156 |
| | Commercial to 25K | | \$8,458 | | | \$8,458 |
| | Fire Station | | \$68 | | | \$68 |
| | Light Industrial | \$520 | \$60 | | | \$580 |
| | Office 25-50K | \$23,616 | \$2,772 | | | \$26,388 |
| | Office to10K | \$891 | \$105 | | | \$996 |
| | Training Facility | \$13,458 | \$3,115 | | | \$16,573 |
| | Warehousing | \$416 | \$50 | | | \$466 |
| Commercial Total | | \$125,257 | \$24,723 | | | \$149,980 |
| Residential | Single Family | \$115,797 | \$25,299 | \$143,763 | \$2,054,383 | \$2,339,242 |
| | Town Home | \$22,366 | \$5,296 | \$27,896 | \$394,192 | \$449,750 |
| Residential Total | | \$138,163 | \$30,595 | \$171,659 | \$2,448,575 | \$2,788,992 |
| Grand Total | | \$263,420 | \$55,318 | \$171,659 | \$2,448,575 | \$2,938,972 |

Table 3. Fees Collected by County Tax District – Calendar Year 2007

| Tax District | Land Use | Type | Fire & EMS | Law Enforcement | Parks & Rec | Schools | Grand Total |
|------------------------|-------------------|-------------------|------------|-----------------|-------------|-----------|-------------|
| 02 Charles Town | Commercial | 310 Hotel | \$74,586 | \$8,709 | | | \$83,295 |
| | | Business Park | \$11,770 | \$1,386 | | | \$13,156 |
| | | Commercial to 25K | | | \$3,108 | | \$3,108 |
| | | Office 25-50K | \$23,616 | \$2,772 | | | \$26,388 |
| | | Office to10K | \$891 | \$105 | | | \$996 |
| | | Warehousing | \$416 | \$50 | | | \$466 |
| | Commercial Total | | \$111,279 | \$16,130 | | | \$127,409 |
| | Residential | Single Family | \$42,288 | \$9,472 | \$52,530 | \$746,150 | \$850,440 |
| | | Town Home | \$12,656 | \$3,080 | \$15,736 | \$220,152 | \$251,624 |
| | Residential Total | | \$54,944 | \$12,552 | \$68,266 | \$966,302 | \$1,102,064 |
| 02 Charles Town Total | | | \$166,223 | \$28,682 | \$68,266 | \$966,302 | \$1,229,473 |
| 04 Harpers Ferry | Commercial | Commercial to 25K | | \$5,350 | | | \$5,350 |
| | | Fire Station | | \$68 | | | \$68 |
| | Commercial Total | | | \$5,418 | | | \$5,418 |
| | Residential | Single Family | \$4,803 | \$1,077 | \$5,995 | \$95,033 | \$106,908 |
| | | Town Home | \$510 | \$200 | \$680 | \$13,440 | \$14,830 |
| | Residential Total | | \$5,313 | \$1,277 | \$6,675 | \$108,473 | \$121,738 |
| 04 Harpers Ferry Total | | | \$5,313 | \$6,695 | \$6,675 | \$108,473 | \$127,156 |
| 06 Kabletown | Commercial | Light Industrial | \$520 | \$60 | | | \$580 |
| | | Training Facility | \$13,458 | \$3,115 | | | \$16,573 |
| | Commercial Total | | \$13,978 | \$3,175 | | | \$17,153 |
| | Residential | Single Family | \$14,250 | \$3,192 | \$17,694 | \$251,052 | \$286,188 |
| | Residential Total | | \$14,250 | \$3,192 | \$17,694 | \$251,052 | \$286,188 |
| 06 Kabletown Total | | | \$28,228 | \$6,367 | \$17,694 | \$251,052 | \$303,341 |

| Tax District | Land Use | Type | Fire & EMS | Law Enforcement | Parks & Rec | Schools | Grand Total |
|------------------------|-------------------|---------------|------------|-----------------|-------------|-------------|-------------|
| 07 Middleway | Residential | Single Family | \$21,435 | \$4,802 | \$26,609 | \$379,208 | \$432,054 |
| | Residential Total | | \$21,435 | \$4,802 | \$26,609 | \$379,208 | \$432,054 |
| 07 Middleway Total | | | \$21,435 | \$4,802 | \$26,609 | \$379,208 | \$432,054 |
| 09 Shepherdstown | Residential | Single Family | \$30,154 | \$6,756 | \$37,400 | \$532,777 | \$607,087 |
| | | Town Home | \$8,280 | \$2,016 | \$10,332 | \$144,540 | \$165,168 |
| | Residential Total | | \$38,434 | \$8,772 | \$47,732 | \$677,317 | \$772,255 |
| 09 Shepherdstown Total | | | \$38,434 | \$8,772 | \$47,732 | \$677,317 | \$772,255 |
| Grand Total | | | \$259,633 | \$55,318 | \$166,976 | \$2,382,352 | \$2,864,279 |

Table 4. Fees Collected by Municipal Tax District – Calendar Year 2007

| Tax District | Land Use | Type | Fire & EMS | Parks & Rec | Schools | Grand Total |
|-----------------------------|-------------------|-------------------|------------|-------------|----------|-------------|
| 01 Bolivar Corp | Residential | Single Family | \$2,264 | \$2,784 | \$39,508 | \$44,556 |
| | | Town Home | \$920 | \$1,148 | \$16,060 | \$18,128 |
| | Residential Total | | \$3,184 | \$3,932 | \$55,568 | \$62,684 |
| 01 Bolivar Corp Total | | | \$3,184 | \$3,932 | \$55,568 | \$62,684 |
| 05 Harpers Ferry Corp | Residential | Single Family | \$603 | \$751 | \$10,655 | \$12,009 |
| | | Residential Total | | \$603 | \$751 | \$10,655 |
| 05 Harpers Ferry Corp Total | | | \$603 | \$751 | \$10,655 | \$12,009 |
| Grand Total | | | \$3,787 | \$4,683 | \$66,223 | \$74,693 |

1.3. Financial Data

Table 5. Office of Impact Fees General Account (3111776)

| Month | Opening Balance | Deposits | Withdraws | Interest | Ending Balance |
|------------------|-----------------|----------------|----------------|-------------|----------------|
| Jan | \$79,221.54 | \$160,496.00 | \$79,221.54 | \$316.89 | \$160,812.89 |
| Feb | \$160,812.89 | \$316,337.00 | \$171,951.89 | \$924.72 | \$306,122.72 |
| Mar | \$306,122.72 | \$253,015.00 | \$306,122.72 | \$548.38 | \$253,563.38 |
| Apr | \$253,563.38 | \$225,490.00 | \$309,893.38 | \$539.77 | \$169,699.77 |
| May | \$169,699.77 | \$1,223,909.00 | \$169,699.77 | \$3,431.95 | \$1,227,340.95 |
| Jun | \$1,227,340.95 | \$364,066.00 | \$1,227,806.95 | \$1,868.00 | \$365,468.00 |
| Jul | \$365,468.00 | \$230,736.00 | \$365,468.00 | \$1,222.34 | \$231,958.34 |
| Aug | \$231,958.34 | \$287,610.00 | \$231,958.34 | \$800.57 | \$288,410.57 |
| Sep | \$288,410.57 | \$171,772.00 | \$288,410.57 | \$628.89 | \$172,400.89 |
| Oct | \$172,400.89 | \$238,677.00 | \$196,688.89 | \$828.68 | \$215,217.68 |
| Nov | \$215,217.68 | \$97,085.00 | \$215,217.68 | \$275.80 | \$97,360.80 |
| Dec | \$97,360.80 | \$65,248.00 | \$97,360.80 | \$250.80 | \$65,498.80 |
| Totals /1 | | \$3,634,441.00 | \$3,659,800.53 | \$11,636.79 | |

| | |
|-----------------------------------|--------------------|
| December 2007 Outstanding credits | \$0.00 |
| Jan 2008 transfers | (\$65,498.80) |
| 01 – 03 January 2007 Deposits | \$12,144.00 |
| 03 Jan 07 Balance | \$12,144.00 |

/1 The deposits for CY 2007 exceed the total fees collected in Table 1 by \$695,469.00. This amount is the court-ordered transfer of school proffer fees from Ranson to the Board of Education and was deposited on 03 May 2007 (Civil Case 06-C-45).

Table 6. Impact Fee Holding Accounts

| Category | Schools | Law | Parks | Fire |
|-----------------------------------|-------------------------|----------------------|----------------------|---------------------|
| Account Number | 3107582 | 3120120 | 3122808 | 3122816 |
| Balance on 01 Jan 2007 | \$6,970,592.08 | \$47,703.86 | \$284,858.71 | \$255,778.87 |
| Total Deposits | \$3,165,296.12 | \$55,747.35 | \$173,268.39 | \$265,488.67 |
| <i>Of which</i> | | | | |
| <i>Transferred fees</i> | <i>\$3,155,722.00</i> | <i>\$55,502.00</i> | <i>\$172,598.00</i> | <i>\$264,233.00</i> |
| <i>Transferred interest</i> | <i>\$9,574.12</i> | <i>\$245.35</i> | <i>\$670.39</i> | <i>\$1,255.67</i> |
| Withdraws /1 | (\$2,675,340.55) | (\$31,931.00) | (\$61,136.00) | (\$920.00) |
| Interest Accrued - CY 2007 | \$297,775.67 | \$3,024.44 | \$15,423.25 | \$17,337.74 |
| Balance on 31 Dec 2007 | \$7,758,323.32 | \$74,544.65 | \$412,414.35 | \$537,685.28 |
| January Transfers | \$57,681.70 | \$707.51 | \$3,948.05 | \$3,161.54 |
| <i>Of which</i> | | | | |
| <i>Transferred Fees</i> | <i>\$57,461.00</i> | <i>\$705.00</i> | <i>\$3,933.00</i> | <i>\$3,149.00</i> |
| <i>Transferred interest</i> | <i>\$220.70</i> | <i>\$2.51</i> | <i>\$15.05</i> | <i>\$12.54</i> |
| Final Balance 10 Jan 2007 | \$7,816,005.02 | \$75,252.16 | \$416,362.40 | \$540,846.82 |

/1 See Table 7 for details.

Table 7. Impact Fee Holding Account Withdraws

| Account | Transaction Date | Statement Date | Debit | Note |
|----------------|-------------------------|-----------------------|-----------------------|-----------------------------------|
| Schools | 16-Jan-07 | 31-Jan-07 | \$919,077.81 | Requisition R070005. |
| | 20-Feb-07 | 28-Feb-07 | \$1,189,987.98 | Withdraw via Requisition 07R0006 |
| | 06-Sep-07 | 30-Sep-07 | \$8,030.00 | Refund PN 0700099 |
| | 06-Sep-07 | 30-Sep-07 | \$8,030.00 | Refund PN 0700100 |
| | 21-Dec-07 | 31-Dec-07 | \$550,214.76 | Withdraw via Requisition 07R0011 |
| | | Total | \$2,675,340.55 | |
| Law | 14-Jun-07 | 30-Jun-07 | \$545.00 | Withdraw via Requisition 07R0007. |
| | 12-Oct-07 | 31-Oct-07 | \$5,120.00 | Withdraw via Requisition 07R0009 |
| | 02-Nov-07 | 30-Nov-07 | \$26,266.00 | Withdraw via Requisition 07R0010. |
| | | Total | \$31,931.00 | |
| Parks & Rec | 31-Jul-07 | 31-Jul-07 | \$59,988.00 | Withdraw via Requisition 07R0007. |
| | 06-Sep-07 | 30-Sep-07 | \$574.00 | Refund |
| | 06-Sep-07 | 30-Sep-07 | \$574.00 | Refund PN 0700100 |
| | | Total | \$61,136.00 | |
| Fire & EMS | 06-Sep-07 | 30-Sep-07 | \$460.00 | Refund 0700100 |
| | 06-Sep-07 | 30-Sep-07 | \$460.00 | Refund PN 0700099 |
| | | Total | \$920.00 | |

1.4. Fees Disbursed

Fees were disbursed from the long term accounts for two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 7.

