

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2020**  
**THURSDAY, FEBRUARY 6, 2020**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF REQUISITIONS**

- February 6, 2020

**APPROVAL OF ACCOUNTS PAYABLE**

- February 6, 2020

**APPROVAL OF MANUAL CHECKS**

- February 7, 2020

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT** (20 minutes)

**PRESENTATIONS**

1. 10:00 a.m. Matthew Harvey, Prosecuting Attorney
  - Discussion of staffing needs and request approval to hire new employee - Discussion/Action
2. 10: 15 a.m. Pete Dougherty, Sheriff
  - COPS Hiring Grant - Discussion/Action
  - Vehicle Disposition - Discussion/Action
  - Bailiff/Trip Guard New Hires - Discussion/Action
  - Reserve Appointments - Discussion/Action
3. 10: 30a.m. Wayne Bishop, mayor of Harpers Ferry
  - Status if infrastructure Improvements, Current Projects in Design, National park Project Interface - Discussion/Action

4. 10:45 a.m. Jacki Shadle, Clerk of the County Commission  
- Budget Revision - 402 - Health Insurance - Discussion/Action
5. 11:00 a.m. Lyn Goodwin, Jefferson County Development Authority  
- JCDA six-month update report - Discussion/Action
6. 11:15 a.m. Roger Goodwin, Chief County Engineer  
- Presentation of Calendar Year 2019 Annual Report for the Office of Impact Fees - Discussion/Action  
- Presentation of the FY2021 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
7. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action  
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action  
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action  
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action  
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action  
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency, including potential structure, financial issues, and matters related thereto - Discussion/Action  
- Discussion of opioid case, potential litigation, and settlement issues with legal counsel - Jefferson County Commission v. Purdue Pharmaceutical, et al - US District Court, Northern District of West Virginia, Civil Action #1:17-OP- 45170 - Discussion/Action
8. 12:15 p.m. **Break for Lunch**

#### **NEW BUSINESS**

9. Legislative Updates
10. Approval of Bid/Contract for a vendor to conduct a broadband feasibility study funded by the Broadband Grant - Discussion/Action
11. Approval of Bid/Contract for Architectural consulting for the purpose of selecting a firm to design a new Courthouse Complex - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Policy 319: Financial System Access and Approval Policy

## **COUNTY COMMISSION REPORTS**

### **~~~~~ AFTERNOON SESSION ~~~~~**

**Location: Jefferson County Courthouse  
100 East Washington Street, Charles Town, WV**

12. 1:30 p.m. Board of Review and Equalization

13. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice - Board of Review and Equalization.

Schedule of budget work sessions.

Information Workshop Public Meeting - US 340 Rock Slide.

Correspondence received from F. Mark Schiavone regarding the National Rifle Association of America.

Correspondence received from Ray Sibley regarding the National Rifle Association of America.

Minutes received for the November 8<sup>th</sup>, 2019 meeting for the Harpers Ferry/Bolivar PSD received.

Shepherdstown Public Library Audited Financial Statements received for the year ended June 30, 2019.

Impact Fee Status Report received for January 2020.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



**REQUISITIONS TO BE APPROVED**

**February 6, 2020**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING	20027	\$14,700.00	ESRI, Inc.	GIS Software/Maintenance
<b>GRAND TOTAL</b>		<b>\$ 14,700.00</b>		



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Matthew Harvey**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. Discussion of staffing needs and request approval to hire new employee.**

Is this a funding request?    Y/N

If so, how much?            \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?        Projector    Y/N            Internet/Wi Fi    Y/N            Telephone for conference call    Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Pete Dougherty

Department or Organization: **Sheriff's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): COPS Hiring Grant  
Vehicle Disposition  
Bailiff/Trip Guards New Hires  
Reserve Appointments

Please provide the County Commission with a description of your request or presentation, including any background information:

The Sheriff's Office wishes to apply for the COPS Hiring Grant to gain additional positions. The COPS Hiring Grant covers 75% of entry level costs and benefits and the county would cover 25% for a period of 3 years. The Sheriff's Office would like to apply for 5 positions through this grant, making the county match each year for 3 years \$91,276.15 (based upon current entry level salary and full family benefits).

Attached is a suggested vehicle disposition list. The Sheriff is seeking approval to proceed as suggested.

I am requesting to add the following individuals to the list of those available to serve as Part-time Bailiff/Trip Guards: James Dunn, Edward Hannon, Dale Gattschalk, Jack Jensen, Kristie Grona, Jessica Rolin, Isabella May, Cassie Johnson, David Wampler.

The Jefferson County Deputy Sheriff Reserves are seeking permission to add the following people as volunteer Reserve Deputies: Jason Busch, Derik Hough, Robert Rodriguez, Joshua Bloom, and Joel Keck.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: none

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the submission of the COPS Hiring grant application for 5 positions.

I move to approve the disposal of Sheriff's Office vehicles as outlined.

I move to approve the hire of the part-time Bailiffs/Trip Guards.

I move to approve the appointment of the Reserve applicants.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: pdougherty@jcsdvw.com

Phone Number: 304-728-3205

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



## Vehicles recommended to be sold/scraped by Sheriff

### The following are requested to be sold at auction:

1. 2012 Dodge Charger SO 1806 VIN #2C3CDXAT3CH142009  
Mileage: 152,491  
Notes: Remove all stripping, lighting and equipment prior to sale.
2. 2012 Dodge Charger SO 2153 VIN #2C3CDXAT3CH142010  
Mileage: 103,593  
Notes: Remove all stripping, lighting and equipment prior to sale.
3. 2012 Dodge Charger SO 1757 VIN #2C3CDXAT3CH142011  
Mileage: 112,201  
Notes: Remove all stripping, lighting and equipment prior to sale.
4. 2012 Dodge Charger SO 1763 VIN #2C3CDXAT8CH316138  
Mileage: 143,824  
Notes: Remove all stripping, lighting and equipment prior to sale.
5. 2008 Ford Crown Vic SO 2450 VIN #2FAFP71V18X124372  
Mileage: 142,347  
Notes: Remove all stripping, lighting and equipment prior to sale.

### The following are requested to be salvaged:

6. 2005 Ford Explorer SO 2655 VIN #1FMZU73K95UB16536  
Mileage: 256,524  
Notes: SCRAP YARD. Remove new tires, lighting and equipment
7. Animal Control Truck – Ford Ranger  
Notes: Vehicle was dead-lined due to frame issues. Check for any equipment that needs removed prior to scrapping.
8. 2001 Honda Civic Forfeiture VIN #1HGES26791L064925  
Notes: To be sold at auction. Title has already been obtained.
9. 1998 Mitsubishi Forfeiture VIN #JA3AM84J8WY003134  
Notes: SCRAP YARD – Not worth selling at auction.
10. 1994 Toyota Corolla Unclaimed Property VIN #1NXAE04B0RZ146269  
Notes: SCRAP YARD – Turned over to JCSO by the State of WV. Not worth auctioning.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Wayne Bishop

Department or Organization: **Mayor Town of Harpers Ferry**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **February 6<sup>th</sup> County Commission Meeting**  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Status of Infrastructure Improvements, Current Projects in Design, National Park Project Interface

Please provide the County Commission with a description of your request or presentation, including any background information:  
General update on the State of Harpers Ferry, the gateway to Jefferson County and the town projects we are working on.

Is this a funding request? Y/N **NO**

If so, how much? \$0.00

Provide exact financial impact/request: na

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Wayne Bishop

Email address: Mayor@harpersferrywv.us

Phone Number: 304-535-2206 ext. 2

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jacki Shadle  
Department or Organization: **County Clerk**  
Estimation of amount of time needed for appointment: 10 minutes  
Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Budget Revision – 402 – Health Insurance

Please provide the County Commission with a description of your request or presentation, including any background information:  
**I am requesting \$35,000 to cover a budget shortage in my medical insurance line item that occurred after having several employees leave that denied health coverage and new hires that receive coverage and two employees changing to family coverage after a status change.**

Is this a funding request? **Y**/N  
If so, how much? \$35,000  
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed?      Projector    Y/N      Internet/Wi Fi    Y/N      Telephone for conference call    Y/N

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Lyn Goodwin

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested – 1<sup>st</sup> Choice: February 6<sup>th</sup>, 2020

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): JCDA six-month update report

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Lyn Goodwin

Email address: [lyngoodwin@jcda.net](mailto:lyngoodwin@jcda.net)

Phone Number: 304-728-3255

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

Date Requested – 2<sup>nd</sup> Choice: **February 20, 2020**

Subject (*Wording to be placed on agenda*): **Presentation of Calendar Year 2019 Annual Report for the Office of Impact Fees**

Please provide the County Commission with a description of your request or presentation, including any background information:

**Pursuant to the Jefferson County Impact Fees Procedures Ordinance, Section 6.A(1), "at least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees."**

**The Impact Fees Procedures Ordinance, Section 6.A(3), goes on to state "the Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings."**

**The impact fees annual report for calendar year 2019 is attached. Note that under section 2.4.1, "Inflation Adjustments," the annual inflation adjustment shown in the report will be automatically applied on April 1, 2020. The inflationary adjustment is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees.**

Is this a funding request? **No** If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Motion to accept the 2020 Annual Report for the Office of Impact Fees, as presented.**

**Motion to (approve or stay) the annual inflationary adjustments to the impact fees.**

Attach supporting documents for request, or request may be denied.

If not attached, explain: **CY 2019 Impact Fees Annual Report**

Is equipment needed?      Projector Y/N **No**      Internet/Wi Fi Y/N **No**      Telephone for conference call Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)      Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

# **Annual Report on Impact Fees**

**January 2019 – December 2019**

**Engineering Department**

**Office of Impact Fees**

**Jefferson County Government**

**24 January 2020**



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Executive Summary

**1.1. Trends in Fee Collection**

Permitting for new residential construction (Table 1A) in Jefferson County in Calendar Year (CY) 2019 decreased relative to CY 2018. There were 225 impact fee applications processed in CY 2019 versus 287 impact fee applications in CY 2018. Of that total in CY 2019, 13 applications were for replacement of existing dwelling units, which do not represent new growth and were exempt from impact fees.

Permitting for new commercial construction (Table 1B) in Jefferson County in CY 2019 increased relative to CY 2018. There were 22 impact fee applications processed in CY 2019 versus 5 in CY 2018. Of that total in CY 2019, 1 application was exempt.

