

# **FY 2024 Capital Improvement Plan**

**Schools**

**Law Enforcement**

**Parks & Recreation**

**Emergency Services**

**Administrative Facilities**

**Jefferson County Commission**

**Engineering Department/Office of Impact Fees**

**13 January 2023**

# FY 2024 Impact Fee Program Capital Improvement Plan

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## FY 2024 Capital Improvement Plan Submissions

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## Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2024 (which begins July 1 2023). 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]
- Jefferson County Administrative Facilities [Administrative Facilities]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$191,107,249 (up from \$141,553,828 in FY 2023). Of this amount, \$3,571,000 represents the funding requests for FY 2024 (in FY 2023 the amount was \$4,376,000).

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 2024 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 12 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.

### **(a) 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.

### **(b) General Obligation/Construction Bonds**

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

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

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

### **(c) 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.

### **(d) Federal Support**

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

## **Summary of Impact Fee Fundable Projects**

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

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

**Table 3** identifies only those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2024 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 2024.

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

**Table 1. FY 2024 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
<b>Jefferson County Board of Education</b>											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$166,043,199</b>	<b>\$7,695,510</b>	<b>\$0</b>	<b>\$53,305,349</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$11,250,000</b>	<b>\$0</b>
<b>Jefferson County Parks and Recreation Commission</b>											
1	1	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$750,000</b>	<b>\$0</b>	<b>\$450,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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
2	1	County ambulance Replacement Plan	\$2,925,000	\$0	\$650,000	\$0	\$325,000	\$650,000	\$325,000	\$650,000	\$325,000
<b>TOTALS</b>			<b>\$3,445,328</b>	<b>\$0</b>	<b>\$731,000</b>	<b>\$0</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>

**Table 2. FY 2024 Projects (Urgent and Non-Urgent) - All Priorities**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
<b>Jefferson County Board of Education</b>											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$166,043,199</b>	<b>\$7,695,510</b>	<b>\$0</b>	<b>\$53,305,349</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$11,250,000</b>	<b>\$0</b>
<b>Sheriff of Jefferson County</b>											
1	2	Weapons Training Qualifications Range	\$100,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Exterior Expansion									
2	2	Temporary Sheriff's Office Space	\$1,200,000	\$0	\$600,000	\$0	\$400,000	\$100,000	\$100,000	\$0	\$0
3	2	Interior Expansion									
3	2	Temporary Sheriff's Office Space	\$200,000	\$200,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$10,000	\$0	\$31,500	\$31,500	\$0	\$50,000	\$61,500
5	2	Permanent Jefferson County Sheriff's Office	\$6,000,000	\$75,000	\$500,000	\$0	\$1,500,000	\$1,900,000	\$2,000,000	\$25,000	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$0
<b>TOTALS</b>			<b>\$8,584,500</b>	<b>\$300,000</b>	<b>\$1,465,000</b>	<b>\$0</b>	<b>\$2,106,500</b>	<b>\$2,206,500</b>	<b>\$2,275,000</b>	<b>\$225,000</b>	<b>\$61,500</b>
<b>Jefferson County Parks &amp; Recreation Commission</b>											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$100,000	\$850,000	\$850,000	\$0	\$0
2	2	Maintenance Vehicle	\$90,000	\$0	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000	\$0	\$250,000	\$925,000	\$0	\$0	\$0	\$0	\$0
4	2	Land Acquisition	\$2,706,000	\$0	\$300,000	\$406,000	\$2,000,000	\$0	\$0	\$0	\$0

**Table 2. FY 2024 Projects (Urgent and Non-Urgent) - All Priorities**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
5	2	Sam Michael's Park (Playground)	\$130,000	\$0	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
6	2	Sam Michael's Park (Community Center Addition)	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
7	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
8	3	Sam Michael's Park (Splash Pad)	\$230,000	\$0	\$0	\$0	\$30,000	\$0	\$200,000	\$0	\$0
9	2	Moulton Park (Master Plan)	\$80,000	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michael's Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
11	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
12	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
13	3	2026 Parks Master Plan	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
14	2	Sam Michael's Park (Artificial Turf Field)	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
15	3	Sam Michael's Park (Amphitheater Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
16	3	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
17	2	James Hite Park (Tennis/Pickleball Courts)	\$300,000	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$12,854,000</b>	<b>\$0</b>	<b>\$1,375,000</b>	<b>\$1,886,000</b>	<b>\$2,175,000</b>	<b>\$990,000</b>	<b>\$2,128,000</b>	<b>\$2,750,000</b>	<b>\$1,550,000</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
		County ambulance									
2	1	Replacement Plan	\$2,925,000	\$0	\$650,000	\$0	\$325,000	\$650,000	\$325,000	\$650,000	\$325,000
<b>TOTALS</b>			<b>\$3,445,328</b>	<b>\$0</b>	<b>\$731,000</b>	<b>\$0</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>	<b>\$731,000</b>	<b>\$406,000</b>
<b>Jefferson County Administrative Facilities</b>											
		County Administrative Facilities/Courts -									
1	1	Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTALS</b>			<b>\$180,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