1.4.1. Refunds

The refund amounts are listed in Table 7.

1.4.2. Requisitions

Impact fee payments for projects listed on the FY 2008 Capital Improvement and approved by the County Commission on 25 May 2007 are listed in Table 7.

The fee fundable projects approved along with the approved funding amounts are listed in Table 8, below.

Table 8. FY 2008 Approved Fee Fundable Projects

| Category | Project (CIP line item) | Approved Impact Fee Funding |
|--------------------|---------------------------------------|------------------------------------|
| Schools | Southern County High School (1) | \$4,400,000 |
| Law Enforcement | Police Cruiser (1) [1 of 4 requested] | \$37,500 |
| Parks & Recreation | Playground Equipment (24) | \$60,000 |
| Fire & EMS | <i>No funding approved</i> | |

2. Annual Review

2.1. Recommended Changes to Ordinances or Procedures

There are no critical recommended changes to the Impact Fee Procedures Ordinance (2003-1). In the spring of 2007 the County Commission and the Prosecuting Attorney gave permission to the Impact Fee Coordinator and the Civil Division to investigate amending the ordinance to accommodate age-restricted housing. That report will be presented to the County Commission following acceptance of this annual report.

The Impact Fee Coordinator recommends amending ordinances in order to accommodate updated findings of fact and fee schedules due to the recently-completed fee studies. These studies and their attendant ordinances are: Law Enforcement (ordinance 2005-1), Parks & Recreation (ordinance 2005-2) and Fire & EMS (ordinance 2005-3). If approved by the County Commission, the Impact Fee Coordinator recommends that a public hearing be scheduled to consider public comment on the affected ordinances. Any changes to these ordinances would take effect on 01 April of 2008.

2.1.1. Ordinance Changes During 2007

The Impact Fee Procedures Ordinance (2003-1) was amended by an Act of the County Commission on 22 February 2007. This amendment added the category of extreme

hardship to the list of permissible exemptions from Impact Fee payments for new residential construction.

2.2. Proposed Changes to CIP

The Impact Fee Coordinator recommends making changes to the County website, web server, and firewall in order to make processing of the County Capital Improvement Plan available on line. Only named individuals within entities such as the fire departments and the Parks & Recreation Commission would be granted access to this system. Users would be able to take advantage of features of the Department of Capital Planning and Management authored CIPol (Capital Improvement Plan *on line*) to review previous CIP submissions, copy projects to the current FY CIP, and conduct the submission process on line.

2.3. Identification of Fee-Fundable Capital Projects

The following projects appear on the FY 2009 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Coordinator as being eligible for funding by impact fees, either in whole or in part. Projects so identified represent expansion of the current level of service. Exclusion of other projects, listed in the FY 2009 CIP but not included here, only indicates that they are not eligible for funding by impact fees and should not be taken as an indication of their overall merit.

Funding potential is listed as *Full* if the project fully represents expansion of a particular capital category. *Partial* funding potential indicates that the project, in addition to a component of expansion, also includes replacement, upgrades, or other aspects not fundable by impact fees.

2.3.1. Schools

Table 9. BOE Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|-------|-----|---------------------------|-----------------|-------------------|-----------|
| 1 | 1 | Central Elementary School | \$3,256,810 | \$3,256,810 | Buildings |
| TOTAL | | | \$3,256,810 | | |

2.3.2. Law Enforcement

Table 10. Law Enforcement Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|-------|-----|-----------------|-----------------|-------------------|----------|
| 1 | 1 | Police Cruisers | \$80,000 | \$80,000 | Vehicles |
| TOTAL | | | \$80,000 | | |

2.3.3. Parks & Recreation

Table 11. Parks & Recreation Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|-------|-----|----------------------------|-----------------|-------------------|--------------|
| 1 | 1 | Land acquisition for parks | \$300,000 | \$300,000 | Land |
| 2 | 2 | Access road lighting | \$35,000 | \$35,000 | Improvements |
| 4 | 2 | Walking trail | \$42,000 | \$42,000 | Improvements |
| TOTAL | | | \$377,000 | | |

2.3.4. Fire & EMS

Table 12. Jefferson County Ambulance Authority Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|--------|-----|-----------|-----------------|-------------------|-----------|
| 2 | 1 | Ambulance | \$135,000 | \$135,000 | Apparatus |
| TOTALS | | | \$135,000 | | |

Table 13. Shepherdstown Fire Company Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|--------|-----|----------------------|-----------------|-------------------|-----------|
| 2 | 2 | Ambulance purchase | \$50,000 | \$50,000 | Apparatus |
| 3 | 2 | Engine purchase | \$150,000 | \$150,000 | Apparatus |
| 5 | 2 | EMS vehicle upgrades | \$55,000 | \$55,000 | Apparatus |
| TOTALS | | | \$255,000 | | |

Table 14. Bakerton Fire Company Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|--------|-----|--------------------------------------|-----------------|-------------------|--------------|
| 1 | 1 | Bakerton Fire Station – debt service | \$200,000 | \$200,000 | Station/Land |
| 2 | 1 | Fire truck - debt service | \$50,000 | \$50,000 | Apparatus |
| 3 | 1 | Ambulance purchase/startup costs | \$100,000 | \$100,000 | Apparatus |
| TOTALS | | | \$350,000 | | |

Table 15. Friendship Fire Company Fee Fundable Projects

| Line | Pri | Project | Current Request | Funding Potential | Category |
|--------|-----|-----------------------|-----------------|-------------------|-----------|
| 2 | 1 | Extrication equipment | \$60,000 | \$60,000 | Apparatus |
| TOTALS | | | \$60,000 | | |

2.4. Proposed Fee Boundary Districts

Presently, the only fee category which utilizes fee districts is Law Enforcement. The boundaries of these districts are coincident with the current municipal boundaries. The Law Enforcement Impact Fee Ordinance defines the fee collection district as that portion of the county which is unincorporated. As various municipalities continue to annex

portions of the county, this boundary automatically adjusts. Thus there are no specific recommendations to change fee boundaries.

2.5. Proposed fee schedule changes

By County policy, fee studies are updated every three years. In December of 2007 the Impact Fee Coordinator conducted a recalculation of the Law Enforcement, Parks & Recreation, and Fire & EMS impact fee studies. Each of these entities provided updated capital inventories. In the case of Law Enforcement, the Sheriff provided updated call demand data. The State Fire Marshall's office provided similar data for Fire & EMS responses in the county for 2007. Updated workforce data for Jefferson County was obtained by the West Virginia Bureau of Employment Programs. The Impact Fee Coordinator used these data in addition to population projections made by the US Bureau of the Census in order to recalculate fees based on updated demand generators. The updated impact fee studies are presented as attachments to this report.

It is recommended that the School Impact Fee schedule undergo an annual adjustment for cost-of-living. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Coordinator must use the Quantity and Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis¹. Consult Appendix 1 for the price index and proposed inflation-adjusted fee schedule. This adjusted schedule should take effect on 1 April 2008.

2.6. Proposed Changes to Level of Service Standards

2.6.1. Overview

West Virginia Code §7-20 requires that the County maintain, as part of its capital improvement program, level of service standards (LOS) for impact fee-applicable categories. The County maintains its LOS as the base data used to conduct impact fee calculations and these standards are documented in the various impact fee studies (see preceding section). Thus, the Level of Service Standards for the categories of Law Enforcement, Parks & Recreation, and Fire & EMS services have been updated and are current for CY 2008.

The Level of Service for Schools is scheduled to be updated in 2009.

2.7. Proposed Changes to Fee Calculation Methodology

The Impact Fee Coordinator recommends no longer including the capital inventory of the 911 call center in the Law Enforcement and Fire & EMS calculations. The facility is partially funded by fees associated with telephone service and is currently undergoing a major capital expansion, paid fully by General Revenue funds. This facility has a large planned expansion component making its inclusion into these fee categories problematic in terms of calculating the current level of service standard.

¹ Source is Table 5.8.4B, lines 35, 36 and 43.

2.8. Proposed Changes to Base Data for Fee Calculation

Base data for total county population, non residential vehicular trips, demands for law enforcement services by residential and commercial land uses, and demands for fire & EMS services by residential and commercial land uses were all updated in late 2007 as part of the recalculation of the Law Enforcement, Parks & Recreation, and Fire & EMS impact fees for CY 2008. These updates are included in the updated fee studies which appear in Appendices 1, 2, and 3.

The Impact Fee Coordinator continues to recommend that the County solicit assistance from the 5 municipalities for the purpose of sharing residential building permit data from 2000 forward. The purpose of this data sharing exercise would be to better track population growth during the years between each decennial census.

2.9. Other Changes

2.9.1. Banking Proposal

The Impact Fee Coordinator conducted a competitive bid for banking services in the Spring of 2007. Banks selected to participate in this process were all within walking distance of the department. The primary focus of the proposal was to obtain the best interest rate possible for the long term holding accounts. Banks were invited to offer other service features as well. The County Commission heard presentations from representatives of the Bank of Charles Town and United Bank during a work session. The Bank of Charles Town was chosen by the County Commission during regular session. All five accounts (including the Office of Impact Fees General Account) now yield a 4.5% interest rate.

The Impact Fee Coordinator recommends continuing this competitive bid process prior to the beginning of FY 2009 to ensure that the County enjoys the most favorable interest rates available.

3. 2007 Inflation Adjustments

3.1. Source Data

The following table is extracted from the BEA data for price indexes, years 2005 and 2006. These represent the most recent price indices and were released on 01 August, 2007. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. This table may be viewed by directing a browser to the URL <http://www.bea.gov/bea/dn/nipaweb/SelectTable.asp>, then selecting Table 5.8.4B. As per Ordinance 2003-1, the annual inflation adjustment will be applied on 01 April 2008. As mentioned in section 2.1, three of the four fee categories were recalculated in December of 2007 and thus should not have an inflation adjustment. The School Impact Fee is the only fee schedule which should be adjusted for inflation in 2008.

Table 16. Price Indices and Cost of Living Adjustment

| Table Line | Fee Category | Structure Class | Price Index CY 2005 | Price Index CY 2006 | Differential (Inflation Adjustment) |
|------------|--------------|---------------------------------|------------------------|------------------------|--|
| 35 | School | State and Local – Educational | 124.282 | 132.472 | 1.066 |
| 36 | Law | State and Local – Public Safety | 125.541 | 134.648 | 1.072 |
| 43 | Parks | Conservation and Development | 121.573 | 128.638 | 1.058 |
| 36 | Fire | State and Local – Public Safety | 125.541 | 134.648 | 1.072 |

3.2. Inflation Adjustment – Schools

Table 17. Inflation Adjustment - Schools

| Residential Development | Impact Fee Per Dwelling Unit | |
|---|------------------------------|---------------|
| | 2007 | 2008 Adjusted |
| Single Family Detached, including Manufactured Homes | \$10,655 | \$11,358 |
| Townhouse/Duplex | \$8,030 | 8,560 |
| Multi-family Unit | \$5,916 | 6,306 |

3.3. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission act to prevent these adjustments from taking effect, they automatically apply on the first day of April (c.f. §6(B) *et seq*). If the County Commission does not act to prevent the inflation adjustments listed in Table 17 from going into effect, the fee schedule listed in the table below will apply on 01 April 2008. Commercial fee schedules are always determined by the Impact Fee Coordinator on a case by case basis and thus may not easily be condensed into a summary table.