**Table 1A. Total County Residential Building Permits (CY 2004-2018)**

Year	Single Family			Town Home			Duplex			Multifamily			Grand Total
	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	Exempt	Fees	Total	
2004	49	269	318	0	5	5	0	0	0	0	0	0	323
2005	39	324	363	0	22	22	0	0	0	0	0	0	385
2006	42	256	298	0	57	57	0	0	0	0	0	0	355
2007	38	213	251	0	66	66	0	0	0	0	0	0	317
2008	22	108	130	0	39	39	0	0	0	0	0	0	169
2009	25	75	100	0	50	50	0	0	0	0	0	0	150
2010	32	91	123	0	39	39	0	0	0	0	0	0	162
2011	21	73	94	1	40	41	0	0	0	0	0	0	135
2012	13	118	131	0	24	24	0	0	0	0	0	0	155
2013	4	207	211	0	38	38	0	0	0	0	0	0	249
2014	4	182	186	0	16	16	0	0	0	0	0	0	202
2015	14	182	196	0	8	8	0	4	4	0	96	96	304
2016	14	165	179	0	10	10	0	0	0	0	0	0	189
2017	14	225	239	0	8	8	0	4	4	0	0	0	251
2018	19	178	197	1	32	33	0	33	33	0	24	24	287
2019	13	165	178	0	36	36	0	11	11	0	0	0	225
<b>Total</b>	<b>363</b>	<b>2831</b>	<b>3,194</b>	<b>2</b>	<b>492</b>	<b>494</b>	<b>0</b>	<b>52</b>	<b>52</b>	<b>0</b>	<b>120</b>	<b>120</b>	<b>3,858</b>

**Table 1B. Total County Non-Residential Building Permits (CY 2004-2019)**

<b>Year</b>	<b>Exempt</b>	<b>Fees</b>	<b>Total</b>
2004	0	4	4
2005	0	5	5
2006	0	0	0
2007	10	12	22
2008	4	9	13
2009	3	2	5
2010	10	8	18
2011	1	11	12
2012	3	13	16
2013	1	3	4
2014	0	4	4
2015	0	5	5
2016	0	13	13
2017	1	6	7
2018	1	4	5
2019	1	21	22
<b>Grand Total</b>	<b>35</b>	<b>120</b>	<b>155</b>

## 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 2019 and 2020 and run from 1 January 2019 through 31 December 2019. Table 2 presents the total fee collection data, while Tables 3 and 4 present the financial data categorized 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 four long term impact fee holding accounts (Schools, Law Enforcement, Parks & Recreation, and EMS).

**Table 2. Fees Collected – Calendar Year 2019  
County & Municipal Combined**

Land Use	Type	Schools	Law	Parks & Rec	EMS	Grand Total
Residential	Single Family	\$922,796	\$20,926	\$73,542	\$8,027	\$1,025,291
	Town Home	\$233,028	\$1,008	\$16,488	\$1,800	\$252,324
	Duplex	\$70,832	\$0	\$3,602	\$404	\$74,838
<b>Residential Total</b>		<b>\$1,226,656</b>	<b>\$21,934</b>	<b>\$93,632</b>	<b>\$10,231</b>	<b>\$1,352,453</b>
Commercial	Comm25Less	\$0	\$7	\$0	\$6	\$13
	Manufacturing	\$0	\$0	\$0	\$77	\$77
	Ware House	\$0	\$3	\$0	\$18	\$21
	Office10Less	\$0	\$8	\$0	\$7	\$15
	Office10-25	\$0	\$0	\$0	\$5	\$5
	Office25-50	\$0	\$0	\$0	\$16	\$16
<b>Commercial Total</b>		<b>\$0</b>	<b>\$18</b>	<b>\$0</b>	<b>\$129</b>	<b>\$147</b>
<b>Grand Total</b>		<b>\$1,226,656</b>	<b>\$21,952</b>	<b>\$93,632</b>	<b>\$10,360</b>	<b>\$1,352,600</b>

**Table 3. Fees Collected by County Tax District – Calendar Year 2019**

Tax District	Land Use	Type	Schools	Law	Parks & Rec	EMS	Grand Total
02 Charles Town	Residential	Single Family	\$179,077	\$5,233	\$14,272	\$1,557	\$200,139
		Town Home	\$38,838	\$1,008	\$2,748	\$300	\$42,894
	<b>Residential Total</b>		<b>\$217,915</b>	<b>\$6,241</b>	<b>\$17,020</b>	<b>\$1,857</b>	<b>\$243,033</b>
Commercial		Comm25Less	\$0	\$7	\$0	\$1	\$8
		Office10Less	\$0	\$2	\$0	\$2	\$4
		Ware House	\$0	\$2	\$0	\$1	\$3
<b>Commercial Total</b>		<b>\$0</b>	<b>\$11</b>	<b>\$0</b>	<b>\$4</b>	<b>\$15</b>	
<b>02 Charles Town Grand Total</b>			<b>\$217,915</b>	<b>\$6,252</b>	<b>\$17,020</b>	<b>\$1,861</b>	<b>\$243,048</b>
04 Harpers Ferry	Residential	Single Family	\$103,446	\$3,024	\$8,244	\$900	\$115,614
	<b>Residential Total</b>		<b>\$103,446</b>	<b>\$3,024</b>	<b>\$8,244</b>	<b>\$900</b>	<b>\$115,614</b>
	<b>04 Harpers Ferry Grand Total</b>		<b>\$103,446</b>	<b>\$3,024</b>	<b>\$8,244</b>	<b>\$900</b>	<b>\$115,614</b>
06 Kabletown	Residential	Single Family	\$149,422	\$4,368	\$11,908	\$1,300	\$166,998
	<b>Residential Total</b>		<b>\$149,422</b>	<b>\$4,368</b>	<b>\$11,908</b>	<b>\$1,300</b>	<b>\$166,998</b>
	<b>06 Kabletown Grand Total</b>		<b>\$149,422</b>	<b>\$4,368</b>	<b>\$11,908</b>	<b>\$1,300</b>	<b>\$166,998</b>
07 Middleway	Residential	Single Family	\$114,940	\$3,360	\$9,160	\$1,000	\$128,460
	<b>Residential Total</b>		<b>\$114,940</b>	<b>\$3,360</b>	<b>\$9,160</b>	<b>\$1,000</b>	<b>\$128,460</b>
	Commercial	Ware House	\$0	\$1	\$0	\$1	\$2
<b>Commercial Total</b>		<b>\$0</b>	<b>\$1</b>	<b>\$0</b>	<b>\$1</b>	<b>\$2</b>	
<b>07 Middleway Grand Total</b>			<b>\$114,940</b>	<b>\$3,361</b>	<b>\$9,160</b>	<b>\$1,001</b>	<b>\$128,462</b>
09 Shepherdstown	Residential	Single Family	\$169,019	\$4,941	\$13,470	\$1,470	\$188,900
	<b>Residential Total</b>		<b>\$169,019</b>	<b>\$4,941</b>	<b>\$13,470</b>	<b>\$1,470</b>	<b>\$188,900</b>
	Commercial	Office10Less	\$0	\$6	\$0	\$4	\$10
<b>Commercial Total</b>		<b>\$0</b>	<b>\$6</b>	<b>\$0</b>	<b>\$4</b>	<b>\$10</b>	
<b>09 Shepherdstown Grand Total</b>			<b>\$169,019</b>	<b>\$4,947</b>	<b>\$13,470</b>	<b>\$1,474</b>	<b>\$188,910</b>
<b>Grand Total</b>			<b>\$754,742</b>	<b>\$21,952</b>	<b>\$59,802</b>	<b>\$6,536</b>	<b>\$843,032</b>

**Table 4. Fees Collected by Municipal Tax District – Calendar Year 2019**

Tax District	Land Use	Type	Schools	Parks & Rec	EMS	Grand Total
01 Bolivar Corp	Residential	Single Family	\$34,482	\$2,748	\$300	\$37,530
	<b>Residential Total</b>		<b>\$34,482</b>	<b>\$2,748</b>	<b>\$300</b>	<b>\$37,530</b>
<b>01 Bolivar Corp Grand Total</b>						<b>\$37,530</b>
03 Charles Town Corp	Residential	Single Family	\$11,494	\$916	\$100	\$12,510
	<b>Residential Total</b>		<b>\$11,494</b>	<b>\$916</b>	<b>\$100</b>	<b>\$12,510</b>
	Commercial	Comm25Less	\$0	\$0	\$2	\$2
	<b>Commercial Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$2</b>	<b>\$2</b>
<b>03 Charles Town Corp Grand Total</b>			<b>\$11,494</b>	<b>\$916</b>	<b>\$102</b>	<b>\$12,512</b>
05 Harpers Ferry Corp	Residential	Single Family	\$5,747	\$458	\$50	\$6,255
	<b>Residential Total</b>		<b>\$5,747</b>	<b>\$458</b>	<b>\$50</b>	<b>\$6,255</b>
<b>05 Harpers Ferry Corp Grand Total</b>			<b>\$5,747</b>	<b>\$458</b>	<b>\$50</b>	<b>\$6,255</b>
08 Ranson Corp	Residential	Single Family	\$155,169	\$12,366	\$1,350	\$168,885
		Town Home	\$194,190	\$13,740	\$1,500	\$209,430
	<b>Residential Total</b>		<b>\$349,359</b>	<b>\$26,106</b>	<b>\$2,850</b>	<b>\$378,315</b>
	Commercial	Comm25Less	\$0	\$0	\$3	\$3
	Commercial	Manufacturing	\$0	\$0	\$77	\$77
	Commercial	Office10Less	\$0	\$0	\$1	\$1
	Commercial	Office10-25	\$0	\$0	\$5	\$5
	Commercial	Office25-50	\$0	\$0	\$16	\$16
	Commercial	Ware House	\$0	\$0	\$16	\$16
	<b>Commercial Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$118</b>	<b>\$118</b>
<b>08 Ranson Corp Grand Total</b>			<b>\$349,359</b>	<b>\$26,106</b>	<b>\$2,968</b>	<b>\$378,433</b>
10 Shepherdstown Corp	Residential	Duplex	\$70,832	\$3,602	\$404	\$74,838
	<b>Residential Total</b>		<b>\$70,832</b>	<b>\$3,602</b>	<b>\$404</b>	<b>\$74,838</b>
<b>10 Shepherdstown Corp Grand Total</b>			<b>\$70,832</b>	<b>\$3,602</b>	<b>\$404</b>	<b>\$74,838</b>
	<b>Grand Total</b>		<b>\$471,914</b>	<b>\$33,830</b>	<b>\$3,824</b>	<b>\$509,568</b>

County Tax District Fees Collected Totals	\$843,032
Municipal Tax District Fees Collected Totals	\$509,568
<b>GRAND TOTAL</b>	<b>\$1,352,600</b>

### 1.3. Financial Data

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

Month	Starting Balance	Total Deposits	Total Checks	Interest	Ending Balance
January	\$126,652.36	\$104,413.00	\$126,652.36	\$36.11	\$104,449.11
February	\$104,449.11	\$66,462.00	\$104,449.11	\$22.22	\$66,484.22
March	\$66,484.22	\$107,328.00	\$66,484.22	\$34.00	\$107,362.00
April	\$107,362.00	\$99,273.00	\$107,362.00	\$34.68	\$99,307.68
May	\$99,307.68	\$217,543.00	\$99,307.68	\$70.72	\$217,613.72
June	\$217,613.72	\$140,812.00	\$217,613.72	\$78.54	\$140,890.54
July	\$140,890.54	\$57,853.00	\$140,890.54	\$25.21	\$57,878.21
August	\$57,878.21	\$124,011.00	\$57,878.21	\$34.17	\$124,045.17
September	\$124,045.17	\$116,264.00	\$124,045.17	\$52.16	\$116,316.16
October	\$116,316.16	\$133,379.00	\$116,316.16	\$45.03	\$133,424.03
November	\$133,424.03	\$121,704.00	\$133,424.03	\$62.40	\$121,766.40
December	\$121,766.40	\$63,558.00	\$121,766.40	\$32.44	\$63,590.44