**Table 3. FY 2024 Impact Fundable Projects**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
<b>Jefferson County Board of Education</b>											
1	1	Shepherdstown Elementary School	\$24,046,459	\$1,276,081	\$0	\$22,770,378	\$0	\$0	\$0	\$0	\$0
2	1	Ranson Elementary School	\$23,687,740	\$1,276,081	\$0	\$22,411,659	\$0	\$0	\$0	\$0	\$0
4	1	High School Auxiliary Gym	\$3,034,000	\$1,910,688	\$0	\$1,123,312	\$0	\$0	\$0	\$0	\$0
5	1	New Middle School (10+ yrs)	\$38,000,000	\$3,232,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	1	ROTC Wing at Jefferson High School	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0
7	1	Impact Fee Study	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
8	1	New High School	\$59,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$166,043,199</b>	<b>\$7,695,510</b>	<b>\$0</b>	<b>\$53,305,349</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$11,250,000</b>	<b>\$0</b>

<b>Impact Fee Specialist Recommendations – Jefferson County Board of Education</b>				
#	Pri	Project	Fee Funding Potential	Comments
There are no current impact fee project requests for the Board of Education at this time for FY 2024. All above projects approved in FY 2023 during 6 October 2022 County Commission meeting.				

<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	Internal Expansion Temporary Sheriff's Office Space	\$200,000	\$20,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$300,000</b>	<b>\$20,000</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</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	As of December 31, 2022, the remaining allocation amount is \$303,317 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$388,441 on June 30, 2023.

Table 3. FY 2024 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
					Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2024. The CIP impact fees funding request through FY 2029 is \$75,000 and is currently available, which completes this funding request.						
3	2	Internal Expansion of Temporary Sheriff's Office Space		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$303,317 in the "Sheriff Facilities & Study" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$388,441 on June 30, 2023.  Full funding is currently available in the Law Enforcement account for this \$180,000 request, in FY 2024; which is to complete the project. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						

**Jefferson County Parks & Recreation Commission**

3	2	Sam Michael's Park (Amphitheatre-Phase 2)	\$1,175,000	\$0	\$250,000	\$925,000	\$0	\$0	\$0	\$0	\$0
5	2	Sam Michaels Park (Playground)	\$130,000	\$0	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0
7	2	South Jefferson Park (Master Plan)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
9	2	Moulton Park (Master Plan)	\$80,000	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park (Septic Upgrades)	\$750,000	\$0	\$450,000	\$300,000	\$0	\$0	\$0	\$0	\$0
17	2	James Hite Park (Tennis/Pickleball Courts)	\$300,000	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>			<b>\$2,510,000</b>	<b>\$0</b>	<b>\$1,030,000</b>	<b>\$1,480,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission**

#	Pri	Project	Fee Funding Potential	Comments
3	2	Sam Michael's Park (Amphitheatre-Phase 2)	Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.  Full funding is currently available in the Parks and Rec impact fee account for this \$250,000 request, in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$925,000 of funding from other sources.
5	2	Sam Michaels Park (Playground)	Eligible for Full Funding due to being	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.

**Table 3. FY 2024 Impact Fundable Projects**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$65,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$65,000 of funding from other sources.						
7	2	South Jefferson Park (Master Plan)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.  Funding for this project is available in the Parks and Rec impact fee account for this \$75,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
9	2	Moulton Park (Master Plan)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.  Funding for this project is available in the Parks and Rec impact fee account for this \$40,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$40,000 of funding from other sources.						
10	1	Sam Michaels Park (Septic Upgrades)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.  Funding for this project is available in the Parks and Rec impact fee account for this \$450,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$300,000 of funding from other sources.						
17	2	James Hite Park (Tennis/Pickleball Courts)		Eligible for Full Funding due to being for new growth	As of December 31, 2022, the remaining allocation amount is \$837,876 in the "Park Improvements, Facilities (bldgs.) & Study" 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 \$1,079,074 on June 30, 2023.  Funding for this project is available in the Parks and Rec impact fee account for this \$150,000 request in FY 2024. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.						