Table 18. Maximum Fee Schedule, 01 April 2008

| Residential Development | Impact Fee Category | Current Impact Fee per Dwelling Unit | 01 April 2008 Impact Fee per Dwelling Unit |
|--------------------------------|----------------------------|---|---|
| Single Family | Schools | \$10,655 | \$11,358 |
| | Law Enforcement | \$135 | \$262 |
| | Parks & Recreation | \$751 | \$752 |
| | Fire & EMS | \$603 | \$698 |
| | TOTAL | \$12,144 | \$13,070 |
| Town home/Duplex | Schools | \$8,030 | \$8,560 |
| | Law Enforcement | \$112 | \$200 |
| | Parks & Recreation | \$574 | \$575 |
| | Fire & EMS | \$460 | \$533 |
| | TOTAL | \$9,176 | \$9,868 |
| Multi-family | Schools | \$5,916 | \$6,306 |
| | Law Enforcement | \$112 | \$197 |
| | Parks & Recreation | \$565 | \$566 |
| | Fire & EMS | \$454 | \$525 |
| | TOTAL | \$7,047 | \$7,594 |

4. 2007 Cash Flow Analyses

The 2007 cash flow analyses for the four impact fee categories originally appeared in the FY 2008 Capital Improvement Plan. They are reproduced here for your convenience.

4.1. Schools

| | | | | |
|----------------------------------|-------------------|--------------------|-------------|----------------------------|
| Balance as of 31 Dec 2007 | | \$7,758,323 | | |
| | | Prior Draws | | |
| | Allocation | Actual | /1 | FY 2009 Eligible /2 |
| Elementary | 30% | \$2,314,875 | | \$3,210,455 |
| Middle/High | 63% | \$4,895,581 | \$7,900,000 | |
| Admin/Support | 7% | \$547,868 | | \$547,868 |
| | 100% | \$7,758,323 | | \$3,758,323 |

/1 Draw History

| | | |
|---------|-------------|-----------------|
| FY 2007 | \$3,500,000 | New high school |
| FY 2008 | \$4,400,000 | New high school |

| | | | | |
|--|-------------------|--------------------|-------------|----------------------------|
| PROJECTED Balance - 30 June 2008 /3 | | \$9,036,923 | | |
| | | Prior Draws | | |
| | Allocation | Actual | /1 | FY 2009 Eligible /2 |
| Elementary | 30% | \$2,696,375 | | \$4,398,765 |
| Middle/High | 63% | \$5,702,390 | \$7,900,000 | |
| Admin/Support | 7% | \$638,159 | | \$638,159 |
| | 100% | \$9,036,923 | | \$5,036,923 |

Notes

/2 Does not include \$4,000,000 in approved but not yet spent funds for high school

/3 Projection assumes additional 160 SF Homes in CY 2008 Q1 & Q2.

4.2. Law Enforcement

| | | | | |
|----------------------------------|-------------------|-----------------|-----------------------|----------------------------|
| Balance as of 31 Dec 2007 | | \$75,252 | | |
| | Allocation | Actual | Prior Draws /1 | FY 2009 Eligible /2 |
| Vehicles | 34% | \$25,391 | \$32,500 | \$75,252 |
| Buildings | 66% | \$49,861 | | |
| | 100% | \$75,252 | | \$75,252 |

/1 Draw History

| | | |
|---------|----------|---------|
| FY 2007 | \$28,500 | Cruiser |
| FY 2008 | \$32,500 | Cruiser |

| | | | | |
|--|-------------------|-----------------|-----------------------|----------------------------|
| PROJECTED Balance - 30 June 2008 /2 | | \$91,452 | | |
| | Allocation | Actual | Prior Draws /1 | FY 2009 Eligible /3 |
| Vehicles | 34% | \$30,857 | \$32,500 | \$91,452 |
| Buildings | 66% | \$60,595 | | |
| | 100% | \$91,452 | | \$91,452 |

Notes

/2 Projection assumes additional 160 SF Homes in CY 2008 Q1 & Q2.

/3 The County has spent \$3.1 million on a new sheriff's facility, eliminating the need for expansion funding by impact fees.

4.3. Parks & Recreation

| | | | | |
|----------------------------------|-------------------|--------------------|-----------|-------------------------|
| Balance as of 31 Dec 2007 | | \$416,362 | | |
| | | Prior Draws | | |
| | Allocation | Actual | /1 | FY 2009 Eligible |
| Land | 40% | \$167,030 | | \$211,030 |
| Improvements | 56% | \$232,253 | \$88,000 | \$144,253 |
| Vehicles/equipment | 4% | \$17,079 | | \$61,079 |
| | 100% | \$416,362 | | \$416,362 |

/1 Draw History

| | | |
|---------|----------|--|
| FY 2008 | \$60,000 | Childrens Play Equip - Sam Michaels Park |
| FY 2007 | \$28,000 | Fitness Equipment - Sam Michaels Park |

| | | | | |
|---|-------------------|------------------|-----------------|-------------------------|
| PROJECTED Balance: 30 June 2008 /2 | | \$506,482 | | |
| | Allocation | Actual | Draws /1 | FY 2009 Eligible |
| Land | 40% | \$203,183 | | \$247,183 |
| Improvements | 56% | \$282,524 | \$88,000 | \$194,524 |
| Vehicles/equipment | 4% | \$20,776 | | \$64,776 |
| | 100% | \$506,482 | | \$506,482 |

Notes

/2 Projection assumes additional 160 SF Homes in CY 2008 Q1 & Q2.

4.4. Fire & EMS

| | | | | |
|----------------------------------|-------------------|------------------|-----------------|-------------------------|
| Balance as of 31 Dec 2007 | | \$540,847 | | |
| | | | Prior | |
| | Allocation | Actual | Draws /1 | FY 2009 Eligible |
| Stations and Land | 38% | \$204,043 | | \$204,043 |
| Vehicles/equipment | 62% | \$336,804 | | \$336,804 |
| | 100% | \$540,847 | | \$540,847 |

/1 Draw History

There have been no disbursements of Impact Fee Funds.

| | | | | |
|---|-------------------|------------------|-----------------|-------------------------|
| PROJECTED Balance: 30 June 2008 /2 | | \$613,207 | | |
| | | | Prior | |
| | Allocation | Actual | Draws /1 | FY 2009 Eligible |
| Stations and Land | 38% | \$231,342 | | \$231,342 |
| Vehicles/equipment | 62% | \$381,865 | | \$381,865 |
| | 100% | \$613,207 | | \$613,207 |

Notes

/2 Projection assumes additional 160 SF Homes in CY 2008 Q1 & Q2.

TAB 1

Law Enforcement Impact Fees

December 2007

Department of Capital Planning and Management –
Office of Impact Fees

Contents

| | |
|---|----|
| 1.0 Executive Summary | 2 |
| 1.1 Trends Driving the Fee Schedule..... | 2 |
| 1.2 What are Impact Fees?..... | 3 |
| 1.3 How are Impact Fees Calculated?..... | 3 |
| 2.0 Base Data | 4 |
| 2.1 Demand Generators | 5 |
| 2.2 Law Enforcement Capital Inventory..... | 6 |
| 3.0 Fee Calculations..... | 8 |
| 3.1 Fee Calculation Methodology..... | 8 |
| 3.1.1 Residential Fee Calculations..... | 9 |
| 3.1.2 Nonresidential Fee Calculations | 9 |
| Appendix 1..... | 10 |
| Appendix 2. Fee Schedule History | 11 |

1.0 Executive Summary

This document updates the Jefferson County Law Enforcement Impact Fee from the impact fee study done in December of 2004. The maximum justifiable fee schedule for new residential and commercial land uses are presented in Table 19.

Table 19. FY 2008 Maximum Justifiable Impact Fees

| Residential Impact Fee | | |
|-----------------------------------|----------------------|--------------|
| Housing Type | PPH | Fee |
| Single Family | 2.63 | \$262 |
| Townhome/Duplex | 2.01 | \$200 |
| Multi-family | 1.98 | \$197 |
| Non Residential Impact Fee | | |
| Commercial Use Category | Adj Trip Ends | Fee |
| Com/Shop Ctr 25,000 SF or less | 24.60 | \$126 |
| Com/Shop Ctr 25,001 – 50,000 SF | 22.70 | \$117 |
| Com/Shop Ctr 50,001 – 100,000 SF | 19.77 | \$101 |
| Com/Shop Ctr 100,001 – 200,000 SF | 17.03 | \$87 |
| Com/Shop Ctr over 200,000 SF | 14.55 | \$75 |
| Office/Inst 10,000 SF or less | 11.32 | \$58 |
| Office/Inst 25,001 – 50,000 SF | 9.16 | \$47 |
| Office 25,001 – 50,000 SF | 7.80 | \$40 |
| Office/Inst 50,001 – 100,000 SF | 6.64 | \$34 |
| Office/Inst over 100,000 SF | 5.65 | \$29 |
| Business Park | 6.38 | \$33 |
| Light Industrial | 3.49 | \$18 |
| Warehousing | 2.48 | \$13 |
| Manufacturing | 1.91 | \$10 |

1.1 Trends Driving the Fee Schedule

Relative to the 2004 fee study, the law enforcement impact fee schedule is higher for residential development and lower for nonresidential development. There are a number of factors which serve to increase or decrease the fee schedules:

- The capitalization of the Sheriff's inventory is significantly higher than in 2004. There are \$600,000 more invested in police cruisers and the facilities capital costs have more than doubled. This is due to the purchase and complete renovation of the new sheriff's facility in Bardane Industrial Park and the siting of the new Blue Ridge Community Center in Mannings.
- Reductions in capital inventory include the removal of the 911 call center as a component of this fee schedule and removal of the consultant fee component. The call center was removed as it is partially funded by the 911 telephone service fee (as well as other special grants) and has undergone a major increase in the level of service standard.

The new call center facility has built in expansion and it isn't likely that the facility will require additional space anytime in the foreseeable future.

- Overall, residential growth has increased, which if the sheriff's capital inventory remained at 2004 levels would have resulted in a decrease in the residential fee schedule. As there were significant increases in the inventory, despite the planned reductions in some capital categories, this fee component has increased.
- Commercial demand, as jobs within specific commercial categories, have declined in several sectors (refer to Appendix 1 and overall economic summaries from the West Virginia Bureau of Employment Programs). Beyond this decline, the number of calls for emergency law enforcement service to commercial establishments has declined relative to the 2004 study. Thus the decline in commercial demand units has resulted in a decline in the calculated commercial fee component.

1.2 What are Impact Fees?

Impact fees are one-time payments that may be assessed by a locality to offset the costs associated with providing necessary public services. Impact fees for the County are proportionate and reasonably related to the capital facility service demands of new development. The fee methodologies establish that the fees will substantially benefit new development. The County's impact fee methodology also identifies the extent to which newly developed properties are entitled to various types of credits to avoid potential double payment of capital costs.

TischlerBise, Inc. (formerly Tischler & Associates) had previously evaluated possible methodologies and documented appropriate demand indicators by type of development, for each type of fee. Specific capital costs have been identified using local data and current dollars. The formula used to calculate each impact fee is diagrammed in Figure 1. Also, for each type of fee the report includes a summary table indicating the specific factors used to derive the impact fee. These factors are also referred to as Level-Of-Service (LOS) standards. This current study utilizes the same approach previously applied by TischlerBise.

1.3 How are Impact Fees Calculated?

There are three basic approaches used to evaluate the various components of Jefferson County's impact fees. A **plan-based method** is best suited for public facilities that have adopted plans or commonly accepted service delivery standards to guide capital improvements. This method is not used in the Law Enforcement Impact Fee.

