

FY 2010 Capital Improvement Plan for Jefferson County

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Overview

This document constitutes the Jefferson County Capital Improvement Plan for Fiscal Year 2010. It consists broadly of two categories, those eligible for capital funding as it relates to Impact Fees and those ineligible for such funding. The only entity in the latter category is the County Commission. For the entities in the former group, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Bakerton Fire Company [Fire & EMS]
- Blue Ridge Fire Company 9[Fire & EMS]
- Citizens Fire Company [Fire & EMS]
- Friendship Fire Company [Fire & EMS]
- Independent Fire Company [Fire & EMS]
- Jefferson County Emergency Services Agency [Fire & EMS]
- Jefferson County Fire and Rescue Association [Fire & EMS]
- Middleway Fire Company [Fire & EMS]
- Shepherdstown Fire Company [Fire & EMS]

(The latter 9 entities are presented in alphabetical order)

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$85,327,530 (up from \$46,422,500 in FY 2009). Of this amount, \$8,690,514 represents the funding requests for FY 2010 (in FY 2009 it was \$5,544,500).

Summary of Priority One Projects

Table 1 lists all priority one projects (described as Urgent/Mandatory on CIP Form 2) from entities for which impact fees are collected. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having urgent/mandatory funding needs.

Summary of Impact Fee Fundable Projects

The projects listed in Table 1 which are eligible for funding, either in whole or in part, by impact fees are listed in Tables 2 and 3. Table 2 includes projects from all entities while Table 3 is a subset of only those entities eligible for funding from the Fire/EMS impact fee account. Table 3 was requested by the fire chiefs and presidents from the county fire companies. The order that companies are listed in Table 3 was generated by the *natural order* of the underlying CIP database and does not represent any sense of prioritization by the Impact Fee Coordinator nor the Department of Capital Planning and Management.

Authority

Pursuant to §7-20-6 counties which have enabled impact fees must maintain a Capital Improvement Plan. Only projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly capital improvement plan, and the identification of fee fundable projects is outlined in County Ordinance 2003-13(C) *et seq.*

One of the tasks of the Impact Fee Coordinator is to identify projects from the Capital Improvement Plan which are eligible for funding by Impact Fees (c.f. Ordinance 2003-16(A)(2)(b)).

During a work session in 2004 the County Commission agreed to set the definition of a capital improvement as being items (or construction-related planning and design services) costing a minimum of \$20,000 and having a minimum anticipated life expectancy of 3 years. This is generally in accord with requirements found in §7-20-3(a)(8).

Table 1. FY 2010 Priority 1 Projects - All Funding Sources

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Jefferson County Board of Education											
1	1	Central Elementary School	\$10,395,630	\$9,700,000	\$0	\$695,632	\$1,000,000	\$0	\$0	\$0	\$0
2	1	New Central Elementary School	\$9,700,000		\$0	\$1,000,000	\$250,000	\$0	\$0	\$0	\$0
5	1	County-wide Expansion of School Facilities	\$6,500,000		\$0	\$750,000	\$1,000,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
TOTALS			\$26,595,630	\$9,700,000	\$0	\$2,445,632	\$2,250,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
TOTALS			\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
Jefferson County Parks & Recreation Commission											
6	1	Land Acquisition for Parks	\$1,000,000	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000	\$0
TOTALS			\$1,000,000	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000	\$0
Jefferson County Emergency Services Agency											
1	1	Operations Center	\$504,000	\$0	\$0	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000
2	1	Replace RRA Life Support Vehicle	\$72,000	\$0	\$0	\$72,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$576,000	\$0	\$0	\$156,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000