**Jefferson County Emergency Services Agency (EMS)**

1	1	JCESA Building Mortgage	\$520,328		\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
<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 2024 Impact Fundable Projects**

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2024	Other Sources Allocation	Yr 1 FY 2025	Yr 2 FY 2026	Yr 3 FY 2027	Yr 4 FY 2028	Yr 5 FY 2029
<b>Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)</b>											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	<p>As of December 31, 2022, the remaining allocation amount is \$565,326 in the "Facilities Mortgage - Cost Recovery &amp; Study" 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 \$43,931 on June 30, 2023.</p> <p>Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$40,000 of funding in FY 2024, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY 2024. However, at this time, funding for the \$41,000 remainder of the FY 2024 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 \$20,000 per year; the ESA will need to find another funding source.</p>							

<b>Jefferson County Administrative Facilities</b>											
		County Administrative Facilities/Courts -									
1	1	Prosecutor Cost Recovery	\$180,222	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTALS</b>			<b>\$180,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities				
#	Pri	Project	Fee Funding Potential	Comments
1	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable At This Time	There is no current impact fee request for this project and we do not foresee a potential request until FY 2025 being the earliest due to total impact fee collection and other funding sources.
Updated as per County Commission approval 3 November 2021.				

# Impact Fee Program Specialist's Notes

## (e) 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.

## (f) 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 5 tables constitute the official cash flow analyses for each of the five 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]
- Jefferson County Administrative Facilities [Administrative Facilities]

The revenue and expenditures data are cumulative from the beginning of the respective fee collection start date through January 1, 2023 (50% of FY 2023). The projected balance runs to July 1, 2023, which is the end of FY 2023 and the start of FY 2024.

For the purposes of projecting the cash flow analysis from 1 January 2022 through 30 June 2022, it was assumed that the County growth rate for the period of 1 January 2023 through 30 June 2023, will be constant and equal to the same time period last year. During this period, there were 174 new single family detached structures (of which 4 qualified for the Affordable Housing Discount), 128 new townhouse structures, and 10 duplex structures. For projecting the future cash flow from 1 January 2023 through 30 June 2023, we assumed the following:

174	Single-family units
128	Townhouse units
10	Duplex units
0	Multi-family units

While there were seven commercial development projects in CY 2022, the amount of impact fees collected due to commercial development, during the same cash flow projection time period last year, is \$0.00. The amount of commercial impact fees collected is insignificant and therefore is not considered in the cash flow projection.

**Schools - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022									
Capital Category			Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments	
<u>2015 Study Capital Categories</u>				2015 Study Allocation Percent					
Elementary School & Land			\$33,148,533	29.2%	\$9,679,372	\$7,279,677	\$2,399,694	Fund	
Middle School/High School & Land and Study			\$33,148,533	67.8%	\$22,474,705	\$16,114,112	\$6,360,594	Fund	
Administrative Offices & Maintenance Shop			\$33,148,533	3.0%	\$994,456	\$2,020,200	-\$1,025,744	Capital Category Overspent	
								Previously Allocated Funds Available. Revenue Collected and Allocations Frozen in Place in	
				100.0%	\$33,148,533	\$25,413,989	\$7,734,544		
<u>2021 Study Capital Category</u>				Residential Dwelling Unit Fee Set by County Commission	2020 Study Allocation Percent				
High Schools & Land Only			\$574	100.0%	\$574	\$0	\$574	Beginning 9/03/2021 Additional Funds Available for High Schools Only.	
Grand Total for Schools =					\$33,149,107	\$25,413,989	\$7,735,118	(Total Funds Available)	

Balance Projected through 30 June, 2023									
Capital Category			Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments	
<u>2015 Study Capital Categories</u>				2015 Study Allocation Percent					
Elementary School & Land			Froze as of 09/02/2021	29.2%	\$33,148,533	\$9,679,372	\$7,279,677	\$2,399,694	Fund
Middle School/High School & Land and Study			Froze as of 09/02/2021	67.8%	\$33,148,533	\$22,474,705	\$16,114,112	\$6,360,594	Fund
Administrative Offices & Maintenance Shop			Froze as of 09/02/2021	3.0%	\$33,148,533	\$994,456	\$2,020,200	-\$1,025,744	Do Not Fund
<u>2021 Study Capital Category</u>			Residential Dwelling Unit Fee Set by County Commission	2020 Study Allocation Percent					
High Schools & Land Only			\$1.00	100.0%	\$890	\$890	\$0	\$890	Funds for High Schools Only
Grand Total for Schools =						100%	\$33,149,423	\$25,413,989	\$7,735,434 (Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S15)

**Law Enforcement - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
	(2020 Study, Fig. L14)							
Sheriff Facilities & Study	\$107.66	50.7%	\$674,385	50.7%	\$342,118	\$38,801	\$303,317	Fund
Sheriff Vehicles	\$71.02	33.5%	\$674,385	33.5%	\$225,685	\$236,454	-\$10,769	Capital Category Overspent
Law Enforcement Equipment	\$19.77	9.3%	\$674,385	9.3%	\$62,824	\$18,211	\$44,614	Fund
Animal Control Facilities	\$7.35	3.5%	\$674,385	3.5%	\$23,357	\$0	\$23,357	Fund
Animal Control Vehicles	\$6.42	3.0%	\$674,385	3.0%	\$20,401	\$0	\$20,401	Fund
Total for Sheriff/Law Enforcement =	\$212.22	100%		100%	\$674,385	\$293,466	\$380,919	(Total Funds Available)