The **incremental expansion** methodology documents the current Level-Of-Service (LOS) for each type of public facility in both quantitative and qualitative measures. LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, Jefferson County will not use the funds for renewal and/or replacement of existing facilities. Rather the County's intent is to use impact fee revenue to expand or provide additional facilities, as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards

based on current conditions in the community. This methodology is used to calculate all components of the Law Enforcement Impact Fee.

A third method, known as the **buy-in approach**, is based on the rationale that new development will pay for its share of the useful life and remaining capacity of recently constructed facilities. This methodology is not used in this report.

Another general requirement that is common to impact fee methodologies is the evaluation of *credits*. There are several types of credits that have been considered. First, a **future revenue credit** has been evaluated to avoid potential double payment for capital facilities through on-going revenues that may fund system improvements. For example, this type of potential double payment may occur if facilities are bond financed.

The second type of credit is a **site-specific credit** for system improvements that have been included in the impact fee calculations. Policies and procedures related to site-specific credits for system improvements are addressed in the ordinance that establishes the County's fees. However, the general concept is that developers may be eligible for site-specific credits or reimbursements only if they provide system improvements that have been included in the impact fee calculations. Project improvements normally required as part of the development approval process are not eligible for credits against impact fees.

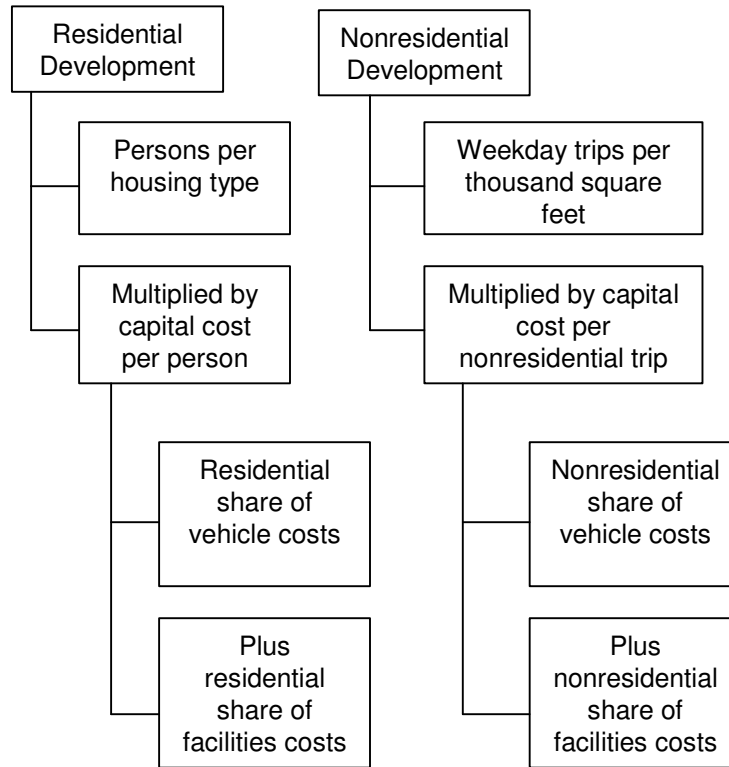
The Law Enforcement Impact Fee Calculations are entirely based on the incremental expansion approach. There are no general obligation bonds or excess levies for the benefit of Law Enforcement and all funding for law enforcement capital expenses has historically come from general revenue funds, thus there are no credits to consider in any of the fee calculations. The impact fees are based on a countywide service area, although the five incorporated municipalities presently maintain separate law enforcement agencies and by ordinance this fee only applies to the unincorporated portions of the county. Fees for residential development are assessed per housing unit and are collected prior to issuance of a building permit. For nonresidential development, the fees are assessed per thousand square feet of floor area and are also collected prior to issuance of a building permit.

2.0 Base Data

The incremental expansion methodology has been used to determine impact fees for law enforcement including facilities and vehicles for the Sheriff's Office. As shown in Figure 1, the Law Enforcement Impact Fee uses different demand generators for residential and nonresidential development. Residential impact fees are calculated on a per capita basis and then converted to an appropriate amount by type of housing using household size multipliers. To calculate nonresidential impact fees, TischlerBise had previously recommended using nonresidential vehicle trips as the best demand indicator for Sheriff facilities, vehicles, and communications equipment. That approach was continued in this study.

In addition to the demand generators, discussed above, the other set of base data are the capital inventories for law enforcement. This includes the Sheriff's vehicle and facilities inventories.

Figure 1. Law Enforcement Impact Fee Methodology Chart



2.1 Demand Generators

The demand generators for either residential or nonresidential construction are first determined and then proportioned in a manner which reflects the Sheriff's workload.

- Discussions with the Sheriff's office indicate that roughly 50% of all time and resources are spent responding to criminal and traffic calls for service, with the remaining 50% being spent on calls for service related to civil processing.
- Of all criminal and traffic calls (50% of total workload), 87% are spent on calls to residential addresses while 13% are spent on calls to nonresidential addresses. This proportioning is of the total calls to physical addresses and omits calls for roadside service since these cannot be allocated to either residential or nonresidential development (a person could be on their way to work or home or passing through the county).

These proportions are outlined in Table 20.

Table 20. Law Enforcement Demand Breakdown

| Law Enforcement Demand Breakdown | | | multiplier |
|----------------------------------|------|------|------------|
| Total Workload /1 | 100% | | 100.0% |
| Criminal/Traffic | 50% | | |
| of which residential | | 87% | 43.5% |
| of which non-residential | | 13% | 6.5% |
| Civil | 50% | | |
| of which residential | | 100% | 50.0% |

References

/1 Memo from E. Maloney - Sheriff's Department. Analysis of January to

Table 21 lists the base generators for residential (number of residents) and nonresidential (number of nonresidential vehicular trips) for CY 2007. The methodology for calculating the nonresidential trips is presented in Appendix 1.

Table 21. Base Generators for 2007

| Population Base Data | Value Note |
|----------------------------|------------|
| 2007 County Population | 50,443 /1 |
| 2007 Non Residential Trips | 68,021 /2 |

References

/1 American Fact Finder - US Census. Accessed on 16 Nov 2007.

/2 Appendix 1.

2.2 Law Enforcement Capital Inventory

The Sheriff's capital inventory includes two major groups: facilities and vehicles. The Sheriff will be moving into a new facility at the Bardane Industrial Park in March of 2008. As this date is before the earliest fee implementation date of 01 April 2008, this new facility and not the current Mason Building facility is included in the facilities inventory. Table 22 lists the capital facilities inventory and Table 23 lists the capital vehicle inventory.

Table 22. Sheriff's Facilities Capital Inventory

| | <i>Square Feet</i> | <i>Cost/SF*</i> | <i>Cost</i> | <i>Notes</i> |
|-------------------------------|--------------------|-----------------|--------------------|--------------|
| Sheriff's Building - Bardane | 15,000 | \$ 250 | \$ 3,750,000 | /1 |
| Blue Ridge Community Facility | 1,000 | \$ 115 | \$ 115,000 | /2 |
| Total Cost | | | \$3,865,000 | /3 |

References

/1 Building sited on 2.51 acres. Cost is actual total acquisition and construction costs.
 /2 Building replacement cost is an estimate
 /3 Costs and estimates provided by Mr. Kirk Davis, Construction Project Manager, Department of Capital Planning and Management.

Table 23. Sheriff's Vehicle Capital Inventory

| <i>Vehicle</i> | <i># Units in Service FY 2008</i> | <i>2008 Replacement Cost /2</i> | <i>Total Cost FY 2008</i> | <i>Ref (A, B or C)</i> |
|---------------------|-----------------------------------|---------------------------------|---------------------------|------------------------|
| Ford Crown Victoria | 28 | \$44,685.00 | \$1,251,180.00 | A |
| Ford Explorer | 5 | \$42,685.00 | \$213,425.00 | A |
| Jeep Explorer | 1 | \$42,685.00 | \$42,685.00 | A |
| Total Cost | 35 | | \$1,507,290.00 | |

References

2007 vehicle inventory provided by Lt. Hansen, Sheriff's office [CTS ID 3093]
 (A) Recent purchase (within past year)
 (B) Vendor quote
 (C) Insurance estimate of replacement cost

3.0 Fee Calculations

Fees are calculated by relating the demand generators to the capitalized costs for facilities and vehicles. The results of these calculations are presented in Table 24. The data from Table 24 serves as the source for the final calculated maximum justifiable fees, expressed per housing unit type or commercial use category. Those data are presented in Table 25, which is a duplicate of the data in Table 19. A detailed explanation of the methodology follows these tables.

Table 24. Fee Calculations – Demand Unit Costs

| Category | Demand Unit Cost | | Civil | Criminal/Traffic | |
|---------------|------------------|---------------|-------------|------------------|-----------------|
| | Per Person | Per Trip | Residential | Residential | Non Residential |
| Facilities | \$71.64 | \$3.69 | \$38.31 | \$33.33 | \$3.69 |
| Vehicles | \$27.94 | \$1.44 | \$14.94 | \$13.00 | \$1.44 |
| Totals | \$99.58 | \$5.13 | | | |

Table 25. Fee Calculations - Maximum Justifiable Impact Fees

| Residential Impact Fee | | |
|-----------------------------------|---------------|-------|
| Housing Type | PPH | Fee |
| Single Family | 2.63 | \$262 |
| Townhome/Duplex | 2.01 | \$200 |
| Multi-family | 1.98 | \$197 |
| Non Residential Impact Fee | | |
| Commercial Use Category | Adj Trip Ends | Fee |
| Com/Shop Ctr 25,000 SF or less | 24.60 | \$126 |
| Com/Shop Ctr 25,001 – 50,000 SF | 22.70 | \$117 |
| Com/Shop Ctr 50,001 – 100,000 SF | 19.77 | \$101 |
| Com/Shop Ctr 100,001 – 200,000 SF | 17.03 | \$87 |
| Com/Shop Ctr over 200,000 SF | 14.55 | \$75 |
| Office/Inst 10,000 SF or less | 11.32 | \$58 |
| Office/Inst 25,001 – 50,000 SF | 9.16 | \$47 |
| Office 25,001 – 50,000 SF | 7.80 | \$40 |
| Office/Inst 50,001 – 100,000 SF | 6.64 | \$34 |
| Office/Inst over 100,000 SF | 5.65 | \$29 |
| Business Park | 6.38 | \$33 |
| Light Industrial | 3.49 | \$18 |
| Warehousing | 2.48 | \$13 |
| Manufacturing | 1.91 | \$10 |

3.1 Fee Calculation Methodology

The **Demand Unit Cost** expressed as *Per Person* for facilities and vehicles constitutes the total *per person* cost of law enforcement. These values serve to ultimately calculate the Law Enforcement Impact Fee for each residential dwelling unit type, based on the average

persons per household for those dwelling types. Conversely, the *Per Trip* costs for facilities and vehicles constitute the total ***per nonresidential vehicular trip*** cost of law enforcement. These values serve to calculate the Law Enforcement Impact Fee for each commercial use category (for a set of predefined uses) and also serve as the base of any custom commercial fee calculations. The commercial fee schedule is calculated by relating the per vehicular trip cost to the number of weekday vehicular trips associated with each commercial use. The trip numbers are adjusted since traffic engineers count entry and exit to a property as two separate trips.