Table 1. FY 2010 Priority 1 Projects - All Funding Sources

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Bakerton Fire Company											
1	1	New Station Building	\$400,000	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
2	1	Radios - New JCEOC System	\$47,500	\$0	\$0	\$47,500	\$0	\$0	\$0	\$0	\$0
3	1	New Ambulance	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
4	1	Replacement SCBA	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
5	1	PPE	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
6	1	Hazardous Detection Equipment	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0
7	1	Multi-Purpose Fire Truck	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
TOTALS			\$1,137,500	\$100,000	\$0	\$147,500	\$250,000	\$200,000	\$140,000	\$150,000	\$150,000
Blue Ridge Fire Company											
1	1	New Tanker	\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
Citizens Fire Company											
1	1	Ladder Truck Acquisition	\$1,000,000	\$0	\$150,000	\$300,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
2	1	Personal Protective Equipment	\$30,000	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0
TOTALS			\$1,030,000	\$0	\$160,000	\$310,000	\$160,000	\$100,000	\$100,000	\$100,000	\$100,000
Friendship Fire Company											
1	1	Ambulance	\$110,000	\$0	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0
2	1	New Station Building	\$1,500,000	\$0	\$0	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
TOTALS			\$1,610,000	\$0	\$0	\$110,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000

Table 1. FY 2010 Priority 1 Projects - All Funding Sources

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Independent Fire Company											
1	1	Station Generator System	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
		TOTALS	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
Middleway Fire Company											
1	1	Land and Fire Station	\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0
		TOTALS	\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0
		GRAND TOTALS	\$33,414,130	\$9,800,000	\$160,000	\$4,000,894	\$3,124,000	\$2,304,000	\$1,994,000	\$2,544,000	\$2,294,000

Table 2. FY 2010 Priority 1 Projects - Impact Fee Fundable

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Jefferson County Board of Education											
1	1	Central Elementary School	\$10,395,630	\$9,700,000	\$0	\$695,632	\$1,000,000	\$0	\$0	\$0	\$0
2	1	New Central Elementary School	\$9,700,000	\$0	\$0	\$1,000,000	\$250,000	\$0	\$0	\$0	\$0
5	1	County-wide Expansion of School Facilities	\$6,500,000	\$0	\$0	\$750,000	\$1,000,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
TOTALS			\$26,595,630	\$9,700,000	\$0	\$2,445,632	\$2,250,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
TOTALS			\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
Jefferson County Joint Emergency Services Board											
1	1	Operations Center	\$504,000	\$0	\$0	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000
2	1	Replace RRA Life Support Vehicle	\$72,000	\$0	\$0	\$72,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$576,000	\$0	\$0	\$156,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000
Blue Ridge Fire Company											
1	1	New Tanker	\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
Bakerton Fire Company											
1	1	New Station Building	\$400,000	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
2	1	Radios - New JCEOC System	\$47,500	\$0	\$0	\$47,500	\$0	\$0	\$0	\$0	\$0
TOTALS			\$447,500	\$100,000	\$0	\$147,500	\$100,000	\$100,000	\$0	\$0	\$0

Table 2. FY 2010 Priority 1 Projects - Impact Fee Fundable

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Middleway Fire Company											
1	1	Land and Fire Station	\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0
GRAND TOTALS			\$29,019,130	\$9,800,000	\$0	\$3,515,894	\$2,514,000	\$1,304,000	\$1,454,000	\$1,494,000	\$1,744,000