Balance Projected through 30 June, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
Sheriff Facilities & Study	\$842,181	50.7%	\$427,242	\$38,801	\$388,441	Fund This Category
Sheriff Vehicles	\$842,181	33.5%	\$281,838	\$236,454	\$45,384	Do Not Fund This Category
Law Enforcement Equipment	\$842,181	9.3%	\$78,456	\$18,211	\$60,245	Fund This Category
Animal Control Facilities	\$842,181	3.5%	\$29,168	\$0	\$29,168	Fund This Category
Animal Control Vehicles	\$842,181	3.0%	\$25,477	\$0	\$25,477	Fund This Category
Total for Sheriff/Law Enforcement =		100%	\$842,181	\$293,466	\$548,715	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. L14)

**Parks & Recreation - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
	(2020 Study, Fig. P11)							
Park Improvements, Facilities (bldgs.) & Study	\$305.21	80.7%	\$2,624,492	80.7%	\$2,117,591	\$1,279,715	\$837,876	Fund
Park Land	\$66.26	17.5%	\$2,624,492	17.5%	\$459,721	\$313,200	\$146,521	Fund
Park Vehicles & Equipment	\$6.80	1.8%	\$2,624,492	1.8%	\$47,179	\$90,815	-\$43,636	Capital Category Overspent
Total for Parks & Recreation =	\$378.27	100.00%		100.0%	\$2,624,492	\$1,683,730	\$940,762	(Total Funds Available)

Balance Projected through June 30, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
Park Improvements, Facilities (bldgs.) & Study	\$2,923,428	80.7%	\$2,358,790	\$1,279,715	\$1,079,074	Fund
Park Land	\$2,923,428	17.5%	\$512,085	\$313,200	\$198,885	Fund
Park Vehicles & Equipment	\$2,923,428	1.8%	\$52,553	\$90,815	-\$38,262	Do Not Fund This Category
<b>Total for Parks &amp; Recreation =</b>		<b>100%</b>	<b>\$2,923,428</b>	<b>\$1,683,730</b>	<b>\$1,239,698</b>	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

**Emergency Services - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December 2022									
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person*	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments	
	(2020 Study, Fig. E7)								
EMS Vehicles & Equipment	\$13.58	34.0%	\$1,673,982	34.0%	\$569,456	\$1,122,451	-\$552,995	Capital Category Overspent	
EMS Facilities Mortgage - Cost Recovery & Study	<u>\$26.34</u>	<u>66.0%</u>	\$1,673,982	66.0%	\$1,104,526	\$539,200	\$565,326	Fund	
Total for Emergency Services =	\$39.92	100%		100%	\$1,673,982	\$1,661,651	\$12,331	(Total Funds Available)	

Balance Projected through 30 June, 2023							
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2023 Projected Capital Category Amount Available	Comments	
EMS Vehicles & Equipment	\$1,705,582	34.0%	\$580,205	\$1,122,451	-\$542,245	Do not Fund this category	
EMS Facilities Mortgage - Cost Recovery & Study	\$1,705,582	66.0%	\$1,125,376	\$539,200	\$586,176	Fund	
<b>Total for Emergency Services =</b>		100%	<b>\$1,705,582</b>	<b>\$1,661,651</b>	<b>\$43,931</b>	(Projected Funds Available)	

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. E7)

**Administrative Facilities - Percent Allocation & Amount Available by Capital Category**

(Target Allocation % based on 2020 LOS Recalculation Study)

Balance as of 31 December, 2022								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	December 31, 2022 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2020 Study, Fig. CA5) \$17.53	100.0%	\$25,407	100.0%	\$25,407	\$0	\$25,407	New Impact Fee Entity in 2021
Total for Administrative Facilities =	\$17.53	100.00%		100.0%	\$25,407	\$0	\$25,407	(Total Funds Available)

Balance Projected through June 30, 2023						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2023 Projected Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	\$39,311	100.0%	\$39,311	\$0	\$39,311	Funds Transfer to CC General Fund as Repayment for Funds Already Expended
<b>Total for Administrative Facilities =</b>		<b>100%</b>	<b>\$39,311</b>	<b>\$0</b>	<b>\$39,311</b>	(Projected Funds Available)

\*Calculated Based on July 16, 2021 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA5).