December 2019 Outstanding Credits	<b>\$0.00</b>
January 2020 Transfers	<b>(\$63,590.44)</b>
01 January 2020 Deposits	<b>\$0.00</b>
01 January 2020 Balance	<b>\$0.00</b>

**Table 6. Impact Fee Holding Accounts**

<b>Category</b>	<b>Schools</b>	<b>Law</b>	<b>Parks</b>	<b>EMS</b>
<b>Account Number</b>	<b>3107582</b>	<b>3120120</b>	<b>3122808</b>	<b>3122816</b>
<b>Balance on 01 January 2019</b>	<b>\$2,751,560.49</b>	<b>\$133,671.66</b>	<b>\$179,134.58</b>	<b>\$17,256.36</b>
<b>Total Deposits</b>	<b>\$1,287,159.17</b>	<b>\$21,624.09</b>	<b>\$96,702.92</b>	<b>\$10,703.42</b>
<b>Withdraws /1</b>	<b>(\$0.00)</b>	<b>(\$0.00)</b>	<b>(\$30,000.00)</b>	<b>(\$20,000.00)</b>
<b>Interest Accrued - CY 2019</b>	<b>\$16,973.01</b>	<b>\$714.51</b>	<b>\$985.21</b>	<b>\$107.77</b>
<b>Balance on 31 December 2019</b>	<b>\$4,055,692.67</b>	<b>\$156,010.26</b>	<b>\$246,822.71</b>	<b>\$8,067.55</b>
<b>January Transfers /2</b>	<b>\$57,499.20</b>	<b>\$1,008.65</b>	<b>\$4,582.27</b>	<b>\$500.32</b>
<i>Of Which</i>				
<i>Transferred Fees</i>	\$57,470.00	\$1,008.00	\$4,580.00	\$500.00
<i>Transferred Interest</i>	\$29.20	\$0.65	\$2.27	\$0.32
<b>Final Balance 01 January 2020</b>	<b>\$4,113,191.87</b>	<b>\$157,018.91</b>	<b>\$251,404.98</b>	<b>\$8,567.87</b>

**Notes**

/1 See Table 8 for details.

/2 From fees collected in December 2019 and transferred in January 2020.

## **1.4. Fees Disbursed**

Fees are disbursed from the long term accounts for only two reasons: refund and requisition. The transactional details for all fee disbursements are presented in Table 8.

### **1.4.1. Refunds**

Refunds are only processed when a building permit is revoked and upon written request of the building permit applicant. There was one refund processed in CY 2019 which resulted from a revocation of the building permit applied for by the applicant.

### **1.4.2. Requisitions**

The fee fundable projects approved by the Impact Fee Program Specialist for FY 2020 along with the approved funding amounts are listed in Table 7. The impact fee payments for projects listed on the FY 2020 Capital Improvement Plans are listed in Table 8. Projects eligible for funding by impact fees must be approved by the County Commission. The impact fee fundable projects for FY 2021 remain to be presented to the County Commission for approval.

**Table 7. FY 2020 Approved Fee Fundable Projects**

<b>Category</b>	<b>Capital Improvement Project</b>	<b>Approved Impact Fee Funding</b>
Schools	County Wide Improvements	\$1,000,000
Law Enforcement	Weapons Training Qualifications Range	\$5,000
Parks and Recreation	Sam Michael's Park Amphitheatre Phase I	\$130,000
EMS	JCESA Building Mortgage	\$81,000

**Table 8. Impact Fee Holding Account Withdrawals**

<b>Account</b>	<b>Check Date</b>	<b>Statement Date</b>	<b>Debit</b>	<b>Notes</b>
<b>Parks</b>	12/21/2018	1/31/2019	\$30,000.00	Requisition 18R0125 - Sam Michael's Park Amphitheatre
<b>EMS</b>	12/16/2019	12/31/2019	\$20,000.00	Requisition 19R0126 - JCESA Mortgage
<b>Grand Total</b>			<b>\$50,000.00</b>	

## 2. Annual Review

### 2.1. *Recommended Changes to Ordinances or Procedures*

There are no proposed changes to any of the Impact Fee Ordinances.

#### 2.1.1. Ordinance Changes During 2019

In 2014, the County Commission contracted with Tischler-Bise to recalculate the impact fees. The recalculation was completed in 2015 and the new impact fees were adopted by the County Commission on April 2, 2015, at 70% of the full calculated amounts. The fees became effective May 1, 2015. The following impact fee ordinances were amended to reflect the new impact fee schedules for each impact fee entity:

Schools Ordinance No. 2003-3

Amended April 2, 2015; Effective May 1, 2015

Parks & Recreation Ordinance No. 2005-2

Amended April 2, 2015; Effective May 1, 2015

Law Enforcement Ordinance No. 2005-1

Amended April 2, 2015; Effective May 1, 2015

EMS Ordinance No. 2005-3

Amended April 2, 2015; Effective May 1, 2015

In 2013, the County Commission adopted Ordinance No. 2013-1, which amended Law Enforcement Ordinance No. 2005-1 and EMS Ordinance No. 2005-3; reducing the commercial impact fees by 99.5% of the actual impact fee calculation for new commercial development. The reduction became effective on July 1, 2013 and was set to expire on July 1, 2015, unless extended by the County Commission. At the July 2, 2015, County Commission meeting, John Reisenweber, Executive Director, Jefferson County Development Authority, presented a report to the County Commission. Commissioner Jane Tabb made a motion "to request the Jefferson County Development Authority complete an updated report on the data regarding the two year reduction of commercial impact fees in Jefferson County and to continue with the current reduced commercial impact fee rates until all impact fees are ready to be reviewed or as needed." Motion was seconded and unanimously approved.

The Impact Fees Procedure Ordinance was last amended on November 12, 2012, to provide for the Affordable Housing Discount. The discount is required under West Virginia Code §7-20-7A "Impact Fees for Affordable Housing", which was enacted during the CY 2011 Legislative Session. There were no amendments to the Impact Fee Procedures Ordinance in 2019.

## **2.2. Identification of FY 2021 Impact Fee-Fundable Capital Projects**

The following projects will appear on the FY 2021 Jefferson County Capital Improvement Plan and are listed because they have been identified by the Impact Fee Program Specialist as being eligible for funding by impact fees, either in whole or in part. However, a final determination of eligibility has not been made. Projects so identified represent expansion of the current level of service. Exclusion of other projects, listed in the FY 2021 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.

Note that in all service categories, there are insufficient funds to approve all listed projects. Tables 9-12 list all potentially fundable projects with the knowledge that not all listed projects will be funded via impact fees.

### 2.2.1. Schools

**Table 9. BOE Fee Fundable Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Regional Student Support Center	\$1,000,000	\$1,000,000	Elementary School & Land Middle School/High Schools & Land
<b>Totals</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	

### 2.2.2. Law Enforcement

**Table 10. Jefferson County Law Enforcement Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Weapons Training Qualifications Range	\$25,000	\$25,000	Buildings and Land
Expansion Temporary Sheriff's Office Space	\$100,000	\$100,000	Buildings and Land
<b>Totals</b>	<b>\$125,000</b>	<b>\$125,000</b>	

### 2.2.3. Parks & Recreation

**Table 11. Park & Recreation Fee Fundable Projects**

<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
Land Acquisition	\$200,000	\$200,000	Park Land
James Hite Park (Playground)	\$50,000	\$50,000	Park Improvements & Rec Facilities
<b>Totals</b>	<b>\$250,000</b>	<b>\$250,000</b>	

### 2.2.4. EMS

**Table 12. Jefferson County EMS Projects**

<b>Company</b>	<b>Project</b>	<b>Current Request</b>	<b>Funding Potential</b>	<b>Category</b>
JCESA	Building Mortgage /1	\$81,000	\$20,000	Facilities
	<b>Total</b>	<b>\$81,000</b>	<b>\$20,000</b>	

**Note:** /1 Request exceeds funds anticipated by beginning of FY 2021.

### **2.3. 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.

### **2.4. Proposed Fee Schedule Changes**

Under past Office of Impact Fee procedures, impact fee studies have been updated on a three to five year cycle. In December of 2011, all four impact fee categories underwent a recalculation of which the County Commission elected to retain the current Impact Fee Schedule upon the 2012 Annual Report presentation.

The 2011 TischlerBise report indicates that on average, the County updates its impact fee methodologies and components every five years. Therefore, the Schools, Law Enforcement, Parks and Recreation, and EMS impact fee categories were due for recalculation in CY 2014. The County Commission recalculated the fees beginning in 2014 and adopted new fee schedules, which became effective on 1 May 2015.

We anticipate the need for a recalculation study again in CY 2020. The Jefferson County Board of Education has, in the past, paid for the recalculation cost for the Schools. The County Commission has paid the recalculation cost for Parks & Rec, Law Enforcement, and EMS.

#### **2.4.1. Inflation Adjustments**

It is generally recommended that all fee schedules not recalculated in any given calendar year be adjusted for inflation. By dictate of the Impact Fee Procedures Ordinance [2003-1], the Impact Fee Program Specialist must use the Price Indexes for Gross Government Fixed Investment by Type which is published by the United States Bureau of Economic Analysis<sup>1</sup>. Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B – Price Indexes for Gross Government Fixed Investment by Type), for year 2017 and 2018. These represent the most recent price indices and were released on 30 July, 2019. These data constitute the source for the annual inflation adjustments for the four impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2020 unless the County Commission acts to stay these adjustments.

### **2.5. Proposed Changes to Level of Service Standards**

#### **2.5.1. 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

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<sup>1</sup> Source is Table 5.9.4B, Price Indexes for Gross Government Fixed Investment by Type, lines 35, 36, and 37.

are documented in the various impact fee studies. Thus, the Level of Service Standards for the categories of Schools, Law Enforcement, Parks & Recreation, and EMS services were last updated and adopted in April 2015.

Regardless of whether the County Commission adopts any or all of the recalculated fee schedules, the recalculation exercise in effect recalibrates the Level of Service Standards for Jefferson County. The next scheduled update to the Level of Service Standards will occur in 2020.

## **2.6. Proposed Changes to Base Data for Fee Calculation**

There are no changes at this time.

## **3. 2020 Inflation Adjustments**

### **3.1. Source Data**

The following Table 13 is extracted from the United States Bureau of Economic Analysis (BEA) data for price indexes (Table 5.9.4B - Price Indexes for Gross Government Fixed Investment by Type), for years 2017 and 2018<sup>2</sup>. These represent the most recent price indices and were released on 30 July, 2019. These data constitute the source for the annual inflation adjustments for the 4 impact fee categories currently in effect. As per the Impact Fee Procedures Ordinance 2003-1, Section 6(B), the annual inflation adjustment will be applied on 1 April 2020 unless the County Commission acts to stay these adjustments. The inflationary adjustments result in a higher impact fee for all fee categories.