3.1.1 Residential Fee Calculations

The per person costs of \$71.64 for facilities and \$27.94 for vehicles presented in Table 24 are derived as follows:

- The per person cost for vehicles or facilities is the sum of the residential civil component plus the residential criminal component. These are the third and fourth columns, respectively, in Table 24.
- The residential civil component (third column, Table 24) is the total capitalization of either facilities or vehicles (from Table 22 and Table 23) multiplied by the value of 50% as presented in Table 20 (recall that half of the Sheriff's work load is in responding to civil matters and that all of those calls are residential). Finally, this value is divided by the total county residential population from Table 21 to yield the cost per person for the civil component of facilities or of vehicles.
- The residential criminal component (fourth column, Table 24) is calculated in a similar manner with the exception that it is the product of the total capitalization of either facilities or vehicles multiplied by the value of 43.5% (from Table 20). This product is again divided by the total residential population to yield the cost per person for the criminal component of either facilities or of vehicles.

3.1.2 Nonresidential Fee Calculations

- For the nonresidential criminal component, the values in the fourth column of Table 24 are derived by multiplying the total capital costs for either vehicles or facilities (from Table 22 and Table 23) by the value of 6.5% from Table 20 (this is the product of the ratio of civil calls to commercial vs. residential addresses times the 50% workload for criminal vs. civil calls). This value is divided by the total number of nonresidential vehicular trips expressed in Table 21.
- There is no nonresidential civil component as previously discussed.

Appendix 1.

Table 26. Base Data for Non Residential Weekday Trips - Projected for 2007

| Land Use | Knowns | | | Calculated Values | | | | |
|-------------------------------|-------------------------------|--------------------------|-----------|------------------------|-------------------------------|------------------------------|-----------------|-------------------|
| | Wkly Trip Ends Per 1000 sq ft | Square Feet per employee | 2007 Jobs | Total Floor Area (IxJ) | Total Floor Area per 1000 (J) | Total Trips/Floor Area (J*F) | Trip Adjustment | Total Daily Trips |
| Comm Shop Ctr (820) | | | | | | | | |
| 100K gross leasable area | 68.17 | 450 | 5,788 | 2604600 | 2604.6 | 177555.582 | 32% | 56818 |
| General Office (710) | | | | | | | | |
| 10K gross leasable area | 22.64 | 228 | 3,190 | 727320 | 727.32 | 16466.5248 | 50% | 8233 |
| Light Industrial (110) | | | | | | | | |
| | 6.97 | 433 | 1,968 | 852144 | 852.144 | 5939.44368 | 50% | 2970 |
| | | | 10,946 | | | | | 68021 |
| | /1 | /2 | /3 | /4 | /5 | /6 | /7 | /8 |

References

- /1 Wkdy Trip Ends Per 1,000 sq ft - Table 1 - memo dated 3 June 2004 from Chris Cullinan, T&A.
- /2 From ITE Trip Generation, 7th edition.
- /3 Data from sheet 2006 totals (using YTD 2007 WV BEP data).
- /4 Calculated value - product of Square feet per employee and 2007 Jobs.
- /5 Calculated value - Total Floor Area divided by 1000.
- /6 Calculated value - product of Total Floor Area per 1000 and Weekly Trip Ends per 1000 sq ft.
- /7 Trip Adjustment - Table 2 - memo dated 3 June 2004 from Chris Cullinan, T&A. Original source data from ITE Trip Generation, 6th Edition.
- /8 Calculated value - Total Trips per floor area divided by trip adjustment.

Table 8 data source is Microsoft Excel Workbook 2007 11 14 BEP Data.xls

Appendix 2. Fee Schedule History

Table 27. Law Enforcement Impact Fee Schedule History.

| | 2005 | 2006 | 2007 | 2008 |
|--------------------------------------|---|-------|-------|-------|
| Residential Impact Fee | /1 | /2 | /2 | /1 |
| Housing Type | Impact Fee per Dwelling Unit | | | |
| Single Family | \$120 | \$127 | \$135 | \$262 |
| Town home/Duplex | \$92 | \$105 | \$112 | \$200 |
| Multi-family | \$90 | \$105 | \$112 | \$197 |
| | | | | |
| Non Residential Impact Fee | Impact Fee per 1,000 square feet gross usable floor area | | | |
| Commercial Use Category | | | | |
| Com/Shop Center 25,000 SF or less | \$214 | \$226 | \$241 | \$126 |
| Com/Shop Center 25,001 – 50,000 SF | \$198 | \$209 | \$223 | \$117 |
| Com/Shop Center 50,001 – 100,000 SF | \$172 | \$182 | \$194 | \$101 |
| Com/Shop Center 100,001 – 200,000 SF | \$148 | \$156 | \$166 | \$87 |
| Com/Shop Center over 200,000 SF | \$127 | \$134 | \$143 | \$75 |
| Office/Inst 10,000 SF or less | \$99 | \$105 | \$112 | \$58 |
| Office/Inst 10,001 – 25,000 SF | \$80 | \$84 | \$89 | \$47 |
| Office/Inst 25,001 – 50,000 SF | \$68 | \$72 | \$77 | \$40 |
| Office/Inst 50,001 – 100,000 SF | \$58 | \$61 | \$65 | \$34 |
| Office/Inst over 100,000 SF | \$49 | \$52 | \$55 | \$29 |
| Business Park | \$56 | \$59 | \$63 | \$33 |
| Light Industrial | \$30 | \$32 | \$34 | \$18 |
| Warehousing | \$22 | \$23 | \$25 | \$13 |
| Manufacturing | \$17 | \$18 | \$19 | \$10 |

Note:

/1 Fee Study

/2 Annual Inflation Adjustment

TAB 2

Parks & Recreation Impact Fees

December 2007

Department of Capital Planning and Management – Office of Impact Fees

Contents

| | |
|--|---|
| 1.0 Executive Summary..... | 1 |
| 1.1 Trends Driving the Fee Schedule..... | 2 |
| 1.2 What are Impact Fees?..... | 2 |
| 1.3 How are Impact Fees Calculated? | 2 |
| 2.0 Base Data | 3 |
| 2.1 Demand Generators | 5 |
| 2.2 Parks & Recreation Capital Inventory | 5 |
| 3.0 Fee Calculations..... | 7 |
| 3.1 Fee Calculation Methodology..... | 7 |
| 3.1.1 Residential Fee Calculations..... | 7 |
| Appendix 1. Fee Schedule History | 8 |

1.0 Executive Summary

This document updates the Jefferson County Parks & Recreation Impact Fee from the impact fee study done in October of 2004. The maximum justifiable fee schedule for new residential and commercial land uses are presented in Table 19.

Table 28. FY 2008 Maximum Justifiable Impact Fees

| Housing Type | PPH | Total |
|---------------------|------------|--------------|
| Single Family | 2.63 | \$752 |
| Townhouse/Duplex | 2.01 | \$575 |
| Multi-family | 1.98 | \$566 |

1.1 Trends Driving the Fee Schedule

Relative to the 2004 fee study, the Parks & Recreation Impact Fee is nearly unchanged. There are a number of factors which serve to increase or decrease the fee schedules:

- The capitalization of the Parks & Recreation inventory has increased relative to the values from 2004.
- The total residential population of the count has increased relative to 2004.
- The system lost one park (Evitt's Run) and gained one park (Harvest Hills).
- Since the Parks & Recreation Impact Fee is essentially derived from the cost per person, these two rising trends (capitalization and population) have tended to balance one another out resulting in a nearly flat change from the calculated 2004 values.

1.2 What are Impact Fees?

Impact fees are one-time payments that may be assessed by a locality to offset the costs associated with providing necessary public services. Impact fees for the County are proportionate and reasonably related to the capital facility service demands of new development. The fee methodologies establish that the fees will substantially benefit new development. The County's impact fee methodology also identifies the extent to which newly developed properties are entitled to various types of credits to avoid potential double payment of capital costs.

TischlerBise, Inc. (formerly Tischler & Associates) had previously evaluated possible methodologies and documented appropriate demand indicators by type of development, for each type of fee. Specific capital costs have been identified using local data and current dollars. The formula used to calculate each impact fee is diagrammed in Figure 1. Also, for each type of fee the report includes a summary table indicating the specific factors used to derive the impact fee. These factors are also referred to as Level-Of-Service (LOS) standards. This current study utilizes the same approach previously applied by TischlerBise.

1.3 How are Impact Fees Calculated?

There are three basic approaches used to evaluate the various components of Jefferson County's impact fees. A **plan-based method** is best suited for public facilities that have adopted plans or commonly accepted service delivery standards to guide capital improvements. This method was formerly used in the Parks & Recreation Impact Fee to accommodate the planned community center at Sam Michael's Park. Since 2004 that facility has been completed and is now incorporated as a regular inventory item using the incremental expansion method as discussed below.

The **incremental expansion** methodology documents the current Level-Of-Service (LOS) for each type of public facility in both quantitative and qualitative measures. LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, Jefferson County will not use the funds for renewal and/or replacement of existing facilities. Rather the County's intent is to use impact fee revenue to expand or provide additional facilities, as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community. This methodology is used to calculate all components of the Parks & Recreation Impact Fee.

A third method, known as the **buy-in approach**, is based on the rationale that new development will pay for its share of the useful life and remaining capacity of recently constructed facilities. This methodology is not used in this report.

Another general requirement that is common to impact fee methodologies is the evaluation of *credits*. There are several types of credits that have been considered. First, a **future revenue credit** has been evaluated to avoid potential double payment for capital facilities through on-going revenues that may fund system improvements. For example, this type of potential double payment may occur if facilities are bond financed.

The second type of credit is a **site-specific credit** for system improvements that have been included in the impact fee calculations. Policies and procedures related to site-specific credits for system improvements are addressed in the ordinance that establishes the County's fees. However, the general concept is that developers may be eligible for site-specific credits or reimbursements only if they provide system improvements that have been included in the impact fee calculations. Project improvements normally required as part of the development approval process are not eligible for credits against impact fees.

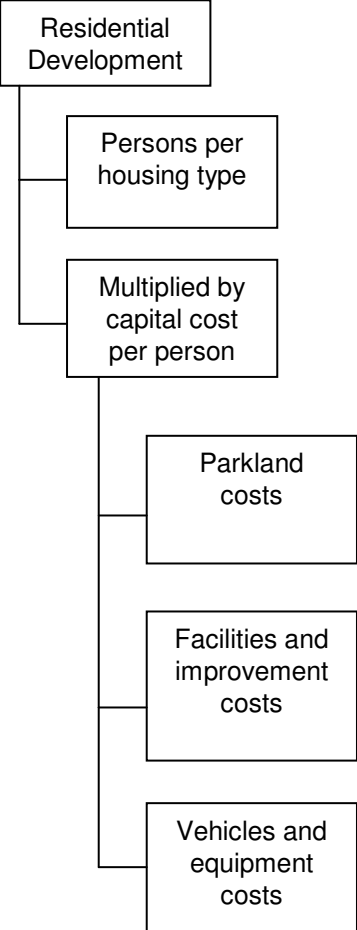
The Parks & Recreation Impact Fee calculations are entirely based on the incremental expansion approach. There are no general obligation bonds or excess levies for the benefit of the parks and recreation system and all funding for parks and recreation capital expenses has historically come from general revenue funds or operating revenues, thus there are no credits to consider in any of the fee calculations. The impact fees are based on a countywide service area, as the county parks are generally large facilities used by all residents of the county, including the incorporated municipalities. Fees for residential development are assessed per housing unit and are collected prior to issuance of a building permit. There is no nonresidential Parks & Recreation Impact Fee as there is no rational nexus between this type of development and a demand for parks& recreation services.

2.0 Base Data

The incremental expansion methodology has been used to determine impact fees for parks & recreation including parkland, facilities and improvements, and vehicles and equipment for the Parks and Recreation Commission as shown in Figure 1. Residential impact fees are calculated on a per capita basis and then converted to an appropriate amount by type of housing using household size multipliers. Thus, the total residential population of the county, as well as the persons per household multipliers constitutes the demand generators for these calculations.