Divider 1

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY <b>2024</b>	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	New High School	59000000	0	0	0	0	0	0	0	0
1	Shepherdstown Elementary School	24046459	1276081	0	24046459	0	0	0	0	0
1	Ranson Elementary School	23687740	1276081	0	23687740	0	0	0	0	0
1	High School Auilliary Gym	3034000	1910688	0	3034000	0	0	0	0	0
1	New Middle School (10+ Years)	38000000	3232660	0	0	0	0	0	0	0
1	Impact Fee Study	25000	0	0	0	0	25000	0	0	0
1	ROTC Wing at Jefferson High School	1250000	0	0	0	0	0	0	1250000	0
1	Regional Student Support Center (5+ Years)	17000000	469250	0	7000000	0	0	0	1000000 0	0

## Divider 2

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY <b>2024</b>	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2	Weapons Training Qualifications Range	100000	25000	25000	0	25000	25000	25000	0	0
2	Exterior Expansion of Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Interior Expansion of Temporary Sheriff's Office Space	200000	200000	180000	0	0	0	0	0	0
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	0
2	Purchase of Police Cruisers x 18 (3 per year)	900000	0	150000	0	150000	150000	150000	150000	0

# CIP FORM 2

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

Prepared By: Deborah Lowe Date this form prepared: 10/19/2022

Project Title: Weapons Training Qualifications Range

Project Type: Construction

Project Location: Jefferson County

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

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

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

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

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

*(if Yes - attach Form 2B).*

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

This is for the continued modernization and expansion of the existing firearms range.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$):	<u>\$25,000.00</u>	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	<u>\$25,000.00</u>	(FY 2025 ) Out Year 2
	<u>\$25,000.00</u>	(FY 2026 ) Out Year 3
	<u>\$25,000.00</u>	(FY 2027 ) Out Year 4
	<u>\$0.00</u>	(FY 2028 ) Out Year 5
	<u>\$0.00</u>	(FY 2029 ) 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: 10/19/2022

Project Title: Exterior Expansion of Temporary Sheriff's Office Space

Project Type: Renovation

Project Location: 102 Industrial Blvd

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

OR provide Ranking Number if using Form 2A:

Project Need: ☐ 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)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make expansions to the Temporary Sheriff's Office building to accommodate these changes. A modern evidence room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; dedicated washbay, adding additional holding cells and criminal processing area are just a few of the critical areas that need to be addressed. We would also like to purchase a carport for the MWRAP to open up space in the garage for the ability to use that area for the items that can be addressed through an internal expansion, the rest would have to be accomplished through an external expansion of the building. To make this a more permanent facility, the hardening of the outside of the building to properly meet Department of Justice and the Department of Homeland Security requirements and standards for a permanent police station would need to be considered; however, the cost for completing that is not included in this estimate.

Estimated Total Cost of Project (\$) \$1,200,000.00

Funding Request Breakdown by Year (\$):	\$600,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$400,000.00	(FY 2025 ) Out Year 2
	\$100,000.00	(FY 2026 ) Out Year 3
	\$100,000.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) Out Year 6

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

**CIP  
FORM 2**

☐ Additional pages attached.

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

# CIP FORM 2

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

**Prepared By:** Deborah Lowe **Date this form prepared:** 10/19/2022

**Project Title:** Interior Expansion of Temporary Sheriff's Office Space

**Project Type:** Renovation

**Project Location:** 102 Industrial Blvd

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

**Project Need:** ☐ 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)

As the staff and workings of the Sheriff's office has evolved and grown since moving in to the Temporary Sheriff's Office in 2008 and the workload has increased, there is a need to make renovations to the Temporary Sheriff's Office building to accommodate these changes. Additional office space and more functional storage spaces are needed as well as a modern evidence room; supervisory offices; private employee meeting room; modernization of conference and training rooms; secure indoor vehicle evidentiary processing area; dedicated washbay, adding additional holding cells and criminal processing area are a few of the areas that need addressed. Some of this can be accomplished through expanding into the current garage area to reimagine its use and others will require the expansion of the building.

<b>Estimated Total Cost of Project (\$)</b>	\$200,000.00
<b>Funding Request Breakdown by Year (\$):</b>	\$50,000.00 (FY 2024 ) Current Request
	(FY 2025 ) All Other Sources
	\$150,000.00 (FY 2025 ) Out Year 2
	\$0.00 (FY 2026 ) Out Year 3
	\$0.00 (FY 2027 ) Out Year 4
	\$0.00 (FY 2028 ) Out Year 5
	\$0.00 (FY 2029 ) 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: 10/19/2022

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

OR provide Ranking Number if using Form 2A:

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

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

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

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

Estimated Total Cost of Project (\$) \$184,500.00

Funding Request Breakdown by Year (\$):	\$10,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$31,500.00	(FY 2025 ) Out Year 2
	\$31,500.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$50,000.00	(FY 2028 ) Out Year 5
	\$61,500.00	(FY 2029 ) Out Year 6