The values in the columns titled 2020 Impact Fee (tables 14-17) are the fees currently in effect as of 1 April 2020.

**Table 13. Price Indices and Cost of Living Adjustment**

<b>BEA Table Line</b>	<b>Fee Category</b>	<b>Structure Class</b>	<b>Price Index CY 2017</b>	<b>Price Index CY 2018</b>	<b>Differential (Inflation Adjustment Factor)</b>
35	School	State and Local – Educational	110.146	114.832	1.0425
36	Law & EMS	State and Local – Public Safety	125.213	131.301	1.0486
37	Parks	Amusement & Recreation	125.104	131.347	1.0499

Source: Bureau of Economic Analysis, US Department of Commerce.

<sup>2</sup> Source:

<https://www.bea.gov/iTable/iTable.cfm?reqid=19&step=2#reqid=19&step=3&isuri=1&1921=survey&1903=338> (select Table 5.9.4B)

### **3.2. Inflation Adjustment – Schools**

**Table 14. Inflation Adjustment – Schools**

<b>Residential Development</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Single Family	\$5,747	\$5,991	\$244
Town home	\$6,473	\$6,748	\$275
Duplex	\$6,473	\$6,748	\$275
Multi-family	\$4,015	\$4,185	\$170

### 3.3. Inflation Adjustment – Law Enforcement

Table 15. Inflation Adjustment - Law Enforcement

<b>Residential Development</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Single Family	\$168	\$176.16	\$8.16
Town home	\$168	\$176.16	\$8.16
Duplex	\$123	\$128.98	\$5.98
Multi-family	\$123	\$128.98	\$5.98
<b>Non Residential Development (fees per 1,000 sq ft gross usable floor area)</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Commercial/Shopping Center 25,000 SF or less	\$290	\$304.09	\$14.09
Commercial/Shopping Center 25,001 – 50,000 SF	\$290	\$304.09	\$14.09
Commercial/Shopping Center 50,001 – 100,000 SF	\$290	\$304.09	\$14.09
Commercial/Shopping Center 100,001 – 200,000 SF	\$290	\$304.09	\$14.09
Commercial/Shopping Center over 200,000 SF	\$290	\$304.09	\$14.09
Office/Institutional 10,000 SF or less	\$113	\$118.49	\$5.49
Office/Institutional 10,001 – 25,000 SF	\$113	\$118.49	\$5.49
Office/Institutional 25,001 – 50,000 SF	\$113	\$118.49	\$5.49
Office/Institutional 50,001 – 100,000 SF	\$113	\$118.49	\$5.49
Office/Institutional over 100,000 SF	\$113	\$118.49	\$5.49
Business Park	\$128	\$134.22	\$6.22
Light Industrial	\$72	\$75.50	\$3.50
Warehousing	\$36	\$37.75	\$1.75
Manufacturing	\$38	\$39.85	\$1.85

### 3.4. Inflation Adjustment – Parks & Recreation

Table 16. Inflation Adjustment - Parks & Recreation

<b>Residential Development</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Single Family	\$458	\$480.85	\$22.85
Town home	\$458	\$480.85	\$22.85
Duplex	\$337	\$353.82	\$16.82
Multi-family	\$337	\$353.82	\$16.82

### 3.5. Inflation Adjustment – EMS

Table 17. Inflation Adjustment - EMS

<b>Residential Development</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Single Family	\$50	\$52.43	\$2.43
Town home	\$50	\$52.43	\$2.43
Duplex	\$37	\$38.80	\$1.80
Multi-family	\$37	\$38.80	\$1.80
<b>Non Residential Development (fees per 1,000 sq ft gross usable floor area)</b>	<b>2019 Impact Fee</b>	<b>2020 Adjusted</b>	<b>Differential</b>
Commercial/Shopping Center 25,000 SF or less	\$54	\$56.62	\$2.62
Commercial/Shopping Center 25,001 – 50,000 SF	\$54	\$56.62	\$2.62
Commercial/Shopping Center 50,001 – 100,000 SF	\$54	\$56.62	\$2.62
Commercial/Shopping Center 100,001 – 200,000 SF	\$54	\$56.62	\$2.62
Commercial/Shopping Center over 200,000 SF	\$54	\$56.62	\$2.62
Office/Institutional 10,000 SF or less	\$89	\$93.33	\$4.33
Office/Institutional 10,001 – 25,000 SF	\$89	\$93.33	\$4.33
Office/Institutional 25,001 – 50,000 SF	\$89	\$93.33	\$4.33
Office/Institutional 50,001 – 100,000 SF	\$89	\$93.33	\$4.33
Office/Institutional over 100,000 SF	\$89	\$93.33	\$4.33
Business Park	\$83	\$87.03	\$4.03
Light Industrial	\$62	\$65.01	\$3.01
Warehousing	\$25	\$26.22	\$1.22
Manufacturing	\$48	\$50.33	\$2.33

### 3.6. Residential Fee Totals – Inflation Adjusted

The Impact Fee Procedure Ordinance (2003-1) indicates that unless the Commission acts 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 18 from going into effect, the fee schedule listed in Table 18 below will apply on 1 April 2020. Commercial fee schedules are always determined by the Impact Fee Program Specialist on a case by case basis and thus may not easily be condensed into a summary table. This fee schedule is based on the schedule resulting from the fee recalculations of 2015. There were no inflationary adjustments to the current fee amounts 1 April 2019 by act of the County Commission.

**Table 18. Inflation Adjusted Maximum Fee Schedule - 01 April 2020**

Residential Development	Impact Fee Category	Current Impact Fee per Dwelling Unit	01 April 2020 Impact Fee per Dwelling Unit
<b>Single Family</b>	Schools	\$5,747	\$5,991
	Law Enforcement	\$168	\$176
	Parks & Recreation	\$458	\$481
	EMS	\$50	\$52
	<b>TOTAL</b>	<b>\$6,423</b>	<b>\$6,700</b>
<b>Town Home</b>	Schools	\$6,473	\$6,748
	Law Enforcement	\$168	\$176
	Parks & Recreation	\$458	\$481
	EMS	\$50	\$52
	<b>TOTAL</b>	<b>\$7,149</b>	<b>\$7,457</b>
<b>Duplex</b>	Schools	\$6,473	\$6,748
	Law Enforcement	\$123	\$129
	Parks & Recreation	\$337	\$354
	EMS	\$38	\$39
	<b>TOTAL</b>	<b>\$6,971</b>	<b>\$7,270</b>
<b>Multi-Family</b>	Schools	\$4,015	\$4,185
	Law Enforcement	\$123	\$129
	Parks & Recreation	\$337	\$354
	EMS	\$38	\$39
	<b>TOTAL</b>	<b>\$4,513</b>	<b>\$4,707</b>

ORDINANCE NO. 2013-1

AN ORDINANCE OF JEFFERSON COUNTY, WEST VIRGINIA, AMENDING CERTAIN PARTS OF PRIOR COUNTY IMPACT FEE ORDINANCES 2005-1 AND 2005-3, REGARDING AMENDING AND/OR REDUCING CERTAIN IMPACT FEE RATES APPLYING TO NON-RESIDENTIAL UNITS FOR A SPECIFIED PERIOD OF TIME; REQUIRING A REVIEW OF COMMERCIAL AND ECONOMIC DEVELOPMENT AT THE END OF ONE YEAR

WHEREAS, the County Commission of Jefferson County, West Virginia adopted Ordinance 2005-1 and 2005-3 on January 20, 2005, which Ordinances provide for Law Enforcement and Fire and EMS fees to be paid on new construction;

WHEREAS, the Jefferson County Commission recognizes that the adverse effects of the national recession and the financial and credit crisis are still impacting the state and local economy;

WHEREAS, said impacts have resulted in a significant reduction in new non-residential commercial development and construction activity in Jefferson County;

WHEREAS, Non-residential Commercial development provides local jobs and economic opportunity to the citizens of Jefferson County,

WHEREAS, a decrease in Non-residential Commercial development has a negative impact upon the citizens of Jefferson County;

WHEREAS, the Jefferson County Commission hereby finds that it is in the best interest of the citizens of Jefferson County to encourage economic development by temporarily reducing the impact fees assessed on new Non-residential Commercial Development;

WHEREAS, the Commission has determined that a reduction on the rate of collection of the Law Enforcement and the Fire and EMS impact fees will further the desired purpose of stimulating economic development and non-residential commercial construction activity in Jefferson County;

WHEREAS, the County Commission desires an update from the Jefferson County Development Authority on the development and permitting activity of non-residential construction after the initial twenty-four (24) months of the reduction to determine the effectiveness of the reduction in stimulating economic and commercial growth;

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA:

SECTION 1. AMENDING THE NON-RESIDENTIAL IMPACT FEES SET FORTH IN ORDINANCES 2005-1 AND 2005-3.

- (1) The impact fee rates charged to Non-residential Development in Ordinance No. 2005-1 (Law Enforcement Impact Fees) and Ordinance No. 2005-3 (Fire and EMS Impact Fees) shall be reduced by ninety-nine and one half percent (99.5%) commencing on July 1, 2013 for a

period of twenty-four (24) months through the County Commission's review at the end of the twenty-four (24) month period.

(2) At the end of the initial twenty four (24) month period, the County Commission, using the report received from the Jefferson County Development Authority, shall review the effectiveness of the reduction in encouraging commercial development and stimulating the local economy. After completion of such review, the Commission shall either: 1) maintain the reduction implemented by the Ordinance, 2) return the non-residential development impact fees to the fee schedule provided in Ordinance Nos. 2005-1 and 2005-3, or 3) implement a new non-residential development impact fee schedule.

(3) The reduction in the non-residential fees as provided for in this Ordinance may extend beyond the initial twenty-four (24) month period and shall remain in effect until the County Commission completes its review of the reduction's impact on commercial and economic development.

#### SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect upon an affirmative, majority vote of the County Commission. Except as specifically provided otherwise herein, this Ordinance shall supersede all other Ordinance(s) of Jefferson County, West Virginia to the extent such other Ordinance(s) are in conflict herewith. However, the amended impact fees associated with non-residential development as set forth in this Ordinance shall not become effective until July 1, 2013.

#### SECTION 3. Severability.

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

SECTION 4. DEFINITIONS.

Terms used in this Ordinance shall have the meaning provided in the applicable "Definition" Section(s) of the Jefferson County Impact Fee Procedures Ordinance unless modified or otherwise stated herein.

SECTION 5. INCLUSION IN THE CODE.

It is the intention of the County Commission of Jefferson County, West Virginia, and it is hereby provided, that the provisions of this Ordinance shall be made part of the Jefferson County Impact Fee Ordinances. To this end, any section or subsection of this Ordinance may be re-numbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate designation.

SECTION 6. FULL FORCE AND EFFECT OF REMAINDER.