In addition to the demand generators, discussed above, the other set of base data are the capital inventories for parks & recreation. This includes the parkland, improvements, and equipment owned by the Parks & Recreation Commission.

Figure 2. Parks & Recreation Impact Fee Methodology Chart



2.1 Demand Generators

The demand generator for Parks & Recreation are presented in Table 20.

Table 29. Parks & Recreation Demand Breakdown

| | |
|-----------------------------|-----------|
| Population Base Data | |
| 2007 County Population | 50,443 /1 |

| | |
|---------------------------------------|--------|
| Person Per Household Base Data | |
| Type | PPH /2 |
| Single Family Detached | 2.63 |
| Townhome/Duplex | 2.01 |
| Multi-family | 1.98 |

Resources

/1 Source: American Fact Finder - US Census.
 Accessed on 16 Nov 2007.
 /2 United States Bureau of the Census.

2.2 Parks & Recreation Capital Inventory

The capital inventory of the Parks & Recreation Commission includes three major groups: (1) parkland, (2) facilities and improvements, and (3) vehicles and equipment. Table 22 lists the parkland inventory, Table 23 lists the facilities and improvements inventory and Table 32 lists the vehicles and equipment inventory.

Table 30. Parkland Inventory

| Park | Acres |
|----------------------------|--------------------|
| Bolivar Park | 6.8 |
| Harvest Hills | 22 |
| Mission Ridge | 11 |
| Mount Mission Park | 3.5 |
| South Jefferson Park | 71 |
| Leetown Park | 10 |
| Moulton Park | 1 |
| Sam Michaels Park | 138 |
| Total | 263.3 |
| Cost per acre | \$18,000 |
| 2005 Land Acq Fund | \$1,000,000 |
| Total Acreage Value | \$5,739,400 |

Table 31. Facilities and Improvements Inventory

| Improvements | Replacement Cost |
|---------------------|------------------|
| Bolivar Park | |
| Gazebo | \$10,000 |
| Landscaping | \$4,000 |
| Sign | \$2,000 |
| TOTAL | \$16,000 |

| | |
|---------------------------|------------------|
| Mount Mission Park | |
| Community Building | \$150,000 |
| Volleyball Court | \$7,500 |
| Pavillion | \$12,500 |
| Playground Equipment | \$75,000 |
| Baseball Field | \$40,000 |
| Fencing | \$15,000 |
| Picnic Tables | \$8,000 |
| Sign | \$1,500 |
| Landscaping | \$3,000 |
| Infrastructure* | \$75,000 |
| TOTAL | \$387,500 |

| | |
|------------------------------|--------------------|
| South Jefferson Park | |
| Baseball Fields (2) | \$250,000 |
| Basketball Courts | \$40,000 |
| Tennis Courts (2) | \$75,000 |
| Concession/Restroom Facility | \$125,000 |
| Pavillion | \$65,000 |
| Volleyball Court | \$7,000 |
| Playground Equipment | \$75,000 |
| Fencing | \$125,000 |
| Maintenance Facility | \$100,000 |
| Picnic Tables | \$10,000 |
| Infrastructure* | \$350,000 |
| TOTAL | \$1,222,000 |

*Infrastructure includes site preparation, utilities, parking, internal road improvements.

| | |
|--------------------------|--------------------|
| Sam Michaels Park | |
| Community Center | \$3,000,000 |
| Pavillion | \$125,000 |
| Maintenance Facility | \$250,000 |
| Baseball Fields (2) | \$175,000 |
| Infrastructure | \$750,000 |
| Playground Equipment | \$150,000 |
| Fencing | \$125,000 |
| TOTAL | \$4,575,000 |

| Improvements | Replacement Cost |
|------------------------------|------------------|
| Leetown Park | |
| Storage Buildings (2) | \$75,000 |
| Concession/Restroom Facility | \$125,000 |
| Lighted Ballfields | \$250,000 |
| Picnic Tables | \$5,000 |
| Pavillion | \$40,000 |
| Playground Equipment | \$30,000 |
| Sign | \$2,000 |
| Landscaping | \$4,000 |
| Infrastructure* | \$150,000 |
| TOTAL | \$681,000 |

| | |
|---------------------|-----------------|
| Moulton Park | |
| Boat Ramp | \$20,000 |
| Parking Lot | \$10,000 |
| Sign | \$2,000 |
| TOTAL | \$32,000 |

| | |
|--------------------------|--------------------|
| Morgan Grove Park | |
| Kitchen/Restroom | \$200,000 |
| Pavillion | \$125,000 |
| Playground Equipment | \$125,000 |
| Volleyball Court | \$7,000 |
| Soccer Fields | \$250,000 |
| Walking Trail | \$75,000 |
| Picnic Tables | \$15,000 |
| Fencing | \$50,000 |
| Landscaping | \$60,000 |
| Infrastructure* | \$250,000 |
| TOTAL | \$1,157,000 |

Total Improvements **\$8,070,500**

Table 32. Vehicles and Equipment Inventory

| <i>Equipment</i> | <i># Units in Service</i> | <i>Cost/ Unit</i> | <i>Total Cost</i> |
|-------------------------------------|-------------------------------|-----------------------|-----------------------|
| Tractors | 10 | \$30,000 | \$400,000 |
| Ford F150 Pickup | 1 | \$13,410 | \$20,000 |
| Dodge 2500 Pickup | 1 | \$29,000 | \$40,000 |
| GMC Pickup | 2 | \$25,000 | \$60,000 |
| Mowers | 4 | \$20,000 | \$100,000 |
| Total Vehicles and Equipment | 18 | | \$620,000 |

Notes: /1 Costs listed in Tables 4 and 5 are either insurance replacement costs or staff estimates. Playground equipment at Sam Michaels Park is based on a recent purchase.

3.0 Fee Calculations

Fees are calculated by relating the demand generators to the capitalized costs for parkland, facilities and improvements, and vehicles and equipment. The results of these calculations are presented in Table 24. The data from Table 24 serves as the source for the final calculated maximum justifiable fees, expressed per housing unit type or commercial use category. Those data are presented in Table 25, which is a duplicate of the data in Table 19. A detailed explanation of the methodology follows these tables.

Table 33. Fee Calculations – Demand Unit Costs

| Category | Base | Multiplier | Per Person |
|------------------------|-----------------|-------------------|-------------------|
| Parkland | \$ 5,739,400.00 | 50,443 | \$ 113.78 |
| Improvements | \$ 8,070,500.00 | 50,443 | \$ 159.99 |
| Vehicles and Equipment | \$ 620,000.00 | 50,443 | \$ 12.29 |

Total Cost Per Person **\$ 286.06**

Table 34. Fee Calculations - Maximum Justifiable Impact Fees

| Housing Type | PPH | Total |
|---------------------|------------|--------------|
| Single Family | 2.63 | \$752 |
| Townhouse/Duplex | 2.01 | \$575 |
| Multi-family | 1.98 | \$566 |

3.1 Fee Calculation Methodology

The **Demand Unit Cost** expressed as *Per Person* for parkland, improvements, and vehicles and equipment when summed constitutes the total per person cost of parks & recreation. These values serve to ultimately calculate the Parks & Recreation Impact Fee for each residential dwelling unit type, based on the average persons per household for those dwelling types.

3.1.1 Residential Fee Calculations

The per person costs of \$113.78 for parkland, \$159.99 for improvements, and \$12.29 for vehicles and equipment presented in Table 24 are derived as follows:

- The total capitalization per category is divided by the total residential population to derive the per person costs. These values are totaled, resulting in the \$286.06 per person.
- The total cost per person is multiplied by the persons per household generators for each housing unit type to derive the calculated fee schedule.

Appendix 1. Fee Schedule History

Table 35. Parks & Recreation Impact Fee Schedule History

| | 2005 | 2006 | 2007 | 2008 |
|-------------------------------|-------------------------------------|-------|-------|-------|
| Residential Impact Fee | /1 | /2 | /2 | /1 |
| Housing Type | Impact Fee per Dwelling Unit | | | |
| Single Family | \$662 | \$696 | \$751 | \$752 |
| Town home/Duplex | \$506 | \$532 | \$574 | \$575 |
| Multi-family | \$498 | \$524 | \$565 | \$566 |

Note:

/1 Fee Study

/2 Annual Inflation Adjustment

TAB 3

Fire & EMS Impact Fees

December 2007

Department of Capital Planning and Management – Office of Impact Fees

Contents

- 1.0 Executive Summary..... 2
 - 1.1 Trends Driving the Fee Schedule..... 2
 - 1.2 What are Impact Fees?..... 3
 - 1.3 How are Impact Fees Calculated? 3
- 2.0 Base Data 4
 - 2.1 Demand Generators 5
 - 2.2 Fire & EMS Capital Inventory..... 7
- 3.0 Fee Calculations..... 9
 - 3.1 Fee Calculation Methodology..... 10
 - 3.1.1 Residential Fee Calculations..... 10
 - 3.1.2 Nonresidential Fee Calculations 11
- Appendix 1. Non-Residential Base Data 12
- Appendix 2. Fee Schedule History 13

1.0 Executive Summary

This document updates the Jefferson County Fire & EMS Impact Fee from the impact fee study done in April of 2005. The maximum justifiable fee schedule for new residential and commercial land uses are presented in Table 19.

Table 36. FY 2008 Maximum Justifiable Impact Fees

Residential Impact Fees

| Housing Type | PPH | Cost |
|-----------------|------|-------|
| Single Family | 2.63 | \$698 |
| Townhome/Duplex | 2.01 | \$533 |
| Multi-family | 1.98 | \$525 |

Non Residential Impact Fees

| | Adj Trip Ends | Cost |
|-----------------------------------|---------------|---------|
| Com/Shop Ctr 25,000 SF or less | 24.27 | \$2,353 |
| Com/Shop Ctr 25,001 – 50,000 SF | 22.51 | \$2,182 |
| Com/Shop Ctr 50,001 – 100,000 SF | 19.69 | \$1,909 |
| Com/Shop Ctr 100,001 – 200,000 SF | 17.05 | \$1,653 |
| Com/Shop Ctr over 200,000 SF | 14.63 | \$1,418 |
| Office/Inst 10,000 SF or less | 11.33 | \$1,098 |
| Office/Inst 10,001 – 25,000 SF | 9.18 | \$889 |
| Office/Inst 25,001 – 50,000 SF | 7.83 | \$758 |
| Office/Inst 50,001 – 100,000 SF | 5.69 | \$551 |
| Office/Inst over 100,000 SF | 5.65 | \$548 |
| Business Park | 6.38 | \$618 |
| Light Industrial | 3.49 | \$338 |
| Warehousing | 2.48 | \$240 |
| Manufacturing | 1.91 | \$185 |

1.1 Trends Driving the Fee Schedule

Relative to the 2005 fee study, the Fire & EMS Impact Fee schedule is slightly higher for both residential and non-residential development. There are a number of factors which serve to increase or decrease the fee schedules:

- The capitalization of the Fire & EMS inventory is significantly higher than in 2005. Part of this increase is the addition of a new fire company at Bakerton and the inclusion of the training facility owned by the Jefferson County Fire & Rescue Association. The capital building inventory increased by nearly \$5 million and equipment and apparatus increased by nearly \$2 million dollars.
- Reductions in capital inventory include the removal of the 911 call center as a component of this fee schedule and removal of the consultant fee component. The call center was removed as it is partially funded by the 911 telephone service fee (as well as other special grants) and has undergone a major increase in the level of service standard. The new call center facility has built in expansion and it isn't likely that the facility will require additional space anytime in the foreseeable future.