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

**CIP  
FORM 2**

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

☐ 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:** 10/19/2022

**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).

<b>Estimated Total Cost of Project (\$)</b>	\$6,000,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$500,000.00	<b>(FY 2024 ) Current Request</b>
		<b>(FY 2025 ) All Other Sources</b>
	\$1,500,000.00	<b>(FY 2025 ) Out Year 2</b>
	\$1,900,000.00	<b>(FY 2026 ) Out Year 3</b>
	\$2,000,000.00	<b>(FY 2027 ) Out Year 4</b>
	\$25,000.00	<b>(FY 2028 ) Out Year 5</b>
	\$0.00	<b>(FY 2029 ) Out Year 6</b>

### 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:** 10/19/2022

**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).

<b>Estimated Total Cost of Project (\$)</b>	\$6,000,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$500,000.00	<b>(FY 2024 ) Current Request</b>
		<b>(FY 2025 ) All Other Sources</b>
	\$1,500,000.00	<b>(FY 2025 ) Out Year 2</b>
	\$1,900,000.00	<b>(FY 2026 ) Out Year 3</b>
	\$2,000,000.00	<b>(FY 2027 ) Out Year 4</b>
	\$25,000.00	<b>(FY 2028 ) Out Year 5</b>
	\$0.00	<b>(FY 2029 ) Out Year 6</b>

### 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: 10/19/2022

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

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

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

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

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

*(if Yes - attach Form 2B).*

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

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

Estimated Total Cost of Project (\$) \$900,000.00

Funding Request Breakdown by Year (\$): \$150,000.00 (FY 2024 ) Current Request

(FY 2025 ) All Other Sources

\$150,000.00 (FY 2025 ) Out Year 2

\$150,000.00 (FY 2026 ) Out Year 3

\$150,000.00 (FY 2027 ) Out Year 4

\$150,000.00 (FY 2028 ) Out Year 5

\$150,000.00 (FY 2029 ) Out Year 6

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

☐ Additional pages attached.

## Divider 3

# CIP FORM 1

Jefferson County Government

## Agency/Department/Office Summary

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2024	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2	James Hite Park (Utilities)	1800000	0	0	0	100000	850000	850000	0	0
2	Maintenance Vehicle	90000	0	45000	0	45000	0	0	0	0
2	Sam Michael's Park (Amphitheatre-Phase 2)	1175000	0	250000	925000	0	0	0	0	0
2	Land Acquisition	2706000	0	300000	406000	2000000	0	0	0	0
2	Sam Michaels Park (Playground)	130000	0	65000	65000	0	0	0	0	0
2	Sam Michael's Park (Community Center Addition)	1500000	0	0	0	0	0	0	750000	750000
3	South Jefferson Park (Master Plan)	75000	0	75000	0	0	0	0	0	0
3	Sam Michael's Park (Splashpad)	230000	0	0	0	30000	0	200000	0	0
2	Moulton Park (Master Plan)	80000	0	40000	40000	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) Pri No	(2) PROJECT NAME DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC. SOURCE	(5) CURRENT REQUEST FY <b>2024</b>	(6) CURRENT ALLOC. OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Sam Michaels Park (Septic Upgrades)	750000	0	450000	300000	0	0	0	0	0
2	James Hite Park (Dog Park)	78000	0	0	0	0	0	78000	0	0
2	James Hite Park (Phase III Development)	800000	0	0	0	0	0	0	0	800000
3	2026 Parks Master Plan	100000	0	0	0	0	100000	0	0	0
2	Sam Michaels Park (Artificial Turf Field)	1000000	0	0	0	0	0	1000000	0	0
3	Sam Michaels Park (Amphitheater-Phase III)	2000000	0	0	0	0	0	0	2000000	0
3	Program Support Vehicle	40000	0	0	0	0	40000	0	0	0
2	James Hite Park (Tennis/Pickleball Courts)	300000	0	150000	150000	0	0	0	0	0

# CIP FORM 2

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

**Prepared By:** Jennifer Myers **Date this form prepared:** 11/15/2022

**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.

<b>Estimated Total Cost of Project (\$)</b>	\$1,800,000.00
<b>Funding Request Breakdown by Year (\$):</b>	
	\$0.00 (FY 2024 ) Current Request
	(FY 2025 ) All Other Sources
	\$100,000.00 (FY 2025 ) Out Year 2
	\$850,000.00 (FY 2026 ) Out Year 3
	\$850,000.00 (FY 2027 ) Out Year 4
	\$0.00 (FY 2028 ) Out Year 5
	\$0.00 (FY 2029 ) 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.