All section, subsections, clauses, sentences, phrases, and provisions of Ordinance Nos. 2005-1 and 2005-3 not changed or amended herein shall stay the same and remain in full force and effect until amended, repealed or otherwise acted upon by the County Commission of Jefferson County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 11th day of June, 2013.

*Dale Manue*



COUNTY COMMISSION

A TRUE COPY

ATTEST: JENNIFER S. MAGHAN  
CLERK, COUNTY COMMISSION  
JEFFERSON COUNTY, WV

BY *[Signature]*  
DEPUTY CLERK

Jennifer S. Maghan  
JEFFERSON County 11:09:52 AM  
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**JEFFERSON COUNTY, WEST VIRGINIA**  
**Engineering Department**  
**Office of Impact Fees**  
 116 East Washington Street, P.O. Box 716  
 Charles Town, WV 25414

Michelle Mason  
 Impact Fee Program Specialist  
 Phone: (304) 728-3331  
 Fax: (304) 728-3953  
 mason@jeffersoncountywv.org

**Attordable Housing Discounted Impact Fee Per Dwelling Unit Type**  
 December 31, 2019 Housing Index Average Market Value  
 for Jefferson County, WV: \$267,764

Current Impact Fee	Single Family	Town Home	Duplex	Multi-Family
\$6,423	\$7,149	\$6,971	\$4,513	

Percentage	Attordable Housing Market Value	Discounted Impact Fee Per Dwelling Unit Type
60%	\$160,658	\$4,183
59%	\$157,981	\$4,113
58%	\$155,303	\$4,043
57%	\$152,625	\$3,973
56%	\$149,948	\$3,904
55%	\$147,270	\$3,834
54%	\$144,593	\$3,764
53%	\$141,915	\$3,695
52%	\$139,237	\$3,625
51%	\$136,560	\$3,555
50%	\$133,882	\$3,485
49%	\$131,204	\$3,416
48%	\$128,527	\$3,346
47%	\$125,849	\$3,276
46%	\$123,171	\$3,207
45%	\$120,494	\$3,137
44%	\$117,816	\$3,067
43%	\$115,139	\$2,998
42%	\$112,461	\$2,928
41%	\$109,783	\$2,858
40%	\$107,106	\$2,788
39%	\$104,428	\$2,719
38%	\$101,750	\$2,649
37%	\$99,073	\$2,579
36%	\$96,395	\$2,510
35%	\$93,717	\$2,440
34%	\$91,040	\$2,370
33%	\$88,362	\$2,300
32%	\$85,684	\$2,231
31%	\$83,007	\$2,161
30%	\$80,329	\$2,091
29%	\$77,652	\$2,022
28%	\$74,974	\$1,952
27%	\$72,296	\$1,882
26%	\$69,619	\$1,812
25%	\$66,941	\$1,743

Disclaimer: Figures updated and effective through 31 December 2020 per the WV Tax Commissioner.  
 Apartment/Condominium projects qualifying for the AHD, the discount equals 40% of normal fee.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Engineering Department - Office of Impact Fees

Estimation of amount of time needed for appointment: 20 minutes or less

Date Requested – 1<sup>st</sup> Choice: February 6, 2020

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: February 20, 2020

Subject (*Wording to be placed on agenda*): Presentation of the FY 2021 Capital Improvement Plan for the Office of Impact Fees.

Please provide the County Commission with a description of your request or presentation, including any background information:

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6), counties which have enabled impact fees must maintain an Impact Fee Program Capital Improvement Plan (CIP). Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth.

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of Impact Fee Fundable projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) et seq.

Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. The majority of all governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County's General Fund or Capital Outlay Fund. Several impact fee projects submitted for FY 2021 (July 1, 2020 – June 30, 2021) will require additional funding from other sources. These projects include the mortgage cost recovery for the EMS headquarters facility and a proposed future new sheriff's department facility. The cost figures for these projects are presented in the CIP report.

Is this a funding request? Y/N No If so, how much \$? N/A

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Move to approve the FY 2021 Capital Improvement Plan for the Office of Impact Fees as presented.**

Attach supporting documents for request, or request may be denied.

If not attached, explain: **See attached Impact Fees - FY 2021 Capital Improvement Plan**

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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# **FY 2021 Capital Improvement Plan**

**Schools**

**Law Enforcement**

**Parks & Recreation**

**EMS**

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

# FY 2021 Impact Fee Program Capital Improvement Plan

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## FY 2021 Capital Improvement Plan Submissions

## Divider

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## Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2021 (which begins July 1 2020). It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$142,197,828 (up from \$131,880,328 in FY 2020). Of this amount, \$2,286,000 represents the funding requests for FY 2021 (in FY 2020 the amount was \$2,206,000).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2021 do not require funding from the County's General or Capital Outlay Funds.

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

## Overview of Funding Options

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

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

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

### Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, the purchase and renovation of the Gray Building which now houses the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

### General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds of which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans<sup>1</sup>.

## State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

## Federal Support

Unfortunately, Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for EMS entities.

## Summary of Impact Fee Fundable Projects

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

**Table 2** lists all Urgent and Non- Urgent capital improvement projects requested by each entity, regardless of being fundable by impact fees. This is each entity's overall "wish list".

**Table 3** identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2021 based on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for the remainder of FY 2020.

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<sup>1</sup> See WV Code §8-30 *et seq.*

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

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026		
<b>Jefferson County Board of Education</b>													
1	1	Shepherdstown Elementary	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0		
2	1	Ranson Elementary	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0		
3	1	Regional Student Support Center	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0		
4	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000		
5	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000		
<b>TOTALS</b>							<b>\$125,665,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$8,087,500</b>	<b>\$7,000,000</b>	<b>\$1,000,000</b>	<b>\$17,000,000</b>
<b>Jefferson County Emergency Services Agency</b>													
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000		
<b>TOTALS</b>							<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>

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

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

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

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
8	2	James Hite Park (Parking)	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
9	2	James Hite Park (Playground)	\$95,000	\$0	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Septic Upgrades)	\$150,000	\$0	\$25,000	\$0	\$125,000	\$0	\$0	\$0	\$0
11	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
12	2	Sam Michaels Park (Splash Pad)	\$200,000	\$0	\$25,000	\$0	\$175,000	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$8,128,000</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$1,845,000</b>	<b>\$445,000</b>	<b>\$1,565,000</b>	<b>\$850,000</b>	<b>\$2,928,000</b>	<b>\$75,000</b>
<b>Jefferson County Emergency Services Agency</b>											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
<b>TOTALS</b>			<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>

Table 3. FY 2021 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation					
						Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026	
<b>Jefferson County Board of Education</b>											
3	1	Regional Student Support Center	\$14,160,000	\$0	\$1,000,000	\$9,000,000	\$1,160,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
<b>TOTALS</b>			<b>\$14,160,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$9,000,000</b>	<b>\$1,160,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$0</b>
<b>Impact Fee Specialist Recommendations – Jefferson County Board of Education</b>											
3	1	Regional Student Support Center	Eligible for Full Funding due to being for new growth	<p>As of January 1, 2020, the remaining allocation amount is \$1,550,914 in the "Elementary School &amp; Land" capital category of this project. As of January 1, 2020, the remaining allocation amount is \$4,339,443 in the "Middle Schools/High Schools &amp; Land" capital category of this project; for a combined amount of \$5,890,357. This request is fundable up to this limit and in combination with other projects under this capital category; and contingent upon availability of funds in the Schools impact fee account; which is projected to have an estimated balance of \$4,781,540 on July 1, 2020.</p> <p>Full funding is currently available in the Schools account for this \$1,000,000 request, in FY 2021. Requisitions will be allocated 50% toward "Elementary School &amp; Land" and 50% toward "Middle/High School &amp; Land" capital categories. The CIP impact fees funding request through FY 2024 is currently available; however adequate funding for FY 2025 is dependent upon receipt of sufficient impact fee revenues over this time period.</p>							
<b>Sheriff of Jefferson County</b>											
1	2	Weapons Training Qualifications Range	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Expansion Temporary Sheriff's Office Space	\$700,000	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000
<b>TOTALS</b>			<b>\$800,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$200,000</b>
<b>Impact Fee Specialist Recommendations – Sheriff of Jefferson County</b>											
#	Pri	Project	Fee Funding Potential	Comments							
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	<p>As of January 1, 2020, the remaining allocation amount is \$239,219 in the "Buildings &amp; Land" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$249,865 on July 1, 2020.</p> <p>Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2021. The CIP impact fees funding request through FY 2024 is currently available, which completes the funding request.</p>							
2	2	Expansion Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	<p>As of January 1, 2020, the remaining allocation amount is \$239,219 in the "Buildings &amp; Land" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$249,865 on July 1, 2020.</p> <p>Full funding is currently available in the Law Enforcement account for this \$100,000 request, in FY 2021; though it</p>							

Table 3. FY 2021 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources					Yr 5 FY 2026
						Allocation	FY 2022	FY 2023	FY 2024	FY 2025	
						appears that there will be insufficient funding in future fiscal years to pay the \$100,000 request from impact fee funds; the Sheriff will need to take this into consideration before starting the project since another funding source will be necessary to complete the project.					
<b>Jefferson County Parks &amp; Recreation Commission</b>											
4	2	Land Acquisition	\$2,000,000	\$0	\$200,000	\$1,800,000	\$0	\$0	\$0	\$0	\$0
9	2	James Hte Park (Playground)	\$95,000	\$0	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$0
		<b>TOTALS</b>	<b>\$2,095,000</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$1,845,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Impact Fee Specialist Recommendations – Jefferson County Parks &amp; Recreation Commission</b>											
#	Pri	Project	Fee Potential	Comments							
4	2	Land Acquisition	Eligible for Full Funding due to being for new growth	As of January 1, 2020, the remaining allocation amount is \$200,220 in the "Park Land" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$214,458 on July 1, 2020.  Full funding is currently available in the Parks and Rec impact fee account for this \$200,000 request, in FY 2021. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. The total cost of the project is supplemented with \$1,800,000 of funding from other sources.							
9	2	James Hte Park (Playground)	Eligible for Full Funding due to being for new growth	As of January 1, 2020, the remaining allocation amount is \$100,573 in the "Park Improvements & Rec Facilities" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$135,121 on July 1, 2020.  Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2021. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. The total cost of the project is supplemented with \$45,000 of grant funding.							