Table 3. FY 2010 Impact Fee Fundable Projects - All Priorities

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Jefferson County Board of Education											
1	1	Central Elementary School	\$10,395,630	\$9,700,000	\$0	\$695,632	\$1,000,000	\$0	\$0	\$0	\$0
2	1	New Central Elementary School	\$9,700,000	\$0	\$0	\$1,000,000	\$250,000	\$0	\$0	\$0	\$0
5	1	County-wide Expansion of School Facilities	\$6,500,000	\$0	\$0	\$750,000	\$1,000,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
TOTALS			\$26,595,630	\$9,700,000	\$0	\$2,445,632	\$2,250,000	\$1,000,000	\$1,250,000	\$1,250,000	\$1,500,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
TOTALS			\$720,000	\$0	\$0	\$86,762	\$80,000	\$120,000	\$120,000	\$160,000	\$160,000
Jefferson County Parks & Recreation Commission											
1	2	Department Vehicles (Impact Fee Funded)	\$95,000	\$0	\$0	\$35,000	\$0	\$30,000	\$0	\$0	\$30,000
2	2	Mowing Equipment (Impact Fee Funded)	\$60,000	\$0	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0
TOTALS			\$155,000	\$0	\$0	\$55,000	\$0	\$50,000	\$0	\$20,000	\$30,000
Jefferson County Joint Emergency Services Board											
1	1	Operations Center	\$504,000	\$0	\$0	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000
2	1	Replace RRA Life Support Vehicle	\$72,000	\$0	\$0	\$72,000	\$0	\$0	\$0	\$0	\$0
4	2	Zoll Autopulses	\$49,000	\$0	\$0	\$16,000	\$16,000	\$17,000	\$0	\$0	\$0
TOTALS			\$625,000	\$0	\$0	\$172,000	\$100,000	\$101,000	\$84,000	\$84,000	\$84,000

Table 3. FY 2010 Impact Fee Fundable Projects - All Priorities

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Jefferson County Fire & Rescue Association											
1	2	Permanent Classroom Trailers	\$18,000	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0
2	2	Training Center Expansion	\$800,000	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$0
TOTALS			\$818,000	\$0	\$0	\$218,000	\$200,000	\$200,000	\$200,000	\$0	\$0
Bakerton Fire Company											
1	1	New Station Building	\$400,000	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
2	1	Radios - New JCEOC System	\$47,500	\$0	\$0	\$47,500	\$0	\$0	\$0	\$0	\$0
TOTALS			\$447,500	\$100,000	\$0	\$147,500	\$100,000	\$100,000	\$0	\$0	\$0
Blue Ridge Fire Company											
1	1	New Tanker	\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$230,000	\$0	\$0	\$230,000	\$0	\$0	\$0	\$0	\$0
Citizens Fire Company											
5	2	Rescue Engine	\$650,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$350,000	\$0	\$0
TOTALS			\$650,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$350,000	\$0	\$0
Friendship Fire Company											
4	2	2 Thermal Imagers	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Middleway Fire Company											
1	1	Land and Fire Station	\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$450,000	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0

Table 3. FY 2010 Impact Fee Fundable Projects - All Priorities

#	Pri	Project	Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
Shepherdstown Fire Company											
3	2	Special Response Vehicle Purchase	\$450,000	\$0	\$0	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$0
TOTALS			\$450,000	\$0	\$0	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$0
			Est Total	Prior Allocation	Current Allocation	Current Request (FY 2010)	Yr 1 (FY2011)	Yr 2 (FY 2012)	Yr 3 (FY 2013)	Yr 4 (FY 2014)	Yr 5 (FY 2015)
GRAND TOTALS			\$31,161,130	\$9,800,000	\$0	\$4,014,894	\$2,920,000	\$1,761,000	\$2,094,000	\$1,604,000	\$1,774,000

Impact Fee Coordinator's Notes

The divided sections which follow include the submitted CIP Form 1 (Agency/Department/Office Summary) for each entity as well as the individual CIP Form 2 documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's CIP Form 1. Any supplementary documentation is included with the appropriate CIP Form 2.

Proposed projects that directly impact the County Budget also require Form 2B – Budget Impact Analysis. No projects meet that criteria for potential funding in FY 2010.

With the exception of the Jefferson County Board of Education, each entity's submission is entered into the Capital Improvement Plan *on line* database, which permits comments from the Impact Fee Coordinator to be included with Form 1. In the case of the Board of Education, CIP Form 2 documents are not required. Thus, the BOE forms are presented in their original format without discussion from the Impact Fee Coordinator. The original submissions from the remaining entities are on file within the Department of Capital Planning and Management.