☐ 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:** 11/17/2022

**Project Title:** Department Vehicle (Maintenance)

**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 three maintenance vehicles to maintain 9 parks and over 400 acres that spread across Jefferson County. With the additional maintenance of Moulton Riverside Park, opening in 2023, JCPRC will hire additional seasonal maintenance staff and will need to purchase two additional trucks to transport staff, mowers and equipment to the park on a daily basis.

<b>Estimated Total Cost of Project (\$)</b>	\$90,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$45,000.00	<b>(FY 2024 ) Current Request</b>
		<b>(FY 2025 ) All Other Sources</b>
	\$45,000.00	<b>(FY 2025 ) Out Year 2</b>
	\$0.00	<b>(FY 2026 ) Out Year 3</b>
	\$0.00	<b>(FY 2027 ) Out Year 4</b>
	\$0.00	<b>(FY 2028 ) Out Year 5</b>
	\$0.00	<b>(FY 2029 ) Out Year 6</b>

**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: 11/17/2022

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

Project Type: Construction

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A:

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

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

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

(if Yes - attach Form 2B).

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

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

Amphitheaters can greatly vary in size and complexity. Depending on the size of the facility, use can range from facilitating a small gathering to serving as a venue for a major regional event. Studies performed to construct facilities in Sam Michaels Park illustrate the range of facilities that is possible. Cost aside, the size, location, and design can also dramatically impact the viability and utilization of a facility and therefore its sustainability. It appears that Jefferson County could support a large, more revenue intensive and revenue generating facility, which could serve both its resident population and compliment Jefferson County's larger tourism development goals. Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue though booking more performances and the sale of food, beer, and wine at some events.

Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

Estimated Total Cost of Project (\$) \$1,175,000.00

Funding Request Breakdown by Year (\$): \$250,000.00 (FY 2024) Current Request

(FY 2025) All Other Sources

\$0.00 (FY 2025) Out Year 2

\$0.00 (FY 2026) Out Year 3

\$0.00 (FY 2027) Out Year 4

\$0.00 (FY 2028) Out Year 5

\$0.00 (FY 2029) Out Year 6

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

# **CIP FORM 2**

Jefferson County Govenment

## **ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION**

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

☐ Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers

Date this form prepared: 11/17/2022

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 this category and into the master plan. Both properties would expand green space in Jefferson County by 277 acres. JCPRC anticipates closing on one of these properties in early 2023, with the help of a generous donation and grant funding of \$406,000 to ensure the sale. In addition, JCPRC is continuing to look to outside sources to fund the remaining property.

Estimated Total Cost of Project (\$) \$2,706,000.00

Funding Request Breakdown by Year (\$):	\$300,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$2,000,000.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) Out Year 6

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

# CIP FORM 2

Jefferson County Government

## ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

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

☐ Additional pages attached.

# CIP FORM 2

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

**Prepared By:** Jennifer Myers **Date this form prepared:** 11/17/2022

**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, between the Mason Pavilion and the amphitheater. 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. Additional funding sources through grants are pending for this project.

<b>Estimated Total Cost of Project (\$)</b>	\$130,000.00
<b>Funding Request Breakdown by Year (\$):</b>	\$65,000.00 (FY 2024 ) Current Request
	(FY 2025 ) All Other Sources
	\$0.00 (FY 2025 ) Out Year 2
	\$0.00 (FY 2026 ) Out Year 3
	\$0.00 (FY 2027 ) Out Year 4
	\$0.00 (FY 2028 ) Out Year 5
	\$0.00 (FY 2029 ) 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: 11/17/2022

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. JCPRC offers over 400 programs per year in addition to providing gym space for recreational and travel sport leagues as well as space for birthday parties, banquets, reunions, community events, etc. The recreation center at Sam Michaels Park needs be expanded to include another gym, a larger fitness center, restrooms, 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 (\$) \$1,500,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$750,000.00	(FY 2028 ) Out Year 5
	\$750,000.00	(FY 2029 ) 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: 11/17/2022

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 (\$)	\$75,000.00	
Funding Request Breakdown by Year (\$):	\$75,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) 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: 11/17/2022

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 2024, monies would be used to develop and concept and site plan to include design of a splashpad.

Estimated Total Cost of Project (\$) \$230,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$30,000.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$200,000.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) 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: 11/17/2022

Project Title: Moulton 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 plan for the park and its expansion. The plan will address and hope to alleviate current parking difficulties at Moulton Park as well as expand usage of the park to include walking trails, disc golf, nature playground, pavilions, and fishing access. A donation has been committed to help fund this project.

Estimated Total Cost of Project (\$) \$80,000.00

Funding Request Breakdown by Year (\$):	\$40,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) 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:** 11/17/2022

**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.

Additional funding, in the amount of \$300,000 has been approved through ARP funding provided to the Jefferson County Commission.