Table 3. FY 2021 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation				
						Yr 1 FY 2022	Yr 2 FY 2023	Yr 3 FY 2024	Yr 4 FY 2025	Yr 5 FY 2026
<b>Jefferson County Emergency Services Agency (EMS)</b>										
1		JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000
<b>TOTALS</b>			<b>\$520,328</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$0</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>
<b>Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)</b>										
#	Pri	Project	Fee Funding Potential	Comments						
1		JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	<p>As of January 1, 2020, the remaining allocation amount is \$292,319 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$23,858 on July 1, 2020.</p> <p>Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$20,000 of funding in FY 2021, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2021. However, at this time, funding for the \$61,000 remainder of the FY 2021, \$81,000 mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds since impact fees revenue for this entity is only averaging \$10,000 per year; the ESA will need to find another funding source.</p>						

# Impact Fee Program Specialist's Notes

## Authority

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

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

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

## Overview

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

There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
  - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
  - b. If the answer is *yes*, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
  - a. If the answer is *yes*, then the project is potentially **fully impact fee-fundable**.
  - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

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

# Cash Flow Analyses

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

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Jefferson County Emergency Services Agency [EMS]

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

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

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

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

Table 4. Schools

Percent Allocation & Amount Available by Capital Category

Balance as of 1 January 2020

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

Balance Projected Through 30 June 2020

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

\*Percent Allocation Calculations Based on February 10, 2015 Recalculation Report by TischlerBise using the Capital Category LOS Cost Figures

**Table 5. Law Enforcement**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2020**

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

**Balance Projected Through 30 June 2020**

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

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

**Table 6. Parks & Recreation Cash Flow Analysis**

Percent Allocation & Amount Available by Capital Category

**Balance as of 1 January 2020**

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

**Balance Projected Through 30 June 2020**

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

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

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 1 January 2020

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

Balance Projected Through 30 June 2020

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

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

Divider 1

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

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

(1) Prt No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2021	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1	Shepherdstown Elementary	16417500	0	0	9000000	1417500	6000000	0	0	0
1	Ranson Elementary	16087500	0	0	9000000	0	1087500	6000000	0	0
1	Regional Student Support Center	14160000	0	1000000	9000000	1160000	1000000	1000000	1000000	0
1	Central High School	61000000	0	0	25000000	0	0	0	0	1600000 0
1	Central Elementary	18000000	0	0	9000000	0	0	0	0	1000000

## Divider 2

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

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

(1) Prt No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2021	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
2	Weapons Training Qualifications Range	100000	0	25000	0	25000	25000	25000		
2	Expansion Temporary Sheriff's Office Space	700000	0	100000	0	100000	100000	100000	100000	200000
2	Mobile Data Terminal System for Police Vehicles	184500	0	10000	0	31500	31500	0	50000	61500
2	Permanent Jefferson County Sheriff's Office	6000000	75000	500000	0	1500000	1900000	2000000	25000	
2	Purchase of Police Cruisers x 18	900000	0	150000	0	150000	150000	150000	150000	



# CIP FORM 2

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

Prepared By: Deborah Lowe Date this form prepared: 12/2/2019

Project Title: Permanent Jefferson County Sheriff's Office

Project Type: Construction

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

The current base of operations for the Jefferson County Sheriff's Office was appropriated in the end of FY07/beginning of FY08. The building is a metal skinned building and even with the Kevlar lined exterior walls, does not meet the current "hardened" requirements and standards for a permanent police station as established by the Department of Justice and the Department of Homeland Security. The current building was bought and remodeled with occupancy accomplished in May 2008. From the date of purchase and throughout the entire process, the current Sheriff's Office was designated as a "Temporary" Sheriff's Office. The newly constructed building will meet or exceed any DOJ/DHS standards. The new Sheriff's Office will be larger than the current 10,000 sq ft to allow room for growth and will be a completely hardened and secure structure. (75,000 provided in FY18).

Estimated Total Cost of Project (\$) \$6,000,000.00

Funding Request Breakdown by Year (\$): \$50,000.00 (FY 2021 ) Current Request

(FY 2022 ) All Other Sources

\$1,500,000.00 (FY 2022 ) Out Year 2

\$1,900,000.00 (FY 2023 ) Out Year 3

\$2,000,000.00 (FY 2024 ) Out Year 4

\$25,000.00 (FY 2025 ) Out Year 5

(FY 2026 ) Out Year 6

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

Additional pages attached.

# CIP FORM 2

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

**Prepared By:** Deborah Lowe **Date this form prepared:** 12/2/2019  
**Project Title:** Mobile Data Terminal System for Police Vehicles  
**Project Type:** Acquisition of Major Equipment  
**Project Location:** Jefferson County Sheriff's Office  
**Project Rank:**      (1) Urgent/Mandatory     (2) Necessary/Needed     Optional/Deferrable  
*OR provide Ranking Number if using Form 2A:* \_\_\_\_\_  
**Project Need:**      This project does not benefit new growth.     This project only benefits new growth.  
                               This project benefits both current and new residents and/or businesses.  
**Budget Impact:**    This project will affect the county operating budget:     Yes     No  
                              (if Yes - attach Form 2B).

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

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

<b>Estimated Total Cost of Project (\$)</b>	<u>\$184,500.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$10,000.00</u>	<b>(FY 2021 ) Current Request</b>
		<b>(FY 2022 ) All Other Sources</b>
	<u>\$31,500.00</u>	<b>(FY 2022 ) Out Year 2</b>
	<u>\$31,500.00</u>	<b>(FY 2023 ) Out Year 3</b>
	<u>\$0.00</u>	<b>(FY 2024 ) Out Year 4</b>
	<u>\$50,000.00</u>	<b>(FY 2025 ) Out Year 5</b>
	<u>\$61,500.00</u>	<b>(FY 2026 ) Out Year 6</b>

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

**CIP  
FORM 2**

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

Additional pages attached.





# Divider 3

CIP

FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Prj No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2021	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1	James Hite Park (Utilities)	1800000	0	0	0	1000000	0	850000	850000	0
2	Maintenance Vehicle	45000	0	0	0	45000	0	0	0	0
2	Sam Michael's Park (Amphitheatre- Phase 2)	1500000	0	0	0	0	1500000	0	0	0
2	Land Acquisition	2000000	0	200000	18000000	0	0	0	0	0
2	Sam Michaels Park (Playground)	65000	0	0	0	0	65000	0	0	0
2	Sam Michael's Park (Community Center Addition)	2000000	0	0	0	0	0	0	2000000	0
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	0	0	0	75000
2	James Hite Park (Parking)	120000	0	120000	0	0	0	0	0	0
2	James Hite Park (Playground)	95000	0	50000	45000	0	0	0	0	0

**CIP**

**FORM 1**

Jefferson County Government

**Agency/Department/Office Summary**

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Prj No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY 2021	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
2	Sam Michaels Park (Septic Upgrades)	150000	0	25000	0	125000	0	0	0	0
2	James Hite Park (Dog Park)	78000	0	0	0	0	0	0	78000	0
2	Sam Michaels Park (Splash Pad)	200000	0	25000	0	175000	0	0	0	0

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: James Hite Park (Utilities)

Project Type: Construction

Project Location: James Hite Park

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

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

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

Estimated Total Cost of Project (\$)	<u>\$1,800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	<u>\$100,000.00</u>	(FY 2022 ) Out Year 2
	<u>\$0.00</u>	(FY 2023 ) Out Year 3
	<u>\$850,000.00</u>	(FY 2024 ) Out Year 4
	<u>\$850,000.00</u>	(FY 2025 ) Out Year 5
	<u>\$0.00</u>	(FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Maintenance Vehicle

Project Type: Acquisition of Major Equipment

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

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	\$45,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	\$45,000.00	(FY 2022 ) Out Year 2
	\$0.00	(FY 2023 ) Out Year 3
	\$0.00	(FY 2024 ) Out Year 4
	\$0.00	(FY 2025 ) Out Year 5
	\$0.00	(FY 2026 ) Out Year 6

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

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

Additional pages attached.



# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Land Acquisition

Project Type: Land Acquisition

Project Location: Jefferson County

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

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

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

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

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

Even with the modest growth projected in Envision Jefferson 2035, the Jefferson County's comprehensive Plan prepared in 2015, there will be a substantial increase in population over the next 20 to 30 years in Jefferson County. An important value of a comprehensive planning effort, whether broadly considered or topic specific, is to ensure that as community population and demographic changes occur, Jefferson County is well prepared for those changes. Based on project population growth with the targeted growth management areas within the Comprehensive Plan, there will be a need for additional parkland. Since Jefferson County's parks are already considered under-sized by typical county level standards, it is suggested that lands that specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC is currently looking at two properties that fit into the master plan to expand green space in Jefferson County. JCPRC is looking to outside sources to fund the remaining balance of the purchase price.

<b>Estimated Total Cost of Project (\$)</b>	<u>\$2,000,000.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$200,000.00</u>	<b>(FY 2021 ) Current Request</b>
		<b>(FY 2022 ) All Other Sources</b>
	<u>\$0.00</u>	<b>(FY 2022 ) Out Year 2</b>
	<u>\$0.00</u>	<b>(FY 2023 ) Out Year 3</b>
	<u>\$0.00</u>	<b>(FY 2024 ) Out Year 4</b>
	<u>\$0.00</u>	<b>(FY 2025 ) Out Year 5</b>
	<u>\$0.00</u>	<b>(FY 2026 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See instructions)**

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

**CIP  
FORM 2**

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Sam Michael's Park (Playground)

Project Type: Construction

Project Location: Sam Michael's Park

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

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

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

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

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

As part of the grand vision for Sam Michaels Park, several new playgrounds are anticipated to be constructed. As the concept plan dictates, a new larger playground installation should be installed by the special events field. The new playground will alleviate some of the overuse of the playground currently located by the JCCC as well as enhance future festivals and community events in the park.

Estimated Total Cost of Project (\$)	<u>\$65,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	<u>\$0.00</u>	(FY 2022 ) Out Year 2
	<u>\$65,000.00</u>	(FY 2023 ) Out Year 3
	<u>\$0.00</u>	(FY 2024 ) Out Year 4
	<u>\$0.00</u>	(FY 2025 ) Out Year 5
	<u>\$0.00</u>	(FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Sam Michaels Park (JCCC Addition)

Project Type: Construction

Project Location: Sam Michael's Park

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

OR provide Ranking Number If using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

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

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

Estimated Total Cost of Project (\$) \$2,000,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	\$0.00	(FY 2022 ) Out Year 2
	\$0.00	(FY 2023 ) Out Year 3
	\$0.00	(FY 2024 ) Out Year 4
	\$2,000,000.00	(FY 2025 ) Out Year 5
	\$0.00	(FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>
Funding Request Breakdown by Year (\$):	\$0.00 (FY 2021 ) Current Request
	(FY 2022 ) All Other Sources
	<u>\$0.00</u> (FY 2022 ) Out Year 2
	<u>\$0.00</u> (FY 2023 ) Out Year 3
	<u>\$0.00</u> (FY 2024 ) Out Year 4
	<u>\$0.00</u> (FY 2025 ) Out Year 5
	<u>\$75,000.00</u> (FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: James Hite Park (Parking)

Project Type: Construction

Project Location: James Hite Park

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

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

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

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

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

<b>Estimated Total Cost of Project (\$)</b>	<b>\$120,000.00</b>	
<b>Funding Request Breakdown by Year (\$):</b>	<b>\$120,000.00</b>	<b>(FY 2021 ) Current Request</b>
		<b>(FY 2022 ) All Other Sources</b>
	\$0.00	<b>(FY 2022 ) Out Year 2</b>
	\$0.00	<b>(FY 2023 ) Out Year 3</b>
	\$0.00	<b>(FY 2024 ) Out Year 4</b>
	\$0.00	<b>(FY 2025 ) Out Year 5</b>
	\$0.00	<b>(FY 2026 ) Out Year 6</b>

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

**CIP  
FORM 2**

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

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

Additional pages attached.