One role of the Impact Fee Coordinator in preparing the Capital Improvement Plan is to indicate which projects, within each category for which impact fees are collected, are eligible for funding by impact fees. There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. It is important to note that such projects *are not* generally ineligible for funding by other revenue sources.
 - b. If the answer is *yes*, then the second decision point applies:
2. Is the requested project necessary only because of new growth?
 - a. If the answer is *yes*, then the project is potentially fully fundable using impact fees.
 - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only partially fundable by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Coordinator examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category. The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the 4 impact fee categories. The financial data are cumulative through 21 January 2009 (early third quarter FY 2009). The projected balance runs through the end of FY 2009.

Table 4. School Cash Flow Analysis

Balance as of 21 January 2009

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings - Elementary School	30%	\$3,962,373	\$3,256,810	\$705,563
Buildings - High/Middle School	63%	\$8,320,984	\$8,297,550	\$23,434
Admin/Support	7%	\$924,554		\$924,554
Total for Schools	100%	\$13,207,911	\$11,554,360	\$1,653,551

Balance projected through 30 June 2009

Capital Category	Allocation	Total Collected /1	Total Expended	Available
Buildings - Elementary School	30%	\$4,303,113	\$3,256,810	\$1,046,303
Buildings - High/Middle School	63%	\$8,320,984	\$8,297,550	\$23,434
Admin/Support	7%	\$924,554		\$924,554
Total for Schools	100%	\$14,343,711.00	\$11,554,360	\$2,789,351

/1 Assumes 100 SF Homes in CY 2009 Q1 & Q2

Table 5. Law Enforcement Cash Flow Analysis

Balance as of 21 January 2009

Capital Category	Allocation /1	Total Collected	Total Expended	Available
Vehicles	28%	\$46,200	\$143,502	(\$97,302)
Buildings	72%	\$118,801		
Total for Law Enforcement	100%	\$165,001	\$143,502	\$21,499

/1 Allocation changed with CY 2009 recalculation

Balance projected through 30 June 2009

Capital Category	Allocation	Total Collected /1	Total Expended	Available
Vehicles	28%	\$53,536	\$143,502	(\$89,966)
Buildings	72%	\$137,665		
Total for Law Enforcement	100%	\$191,201	\$143,502	\$47,699

/1 Assumes 100 SF Homes in CY 2009 Q1 & Q2

Table 6. Parks & Recreation Cash Flow Analysis

Balance as of 21 January 2009

Capital Category	Allocation	Total Collected	Total Expended	Available
Land	40%	\$248,117	\$300,000	(\$51,883)
Improvements	56%	\$347,364	\$169,451	\$177,913
Vehicles	4%	\$24,812		\$24,812
Total for Parks & Rec	100%	\$620,292	\$469,451	\$150,841

Balance projected through 30 June 2009

Capital Category	Allocation	Total Collected /1	Total Expended	Available
Land	40%	\$278,197	\$300,000	(\$21,803)
Improvements	56%	\$389,476	\$169,451	\$220,025
Vehicles	4%	\$27,820		\$27,820
Total for Parks & Rec	100%	\$695,492	\$469,451	\$226,041

/1 Assumes 100 SF Homes in CY 2009 Q1 & Q2

Table 7. Fire & EMS Cash Flow Analysis

Balance as of 21 January 2009

Capital Category	Allocation /1	Total Collected	Total Expended	Available
Buildings and Land	32%	\$222,211	\$100,000	\$122,211
Vehicles and equipment	68%	\$472,198	\$71,810	\$400,388
Total for Fire & EMS	100%	\$694,409	\$171,810	\$522,599

/1 Allocation changed with CY 2009 recalculation

Balance projected through 30 June 2009

Capital Category	Allocation	Total Collected /1	Total Expended /2	Available
Buildings and Land	32%	\$244,547	\$100,000	\$144,547
Vehicles and equipment	68%	\$519,662	\$250,810	\$268,852
Total for Fire & EMS	100%	\$764,209	\$350,810	\$413,399

/1 Assumes 100 SF Homes in CY 2009 Q1 & Q2

/2 Includes \$179,000 in encumbered FY 2009 funds not spent by 21 January 2009.