- Overall, residential growth has increased, which if the Fire & EMS capital inventory remained at 2005 levels would have resulted in a decrease in the residential fee schedule. As there were significant increases in the inventory, despite the planned reductions in some capital categories and an overall increase in the county population, this fee component has increased. The increase is mainly driven by huge increases in the overall capitalization of the inventories.
- Although commercial demand, as jobs within specific commercial categories, have declined in several sectors (refer to Appendix 1 and overall economic summaries from the West Virginia Bureau of Employment Programs), the decline in commercial demand units was not sufficiently great as to offset the increases in Fire & EMS capitalization.

1.2 What are Impact Fees?

Impact fees are one-time payments that may be assessed by a locality to offset the costs associated with providing necessary public services. Impact fees for the County are proportionate and reasonably related to the capital facility service demands of new development. The fee methodologies establish that the fees will substantially benefit new development. The County's impact fee methodology also identifies the extent to which newly developed properties are entitled to various types of credits to avoid potential double payment of capital costs.

TischlerBise, Inc. (formerly Tischler & Associates) had previously evaluated possible methodologies and documented appropriate demand indicators by type of development, for each type of fee. Specific capital costs have been identified using local data and current dollars. The formula used to calculate each impact fee is diagrammed in Figure 1. Also, for each type of fee the report includes a summary table indicating the specific factors used to derive the impact fee. These factors are also referred to as Level-of-Service (LOS) standards. This current study utilizes the same approach previously applied by TischlerBise.

1.3 How are Impact Fees Calculated?

There are three basic approaches used to evaluate the various components of Jefferson County's impact fees. A **plan-based method** is best suited for public facilities that have adopted plans or commonly accepted service delivery standards to guide capital improvements. This method is not used in the Fire & EMS Impact Fee.

The **incremental expansion** methodology documents the current Level-of-Service (LOS) for each type of public facility in both quantitative and qualitative measures. LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, Jefferson County will not use the funds for renewal and/or replacement of existing facilities. Rather the County's intent is to use impact fee revenue to expand or provide additional facilities, as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community. This methodology is used to calculate all components of the Fire & EMS Impact Fee.

A third method, known as the **buy-in approach**, is based on the rationale that new development will pay for its share of the useful life and remaining capacity of recently constructed facilities. This methodology is not used in this report.

Another general requirement that is common to impact fee methodologies is the evaluation of *credits*. There are several types of credits that have been considered. First, a **future revenue credit** has been evaluated to avoid potential double payment for capital facilities through on-going revenues that may fund system improvements. For example, this type of potential double payment may occur if facilities are bond financed.

The second type of credit is a **site-specific credit** for system improvements that have been included in the impact fee calculations. Policies and procedures related to site-specific credits for system improvements are addressed in the ordinance that establishes the County's fees. However, the general concept is that developers may be eligible for site-specific credits or reimbursements only if they provide system improvements that have been included in the impact fee calculations. Project improvements normally required as part of the development approval process are not eligible for credits against impact fees.

The Fire & EMS Impact Fee Calculations are entirely based on the incremental expansion approach. There are no general obligation bonds or excess levies for the benefit of Fire & EMS and all county contributions for Fire & EMS capital expenses have historically come from general revenue funds, thus there are no credits to consider in any of the fee calculations. Although there are multiple fire companies (in addition to the Ambulance Authority), the impact fees are based on a countywide service area. For many emergency calls, multiple companies respond or serve to fill in for responding companies if additional calls are received during an emergency event.

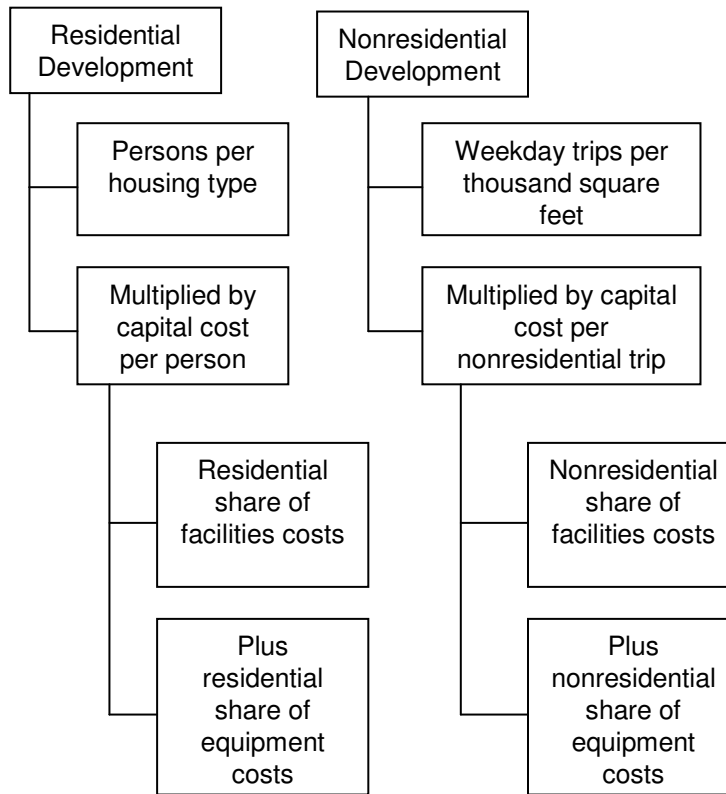
Fees for residential development are assessed per housing unit and are collected prior to issuance of a building permit. For nonresidential development, the fees are assessed per thousand square feet of floor area and are also collected prior to issuance of a building permit.

2.0 Base Data

The incremental expansion methodology has been used to determine impact fees for Fire & EMS including facilities (stations and land) and apparatus and equipment for the fire companies, the Ambulance Authority, and the Jefferson County Fire & Rescue Association. As shown in Figure 1, the Fire & EMS Impact Fee uses different demand generators for residential and nonresidential development. Residential impact fees are calculated on a per capita basis and then converted to an appropriate amount by type of housing using household size multipliers. To calculate nonresidential impact fees, TischlerBise had previously recommended using nonresidential vehicle trips as the best demand indicator for the Fire & EMS category. That approach was continued in this study.

In addition to the demand generators, discussed above, the other set of base data are the capital inventories for Fire & EMS. This includes the stations, land, apparatus and equipment, ambulances, and the training facility maintained by the Jefferson County Fire & Rescue Association.

Figure 3. Fire & EMS Impact Fee Methodology Chart



2.1 Demand Generators

The demand generators for either residential or nonresidential construction are first determined and then proportioned in a manner which reflects the workload of the Fire & EMS services.

- Of all Fire and Emergency Medical calls which may be clearly attributed to a physical address or residential or non-residential use (49% of total workload), 67% are spent on calls to residential addresses while 33% are spent on calls to nonresidential addresses. This proportioning is of the total calls to physical addresses and omits calls for roadside service since these cannot be allocated to either residential or nonresidential development (a person could be on their way to work or home or passing through the county). The 51% of the remaining total workload were calls to roadsides, open fields, or forested land. These proportions are outlined in Table 20.

Table 37. Fire & EMS Demand Breakdown

| | | Multiplier | |
|----------------------|-----------------|-------------------|-------------|
| Total Workload /1 /2 | | | |
| | Residential | 268 | 67% |
| | Non-Residential | 132 | 33% |
| | | 400 | 100% |

References

/1 Report of call activity (Jan-Oct 2007), State Fire Marshall's Office [CTS ID 3108]

/2 There were 431 calls which did not involve specific addresses.

Table 21 lists the base generators for residential (number of residents) and nonresidential (number of nonresidential vehicular trips) for CY 2007. The methodology for calculating the nonresidential trips is presented in Appendix 1.

Table 38. Base Generators for 2007

| Population Base Data | Value | Note | | | |
|---|--------------|-------------|--|--|--|
| 2007 County Population | 50,443 | /1 | | | |
| 2007 Non Residential Trips | 68,021 | /2 | | | |
| | | | | | |
| References | | | | | |
| /1 American Fact Finder - US Census. Accessed on 16 Nov 2007. | | | | | |
| /2 Appendix 1. | | | | | |

2.2 Fire & EMS Capital Inventory

The capital inventory for Fire & EMS includes two major groups: Stations and Land, and Apparatus and Equipment. Table 22 lists the Stations and Land inventory and Table 23 lists the Apparatus and Equipment inventory.

Table 39. Fire & EMS Stations and Land Capital Inventory

| <i>Company Name</i> | <i>Acreage</i> | <i>Cost per</i> | | <i>Sq Ft Building</i> | <i>Cost/</i> | | <i>Total Facility Cost</i> | <i>Ref</i> | |
|---|----------------|-----------------|------------------|-----------------------|--------------|----------------------|----------------------------|------------|--|
| | | <i>Unit</i> | <i>Land Cost</i> | | <i>Sq Ft</i> | <i>Building Cost</i> | | | |
| Friendship Fire Company | 2 | \$100,000 | \$200,000 | 7,448 | \$65 | \$484,120 | \$684,120 | /2 | |
| Blue Ridge Mountain Fire Company | 7.5 | \$18,000 | \$135,000 | 11,360 | \$65 | \$738,400 | \$873,400 | /5 | |
| Citizen's Fire Company | 7.5 | \$18,000 | \$135,000 | 13,000 | \$65 | \$845,000 | \$980,000 | /2 | |
| Independent Fire Company | 1.15 | \$50,000 | \$57,500 | 16,410 | \$65 | \$1,066,650 | \$1,124,150 | /2 | |
| Shepherdstown Fire Company | 10 | \$10,000 | \$1,000,000 | 22,368 | \$45 | \$1,000,000 | \$2,000,000 | /2 | |
| Bakerton Fire Company | 1.85 | \$18,000 | \$33,300 | 7,000 | \$60 | \$420,000 | \$453,300 | /3 | |
| Jefferson County Ambulance Authority Facility | 0 | | | 1,000 | \$250 | \$250,000 | \$250,000 | /1 | |
| Jefferson County Fire & Rescue Association | 48.5 | | | 1,104 | | | \$40,000 | /1 /4 | |
| Total Stations and Land | | | | | | | \$6,404,970 | | |

References

/1 Insurance policy replacement cost.

/2 2006 Building Construction Cost Data. 64th Annual Edition. RSMeans.

/3 Actual construction cost - December 2007

/4 Land not included as it exceeds standard LOS.

/5 Blue Ridge Company failed to respond to requests for updated inventory. 2005 data were used instead.