# CIP FORM 2

## Jefferson County Government

### ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: James Hite Park (Playground)

Project Type: Construction

Project Location: James Hite Park

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(If Yes - attach Form 2B).

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. The concept plans for James Hite Park call for a playground installation by the newly constructed picnic pavilions. The addition of the playground will further develop the park into a destination within Jefferson County. The playground would be fully ADA compliant. JCPRC has applied for a matching grant in the amount of \$45,000.

Estimated Total Cost of Project (\$)	<u>\$95,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	<u>\$0.00</u>	(FY 2022 ) Out Year 2
	<u>\$0.00</u>	(FY 2023 ) Out Year 3
	<u>\$0.00</u>	(FY 2024 ) Out Year 4
	<u>\$0.00</u>	(FY 2025 ) Out Year 5
	<u>\$0.00</u>	(FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Sam Michaels Park (Septic Upgrades)

Project Type: Construction

Project Location: Sam Michaels Park

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

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

The project involves planning, construction and improvements to install upgraded infrastructure at Sam Michaels Park to begin Phase II development of the Amphitheatre. Improvements will include construction plans and development of a utility plan to connect the park's current septic to public sewer.

Estimated Total Cost of Project (\$)	\$150,000.00	
Funding Request Breakdown by Year (\$):	\$25,000.00	(FY 2021 ) Current Request
		(FY 2022 ) All Other Sources
	\$125,000.00	(FY 2022 ) Out Year 2
	\$0.00	(FY 2023 ) Out Year 3
	\$0.00	(FY 2024 ) Out Year 4
	\$0.00	(FY 2025 ) Out Year 5
	\$0.00	(FY 2026 ) Out Year 6

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

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

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

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

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

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

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

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

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

<b>Estimated Total Cost of Project (\$)</b>	<u>\$78,000.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$0.00</u>	<b>(FY 2021 ) Current Request</b>
	<u>                    </u>	<b>(FY 2022 ) All Other Sources</b>
	<u>\$0.00</u>	<b>(FY 2022 ) Out Year 2</b>
	<u>\$0.00</u>	<b>(FY 2023 ) Out Year 3</b>
	<u>\$0.00</u>	<b>(FY 2024 ) Out Year 4</b>
	<u>\$78,000.00</u>	<b>(FY 2025 ) Out Year 5</b>
	<u>\$0.00</u>	<b>(FY 2026 ) Out Year 6</b>

**DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See instructions)**

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

**CIP  
FORM 2**

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

Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/17/2019

Project Title: Sam Michael's Park (Splashpad)

Project Type: Construction

Project Location: Sam Michael's Park

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

OR provide Ranking Number if using Form 2A: \_\_\_\_\_

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

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

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

(if Yes - attach Form 2B).

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

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

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

Estimated Total Cost of Project (\$) \$200,000.00

Funding Request Breakdown by Year (\$): \$25,000.00 (FY 2021 ) Current Request

(FY 2022 ) All Other Sources

\$175,000.00 (FY 2022 ) Out Year 2

\$0.00 (FY 2023 ) Out Year 3

\$0.00 (FY 2024 ) Out Year 4

\$0.00 (FY 2025 ) Out Year 5

\$0.00 (FY 2026 ) Out Year 6

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

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

Additional pages attached.

# Divider 4

**CIP**

**FORM 1**

Jefferson County Government

**Agency/Department/Office Summary**

Name of Agency/Department/Office:

Jefferson County Emergency Services Agency

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

# CIP FORM 2

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

Prepared By: Allen Keyser Date this form prepared: 11/14/2019

Project Title: JCESA Mortgage

Project Type: Other

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

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

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

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

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

USDA Loan that must be paid monthly.

<b>Estimated Total Cost of Project (\$)</b>	<u>\$486,000.00</u>	
<b>Funding Request Breakdown by Year (\$):</b>	<u>\$81,000.00</u>	<b>(FY 2021 ) Current Request</b>
		<b>(FY 2022 ) All Other Sources</b>
	<u>\$81,000.00</u>	<b>(FY 2022 ) Out Year 2</b>
	<u>\$81,000.00</u>	<b>(FY 2023 ) Out Year 3</b>
	<u>\$81,000.00</u>	<b>(FY 2024 ) Out Year 4</b>
	<u>\$81,000.00</u>	<b>(FY 2025 ) Out Year 5</b>
	<u>\$81,000.00</u>	<b>(FY 2026 ) Out Year 6</b>

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

Additional pages attached.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of opioid case, potential litigation, and settlement issues with legal counsel. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) Discussion/action.

Is this a funding request?    Y/N   

If so, how much?                \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    Y/N            Internet/Wi Fi    Y/N            Telephone for conference call    Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N**

If so, how much? **\$**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N**

Telephone for conference call **Y/N**

Contact information:

Email address: Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Approval of Bid/Contract for a vendor to conduct a broadband feasibility study funded by the Broadband Grant – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N**

If so, how much? **\$**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N**

Telephone for conference call **Y/N**

Contact information:

Email address: Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Approval of Bid/Contract for Architectural consulting for the purpose of selecting a firm to design a new Courthouse Complex - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 6, 2020**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Policy 319: Financial System Access and Approval Policy – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**NOTICE  
Board of Review and  
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 30<sup>th</sup>, 2020, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2020.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2020 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	January	30, 2020	1:30 p.m.
Tuesday	February	4, 2020	1:30 p.m.
Thursday	February	6, 2020	1:30 p.m.
Tuesday	February	11, 2020	1:30 p.m.
Thursday	February	13, 2020	1:30 p.m.
Tuesday	February	18, 2020	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 7, 2020 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 18<sup>th</sup>, 2020.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2020, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2020. If the Board of Review and Equalization has adjourned sine die before February 20, 2020, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2020 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2020.

Given under my hand this 19<sup>th</sup> day of December, 2019.

  
JACQUELINE C. SHADLE, COUNTY CLERK



**NOTICE  
Board of Review and  
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 30<sup>th</sup>, 2020, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2020.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2020 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	January	30, 2020	1:30 p.m.
Tuesday	February	4, 2020	1:30 p.m.
Thursday	February	6, 2020	1:30 p.m.
Tuesday	February	11, 2020	1:30 p.m.
Thursday	February	13, 2020	1:30 p.m.
Tuesday	February	18, 2020	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 7, 2020 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 18<sup>th</sup>, 2020.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2020, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2020. If the Board of Review and Equalization has adjourned sine die before February 20, 2020, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2020 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2020.

Given under my hand this 19<sup>th</sup> day of December, 2019.

  
JACQUELINE C. SHADLE, COUNTY CLERK



**NOTICE**  
**OF**  
**INFORMATIONAL WORKSHOP PUBLIC MEETING**

**US 340 ROCK SLIDE**  
**STATE PROJECT: S319-340-15.78.00**  
**FEDERAL PROJECT: NHPP-0340(063)D US**  
**JEFFERSON COUNTY, WEST VIRGINIA**

The West Virginia Division of Highways (WVDOH) will hold an informational public meeting on Thursday, February 6, 2020 at Mather Training Center, located at 51 Mather Place, Harpers Ferry, WV on the proposed rock slide repairs along US 340. This project includes the implementation of rockfall protection and stabilization measures associated with the existing slopes along US 340 northbound, between Chestnut Hill Road and Harpers Ferry Road. This meeting complies with the public involvement requirements of the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act.

**NO FORMAL PRESENTATION WILL BE MADE.** The scheduled public meeting is from 4:00 to 7:00 p.m. and the public will be afforded the opportunity to ask questions and give written comments on the project throughout the meeting. A handout with project details will be available at the meeting and on the WVDOH Website.

Those wishing to file written comments may send them to Mr. RJ Scites, P.E., Director, Engineering Division, West Virginia Division of Highways, 1334 Smith Street, Charleston, West Virginia 25301 on or before Monday, March 9, 2020. Visit the WVDOH Website at <http://go.wv.gov/dotcomment> for project information and the opportunity to comment on the project.

**The West Virginia Department of Transportation will, upon request, provide reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in our services, programs and activities. Please contact us at (304) 558-3931. Persons with hearing or speech impairments can reach all state agencies by calling (800) 982-8772 (voice to TDD) or (800) 982-8771 (TDD to voice), toll free.**

# Sycamore

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1835

Monday, 27 January, 2020

F. Mark Schiavone  
2328 Engle Molders Road  
Harpers Ferry, WV 25425  
(304) 876-6070

Wayne Robert LaPierre, Jr.  
National Rifle Association of America  
11250 Waples Mill Road  
Fairfax, VA 22030

Mr. LaPierre,

It has come to my attention, via media reports in my local county newspaper, that a citizen of Jefferson County, West Virginia, a Josh Compton, has invited the NRA to move its headquarters to Jefferson County. Mr. Compton is a current county commissioner and it is my understanding that his invitation was in the role of a private citizen and not as the official voice of Jefferson County Government. I say this because the full county commission was only made aware of his letter to your organization following its delivery.

So, as a citizen of Jefferson County, on par with Mr. Compton, allow me to revoke Mr. Compton's invitation for your organization to move to my county. I have no desire for a right-wing extremist organization such as yours to become domiciled in a county proud to refrain from extreme politics and activities, as demonstrated by your organization. I'm completely happy with the NRA being in its current location, although if you all would care to move to Texas, where they seem to relish shooting one another, by all means feel free to do so. Just refrain from any thoughts of relocating your organization to my county. Any attempt to do so will be met with stiff citizen opposition.

Regards,



F. Mark Schiavone

Cc: Jefferson County Commission  
Spirit of Jefferson/Farmer's Advocate

JCC

Thank you Commissioner Tabb for suggesting “careful thought and consideration” last week regarding the letter welcoming the NRA.

Ray Sibley: Viet Nam Vet, gun owner, Teacher, hunter, sportsman, father, and a grandfather

Why I decided years ago to make Jefferson County my home is because of the image I developed when I was considering where I wanted to live in retirement. This place is community centered, rural, boasts of small farming, sustainable farm to market agriculture, does not have a big city mindset, it has a large Arts community, good schools, it is a family friendly place with friendly people, a beautiful country for hiking and outdoor activities, and it is near everything imaginable.

I am one resident of Jefferson County that would not welcome the NRA for 3 reasons:

- 1) The NRA is no longer a voice for gun safety, education, or common sense gun legislation; it is now just a powerful lobby for the corporate gun industry with no other consideration than the gun industry’s bottom line.
- 2) The NRA is increasingly out of touch with the majority of Americans regarding ideas for keeping guns out of the hands of violent or mentally ill individuals in America. The reputation of the NRA is damaged among even gun rights supporters.
- 3) The NRA is a business that is in financial trouble, legal trouble, and declining revenue as well as declining membership. It is not the kind of business that has a bright, positive future. A long list of corporate sponsors have ended their relationship with the NRA in the last two years.

For these reasons I would not welcome the NRA in my new home county.

I appreciate when you, our elected officials, give careful thought and consideration to which businesses we invite to share our community and we hope you will consider businesses that are clean, responsible, and are a positive force for the future of our County with values we can support and be proud of.

The image of this County as a “Home of the NRA” would have given me pause in moving here and is not an image I would consider positively.

# **Harpers Ferry/ Bolivar PSD**

P. O. BOX 235  
192 LAKE QUIGLEY DRIVE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)-535-2390 FAX (304)-535-2524

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THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE NOVEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON NOVEMBER 8th, 2019.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2021  
Mike Lowrey-Secretary Term 6/30/2022  
Helen Dettmer-Treasurer Term 6/30/2024  
Richard Klein- Alpha & Associates, LLC.

Eddy Tennant-Operations Supervisor  
Joe Adams-Plant Operator  
Jimmy Williams-Consultants/HF-B-PSD

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October revenue checking account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October security deposits account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October Phase II construction account financial, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the October working capital reserve account, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October Capital Replacement account, approved.

Discussion on Alpha invoice #75 in the amount of \$ 6,090.58.

Motion by Mr. Lowrey, seconded by Mr. Simmons to accept the alpha invoice #75, approved.

Discussion on SRF Resolution for monthly draw #21, in the amount of \$6,091.00.

Motion by Mr. Simmons, seconded by Ms. Dettmer to accept the Resolution for monthly draw #21, approved.

Discussion on SRF pay requisition #21 in the amount of \$6,091.00.

Motion by Mr. Lowrey, seconded by Mr. Simmons to accept SRF pay requisition #21, approved.

Mr. Klein discussed the District may want to start the priority list Application paperwork for any future project that the District may want to do. Possible septic systems removal on Prospect Ave. on Bolivar Heights.

The Board asked Mr. Tennant to find out if the Hill Top House properties were paying sewer bills, while construction is going on.

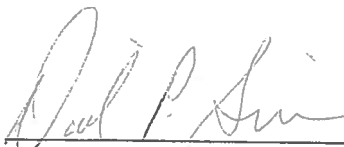
The Board asked Mr. Tennant to find out if the District would need to have public meeting about ordinance changes.

The Board agreed to begin developing plan to collect impact fees from both Bolivar and Harpers Ferry for new service installations. Mr. Simmons will initiate discussions with the two towns and Mr. Kelsh ( attorney for PSD).

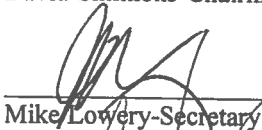
Discussion on having a Christmas dinner on Dec. 11th at Mountain View Diner.

Mr. Adams talked to the Board about progress on CUPPS asset management plan.

The meeting was adjourned at 9:20 a.m.



David Simmons-Chairman



Mike Lowery-Secretary



Helen Dettmer-Treasurer



# SHEPHERDSTOWN PUBLIC LIBRARY

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100 E. German Street • P.O. Box 278 • Shepherdstown, WV 25443

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January 14, 2020

Commissioner Patsy Noland, President  
Jefferson County Commission  
P.O. Box 250  
124 E. Washington Street  
Charles Town, WV 25414

**Re: Shepherdstown Public Library Audited Financial Statements**

Dear Commissioner Noland,

Please find enclosed Shepherdstown Public Library's Audited Financial Statements for the year ended June 30, 2019 for your review and files. Our audit findings are consistent with prior year audits and will be routinely reviewed internally to the extent our budgetary constraints will allow.

In a time when shrinking budgets are more and more commonplace, we would like to take this opportunity to thank you and the County Commissioners for recognizing the value of public libraries as vital community builders. We are truly grateful for your continuing support.

Should you have any questions about this most recent audit or anything else having to do with the existing library or our new library project, please do not hesitate to contact either Hali Taylor or me.

Warm regards,

A handwritten signature in cursive script that reads "Lee Ann Warner". The signature is written in black ink and is positioned above the printed name and title.

Lee Ann Warner  
Director of Library Development

Enclosure – Audited Financial Statements

# Impact Fee Status Report

## January 2020

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Friday 31 January 2020

Report Date: 3 February 2020

Process Number Range: 2000001-2000024

Total Applications: 24

Total Non-Exempt: 23

*Of which:*

Commercial: 1

Residential: 22

*Of which:*

County: 20

Municipal: 3

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 31 January 2020	1	1	22	24
Fees collected		\$2.00	\$137,924.00	\$137,926.00
<i>Of which</i>				
School Impact Fee			\$123,790.00	\$123,790.00
Law Enforcement Fee		\$1.00	\$3,192.00	\$3,193.00
Parks & Recreation Fee			\$9,865.00	\$9,865.00
EMS Fee		\$1.00	\$1,077.00	\$1,078.00

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 January 2020)	\$63,590.44
December Deposits (1 – 31 January 2020)	\$137,926.00
School December Transactions (withdraws via transfer on 21 Jan. 2019)	(\$57,499.20)
Law December Transactions (withdraws via transfer on 21 January 2020)	(\$1,008.65)
Parks & Rec Dec. Transactions (withdraws via transfer on 21 Jan. 2019)	(\$4,582.27)
EMS December Transactions (withdraws via transfer on 21 January 2020)	(\$500.32)
Interest Earned (31 January 2020)	\$41.26
<b>Ending Statement Balance (31 January 2020)</b>	<b>\$137,967.26</b>
<i>Outstanding Credits (deposits through 1 February 2020)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 January 2020)	\$4,055,692.67
December Transactions (deposits via transfer on 21 January 2020)	\$57,499.20
Interest Earned (31 January 2020)	\$1,730.95
<b>Ending Balance (31 January 2020)</b>	<b>\$4,114,922.82</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 January 2020)	\$156,010.26
December Transactions (deposits via transfer on 21 January 2020)	\$1,008.65
Interest Earned (31 January 2020)	\$66.40
<b>Ending Balance (31 January 2020)</b>	<b>\$157,085.31</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 January 2020)	\$246,822.71
December Transactions (deposits via transfer on 21 January 2020)	\$4,582.27
Interest Earned (31 January 2020)	\$105.50
<b>Ending Balance (31 January 2020)</b>	<b>\$251,510.48</b>

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 January 2020)	\$8,067.55
December Transactions (deposits via transfer on 21 January 2020)	\$500.32
Interest Earned (31 January 2020)	\$3.50
<b>Ending Balance (31 January 2020)</b>	<b>\$8,571.37</b>

**Table 7. Total Impact Fees as of 1 February 2020/1**

Description	Amount
Office of Impact Fees General Account	\$137,967.26
School Impact Fee Account	\$4,114,922.82
Law Enforcement Fee Account	\$157,085.31
Parks & Recreation Impact Fee Account	\$251,510.48
EMS Impact Fee Account	\$8,571.37
<b>Total Impact Fees</b>	<b>\$4,670,057.24</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending January 2020 Fee Transfers /1**

Account	31 January 2020 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$4,114,922.82	\$123,827.13	\$4,238,749.95
Law Enforcement Fee Account	\$157,085.31	\$3,193.83	\$160,279.14
Parks & Recreation Impact Fee Account	\$251,510.48	\$9,867.89	\$261,378.37
EMS Impact Fee Account	\$8,571.37	\$1,078.41	\$9,649.78
<b>Total Impact Fees</b>	<b>\$4,532,089.98</b>	<b>\$137,967.26</b>	<b>\$4,670,057.24</b>

/1 This table represents each of the impact fee category account totals as of 31 January 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2020. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



# Form 100 Transaction Summary

## Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Sunday 1 through Tuesday 31 January 2020*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
2000011	01/22/2020	Nelson	Daniel	04 Harpers Ferry	1217	551	1.2A	10	\$0.00	01/22/2020	Form 200

**Category Count: 1** **Category Total** \$0.00

Non-Exempt Applications											
2000001	01/02/2020	Petrarca	Michael	06 Kabletown	1219	16	9	19	\$6,423.00	01/02/2020	N/A
2000002	01/02/2020	Cox	Joseph	06 Kabletown	1228	477	9A	15.2	\$6,423.00	01/02/2020	N/A
2000003	01/02/2020	Cranford	Keith	02 Charles Town	1098	587	10A	102.1	\$6,423.00	01/02/2020	N/A
2000004	01/07/2020	Lutman Land		09 Shepherdstown	1232	454	7D	20	\$6,423.00	01/07/2020	N/A
2000005	01/09/2020	K Hovnanian		08 Ranson Corp	1133	476	8D	7M	\$6,255.00	01/09/2020	N/A
2000006	01/09/2020	K Hovnanian		08 Ranson Corp	1133	476	8D	3M	\$6,255.00	01/09/2020	N/A
2000007	01/14/2020	Roper	Mark	03 Charles Town	1059	624	4	66	\$3,377.00	01/14/2020	Form 260
2000008	01/15/2020	Markee	Nathan	06 Kabletown	1229	194	6K	37	\$6,423.00	01/15/2020	N/A
2000009	01/17/2020	McGee	Kelly and Ilona	02 Charles Town	1231	199	1	127-128	\$2.00	01/17/2020	N/A
2000010	01/17/2020	Anna Kent	Matthew	09 Shepherdstown	1190	546	7D	25	\$6,423.00	01/17/2020	N/A
2000012	01/22/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	19	\$6,423.00	01/22/2020	N/A
2000013	01/22/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	19	\$6,423.00	01/22/2020	N/A
2000014	01/22/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	19	\$6,423.00	01/22/2020	N/A
2000015	01/22/2020	Gladhill	Maurice	02 Charles Town	952	565	4G	19	\$6,423.00	01/22/2020	N/A
2000016	01/23/2020	Lutman Land		04 Harpers Ferry	1232	202	12A	79	\$6,423.00	01/23/2020	N/A
2000017	01/23/2020	Lutman Land		04 Harpers Ferry	1232	202	12A	89	\$6,423.00	01/23/2020	N/A
2000018	01/23/2020	Lutman Land		04 Harpers Ferry	1233	202	12A	83	\$6,423.00	01/23/2020	N/A
2000019	01/23/2020	JC 2017		09 Shepherdstown	1229	114	18	5	\$6,423.00	01/23/2020	N/A
2000020	01/24/2020	JC 2017		09 Shepherdstown	1229	49	18	5	\$6,423.00	01/24/2020	N/A
2000021	01/27/2020	Shipley	Larry and	09 Shepherdstown	1231	57	19	48	\$6,423.00	01/27/2020	N/A
2000022	01/27/2020	Danner	Robert and Carol	09 Shepherdstown	1231	54	10	5	\$6,423.00	01/27/2020	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Non-Exempt Applications</b>											
2000023	01/29/2020	J Hess Group		07 Middleway	1229	655	2A	135	\$6,423.00	01/29/2020	N/A
2000024	01/31/2020	Guardado	Nelson	04 Harpers Ferry	1224	441	13J	57	\$6,423.00	01/31/2020	N/A
<b>Category Count: 23</b>									<b>Category Total</b>	<b>\$137,926.00</b>	
<b>TOTAL APPLICATIONS: 24</b>									<b>Grand Total</b>	<b>\$137,926.00</b>	