Table 40. Apparatus and Equipment Capital Inventory

| <i>Company Name</i> | <i>Equipment Description</i> | <i>Cost</i> | <i>Company Name</i> | <i>Equipment Description</i> | <i>Cost</i> |
|---|------------------------------|---------------------|------------------------------------|--|--------------|
| Friendship Fire Company | 2002 Engine/Ladder (Pumper) | \$550,000 | Shepherdstown | Ladder truck (truck 3) | \$850,000 /1 |
| | 1998 Tanker | \$225,000 | | Tanker/Tender (tanker 3) | \$400,000 /1 |
| | 1996 Ambulance | \$150,000 | | Engine (engine 3) | \$650,000 /1 |
| | 1995 Brush Truck | \$70,000 | | Rescue Engine (rescue engine 3) | \$650,000 /1 |
| | 1990 Engine (Pumper) | \$300,000 | | Brush 3 | \$100,000 /1 |
| | 1990 Ambulance | \$150,000 | | Duty 3 | \$100,000 /1 |
| | 1994 Chevrolet Caprice | \$22,000 | | Engine (engine 3-1) | \$300,000 /1 |
| | Total Equipment | \$1,467,000 | | Ambulance (ambulance 3) | \$200,000 /1 |
| Citizen's Fire Company | Air Compressor | \$125,000 | Ambulance (ambulance 3-1) | \$200,000 /1 | |
| | Brush Truck | \$100,000 | Rescue (rescue 3) | \$75,000 /1 | |
| | Rescue Truck | \$300,000 | Total Equipment | \$3,525,000 | |
| | Engine (4WD) | \$500,000 | Jeff Co Ambulance Authority | GMC AMB ALS | \$50,000 /1 |
| | Engine/Tanker | \$550,000 | | GMC AMB ALS | \$55,000 /1 |
| | Ladder Truck | \$1,000,000 | | Ford AMB ALS | \$50,000 /1 |
| | Utility Truch | \$40,000 | | GMC First Responder | \$28,000 /1 |
| | Cheifs car | \$30,000 | | GMC First Responder | \$53,000 /1 |
| Total Equipment | \$2,645,000 | Wells cargo Trailer | | \$7,000 /1 | |
| Independent Fire Company | Tanker | \$260,000 | | BLS Vehicle | \$45,000 /1 |
| | Engine 1 | \$410,000 | | LP12 Monitors 1 & 2 | \$44,000 /1 |
| | Engine 2 | \$410,000 | Zoll Autopulse CPR units | \$46,500 /1 | |
| | Heavy Duty Rescue | \$350,000 | Total Equipment | \$378,500 | |
| | Ambulance 1 | \$140,000 | Bakerton Fire Company | Engine 7 | \$200,000 /1 |
| | Ambulance 2 | \$140,000 | | Tanker 7 | \$297,000 /3 |
| | Utility Vehicle | \$35,000 | | Tanker 7-1 2000GPM/900G | \$350,000 /1 |
| | Boat, Motor, Trailer | \$20,000 | | Tanker 7-1 1500GPM/750G | \$425,000 /1 |
| Total Equipment | \$1,765,000 | Squad 7 850GPM/750G | | \$200,000 /1 | |
| Blue Ridge Mountain Fire Company | Engine 1 | \$425,000 | | Hurst Jaws of Life | \$10,000 /1 |
| | Engine 2 | \$425,000 | | Fire Hose | \$25,000 /1 |
| | Engine 3 | \$425,000 | | SCOTT Air Paks | \$150,000 /1 |
| | Ambulance 1 | \$150,000 | Turn out fire gear | \$62,500 /1 | |
| | Ambulance 2 | \$150,000 | Total Equipment | \$1,719,500 | |
| | Tanker | \$250,000 | References | /1 Insurance policy replacement cost. | |
| | Brush Truck | \$100,000 | | /2 Base Data cost estimate for new fire station. | |
| | Forrestry 5 | \$150,000 | | /3 Actual construction cost - December 2007 | |
| Total Equipment /1 | \$2,075,000 | | | | |

3.0 Fee Calculations

Fees are calculated by relating the demand generators to the capitalized costs for stations, land, and apparatus and equipment. The results of these calculations are presented in Table 24. The data from Table 24 serves as the source for the final calculated maximum justifiable fees, expressed per housing unit type or commercial use category. Those data are presented in Table 25, which is a duplicate of the data in Table 19. A detailed explanation of the methodology follows these tables.

Table 41. Fee Calculations – Demand Unit Costs

| Total Capital Costs | | | | |
|----------------------------|--|----|------------|--|
| Land and Buildings | | \$ | 6,404,970 | |
| Equipment | | \$ | 13,575,000 | |

| Category | Proportionate Share | 2007 Demand Units | Cost Per Demand |
|--------------------------------|----------------------------|--------------------------|------------------------|
| Stations and Land | | | |
| Residential | 67% | 50,443 | \$85 |
| Non-Residential | 33% | 68,021 | \$31 |
| Apparatus and Equipment | | | |
| Residential | 67% | 50,443 | \$180 |
| Non-Residential | 33% | 68,021 | \$66 |
| Totals | | | |
| Residential | per person | | \$265 |
| Non-Residential | per non-residential trip | | \$97 |

Table 42. Fee Calculations - Maximum Justifiable Impact Fees

Residential Impact Fees

| Housing Type | PPH | Cost |
|-----------------|------|-------|
| Single Family | 2.63 | \$698 |
| Townhome/Duplex | 2.01 | \$533 |
| Multi-family | 1.98 | \$525 |

Non Residential Impact Fees

| | Adj Trip Ends | Cost |
|-----------------------------------|---------------|---------|
| Com/Shop Ctr 25,000 SF or less | 24.27 | \$2,353 |
| Com/Shop Ctr 25,001 – 50,000 SF | 22.51 | \$2,182 |
| Com/Shop Ctr 50,001 – 100,000 SF | 19.69 | \$1,909 |
| Com/Shop Ctr 100,001 – 200,000 SF | 17.05 | \$1,653 |
| Com/Shop Ctr over 200,000 SF | 14.63 | \$1,418 |
| Office/Inst 10,000 SF or less | 11.33 | \$1,098 |
| Office/Inst 10,001 – 25,000 SF | 9.18 | \$889 |
| Office/Inst 25,001 – 50,000 SF | 7.83 | \$758 |
| Office/Inst 50,001 – 100,000 SF | 5.69 | \$551 |
| Office/Inst over 100,000 SF | 5.65 | \$548 |
| Business Park | 6.38 | \$618 |
| Light Industrial | 3.49 | \$338 |
| Warehousing | 2.48 | \$240 |
| Manufacturing | 1.91 | \$185 |

3.1 Fee Calculation Methodology

The **Demand Unit Cost** expressed as *Per Person* for stations and land and for apparatus and equipment constitutes the total per person cost of Fire & EMS. These values serve to ultimately calculate the Fire & EMS Impact Fee for each residential dwelling unit type, based on the average persons per household for those dwelling types. Conversely, the *Per Trip* costs for facilities and vehicles constitute the total per nonresidential vehicular trip cost of Fire & EMS. These values serve to calculate the Fire & EMS Impact Fee for each commercial use category (for a set of predefined uses) and also serve as the base of any custom commercial fee calculations. The commercial fee schedule is calculated by relating the per vehicular trip cost to the number of weekday vehicular trips associated with each commercial use. The trip numbers are adjusted since traffic engineers count entry and exit to a property as two separate trips.

3.1.1 Residential Fee Calculations

The per person costs for Facilities and Land and for Equipment presented in Table 24 are derived as follows:

- The total cost of Stations and Land are first proportioned using the data from Table 20 (in this case 67% of these costs are attributable to the residential demand for Fire & EMS services) and then divided by the total population as expressed in Table 21. This yields the per person share for Facilities and Land. In a similar manner, the per person costs for Apparatus and Equipment is calculated.

- These per person costs are totaled and presented in Table 24. To determine the final fee for each housing unit type, the total per person cost is multiplied by the Persons per Household values (reported by the US Bureau of the Census) to obtain the final costs per residential housing type expressed in Table 25.

3.1.2 Nonresidential Fee Calculations

- For the nonresidential component, the values in Table 24 are derived by multiplying the total capital costs for either Stations and Land or for Apparatus and Equipment (from Table 22 and Table 23) by the value of 33% from Table 20. That product is divided by the estimated total nonresidential daily vehicular trips from Table 21 to obtain the total Fire & EMS costs for each nonresidential vehicular trip as presented in Table 24. Finally, for selected nonresidential uses, the cost per trip is multiplied by the adjusted average daily trips (as determined by the Institute of Traffic Engineers) to yield the values outlined in Table 25.

Appendix 1. Non-Residential Base Data

Table 43. Base Data for Non Residential Weekday Trips - Projected for 2007

| Land Use | Knowns | | | Calculated Values | | | | |
|--|-------------------------------|--------------------------|-----------|------------------------|-------------------------------|------------------------------|-----------------|-------------------|
| | Wkly Trip Ends Per 1000 sq ft | Square Feet per employee | 2007 Jobs | Total Floor Area (IxJ) | Total Floor Area per 1000 (J) | Total Trips/Floor Area (J*F) | Trip Adjustment | Total Daily Trips |
| Comm Shop Ctr (820) 100K gross leasable area | 68.17 | 450 | 5,788 | 2604600 | 2604.6 | 177555.582 | 32% | 56818 |
| General Office (710) 10K gross leasable area | 22.64 | 228 | 3,190 | 727320 | 727.32 | 16466.5248 | 50% | 8233 |
| Light Industrial (110) | 6.97 | 433 | 1,968 | 852144 | 852.144 | 5939.44368 | 50% | 2970 |
| | | | 10,946 | | | | | 68021 |
| | /1 | /2 | /3 | /4 | /5 | /6 | /7 | /8 |

References

- /1 Wkdy Trip Ends Per 1,000 sq ft - Table 1 - memo dated 3 June 2004 from Chris Cullinan, T&A.
- /2 From ITE Trip Generation, 7th edition.
- /3 Data from sheet 2006 totals (using YTD 2007 WV BEP data).
- /4 Calculated value - product of Square feet per employee and 2007 Jobs.
- /5 Calculated value - Total Floor Area divided by 1000.
- /6 Calculated value - product of Total Floor Area per 1000 and Weekly Trip Ends per 1000 sq ft.
- /7 Trip Adjustment - Table 2 - memo dated 3 June 2004 from Chris Cullinan, T&A. Original source data from ITE Trip Generation, 6th Edition.
- /8 Calculated value - Total Trips per floor area divided by trip adjustment.

Table 8 data source is Microsoft Excel Workbook *2007 11 14 BEP Data.xls*

Appendix 2. Fee Schedule History

Table 44 Fire & EMS Impact Fee Schedule History.

| | 2005 | 2006 | 2007 | 2008 |
|--------------------------------------|---|---------|---------|---------|
| Residential Impact Fee | /1 | /2 | /2 | /1 |
| Housing Type | Impact Fee per Dwelling Unit | | | |
| Single Family | \$536 | \$566 | \$603 | \$698 |
| Town home/Duplex | \$409 | \$432 | \$460 | \$533 |
| Multi-family | \$403 | \$426 | \$454 | \$525 |
| | | | | |
| Non Residential Impact Fee | Impact Fee per 1,000 square feet gross usable floor area | | | |
| Commercial Use Category | | | | |
| Com/Shop Center 25,000 SF or less | \$1,808 | \$1,909 | \$2,034 | \$2,353 |
| Com/Shop Center 25,001 – 50,000 SF | \$1,677 | \$1,771 | \$1,887 | \$2,182 |
| Com/Shop Center 50,001 – 100,000 SF | \$1,467 | \$1,549 | \$1,650 | \$1,909 |
| Com/Shop Center 100,001 – 200,000 SF | \$1,270 | \$1,341 | \$1,429 | \$1,653 |
| Com/Shop Center over 200,000 SF | \$1,090 | \$1,151 | \$1,226 | \$1,418 |
| Office/Inst 10,000 SF or less | \$844 | \$891 | \$949 | \$1,098 |
| Office/Inst 10,001 – 25,000 SF | \$684 | \$722 | \$769 | \$889 |
| Office/Inst 25,001 – 50,000 SF | \$583 | \$616 | \$656 | \$758 |
| Office/Inst 50,001 – 100,000 SF | \$497 | \$525 | \$559 | \$551 |
| Office/Inst over 100,000 SF | \$424 | \$448 | \$477 | \$548 |
| Business Park | \$475 | \$502 | \$535 | \$618 |
| Light Industrial | \$260 | \$275 | \$293 | \$338 |
| Warehousing | \$185 | \$195 | \$208 | \$240 |
| Manufacturing | \$142 | \$150 | \$160 | \$185 |

Note:

/1 Fee Study

/2 Annual Inflation Adjustment