<b>Estimated Total Cost of Project (\$)</b>	\$750,000.00	
<b>Funding Request Breakdown by Year (\$):</b>	\$450,000.00	<b>(FY 2024 ) Current Request</b>
		<b>(FY 2025 ) All Other Sources</b>
	\$0.00	<b>(FY 2025 ) Out Year 2</b>
	\$0.00	<b>(FY 2026 ) Out Year 3</b>
	\$0.00	<b>(FY 2027 ) Out Year 4</b>
	\$0.00	<b>(FY 2028 ) Out Year 5</b>
	\$0.00	<b>(FY 2029 ) 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.

☐ 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: 11/17/2022

Project Title: James Hite Park (Dog Park)

Project Type: Construction

Project Location: James Hite Park

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

OR provide Ranking Number if using Form 2A:

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

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

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

(if Yes - attach Form 2B).

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

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

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

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

Estimated Total Cost of Project (\$) \$78,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$78,000.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) Out Year 6

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

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

# CIP FORM 2

Jefferson County Govenment  
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: 11/17/2022

Project Title: James Hite Park (Phase III)

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)

The project involves construction of the next Phase of James Hite Park. Currently, James Hite Park consists of athletic fields, pavilions, a playground and walking trail. The next phase would include development and construction of basketball courts, a small tot lot, additional parking, and a skate park.

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. This cost reflects starting the project, by constructing parking and access; not the overall phase.

Estimated Total Cost of Project (\$) \$800,000.00

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	<u>\$0.00</u>	(FY 2025 ) Out Year 2
	<u>\$0.00</u>	(FY 2026 ) Out Year 3
	<u>\$0.00</u>	(FY 2027 ) Out Year 4
	<u>\$0.00</u>	(FY 2028 ) Out Year 5
	<u>\$800,000.00</u>	(FY 2029 ) 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: 11/17/2022

Project Title: 2026 Parks 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)

Update the 2016 Parks Master Plan. With continued growth within Jefferson County, it is anticipated that there will be additional requests and needs for park users over the next ten years. Park master plans are used to build visibility and credibility for parks, and can help target projects and raise money. By the same token, they can call attention to park's needs and assets and help staff make decisions that affect the community.

Estimated Total Cost of Project (\$) \$100,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$100,000.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) 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: 11/17/2022

Project Title: Sam Michaels Park (Artificial Turf Field)

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)

An artificial turf field would allow Jefferson County to host tournaments for a variety of sports including soccer, baseball, lacrosse, football, and field hockey. Tournaments would attract families from outside Of Jefferson County who could potentially stay for the weekend and enjoy local sites, restaurants, and shopping. Soccer is one of the most popular sports in the eastern panhandle. In addition to high school and recreational soccer teams, there are two competitive leagues in Jefferson County, keeping hundreds of families and kids traveling outside of the state to play the league games each weekend. A similar situation has been at the forefront and is a concern for baseball leagues as well. Currently, there are no opportunities for lacrosse or field hockey, however, a turf field would help to alleviate that.

Estimated Total Cost of Project (\$) \$1,000,000.00

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$1,000,000.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) 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: 11/17/2022

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

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)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access. Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. These additions should help JCPRC further generate revenue through booking more performances and the sale of food, beer, and wine at some events. Phase III anticipates the addition of storage, offices, and a green room that will further enhance the AMP project and will allow larger scale artists to be booked into the space. Funding for this project will come from multiple sources, earmarks and grant applications are currently underway.

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

Funding Request Breakdown by Year (\$):	\$0.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$2,000,000.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) Out Year 6

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

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

☐ Additional pages attached.

# CIP FORM 2

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

Prepared By: Jennifer Myers Date this form prepared: 11/15/2022

Project Title: Program Support 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)

With the expansion of facilities and programs, JCPRC will need to purchase a vehicle that can be used to support recreational programming within the county to move supplies and people.

Estimated Total Cost of Project (\$) \$40,000.00

Funding Request Breakdown by Year (\$): \$0.00 (FY 2024 ) Current Request

(FY 2025 ) All Other Sources

\$0.00 (FY 2025 ) Out Year 2

\$40,000.00 (FY 2026 ) Out Year 3

\$0.00 (FY 2027 ) Out Year 4

\$0.00 (FY 2028 ) Out Year 5

\$0.00 (FY 2029 ) Out Year 6

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

The Jefferson County Parks & Recreation Commission estimated costs based on estimates of vehicle costs.

☐ 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: 11/17/2022

Project Title: James Hite Park (Pickleball)

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 tennis and pickleball courts to continue development of James Hite Park. Currently, there are limited tennis and pickleball courts in the county.

It is anticipated that multiple components of this improvement will involve partnership initiatives and grant funding. Department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding.

Estimated Total Cost of Project (\$) \$300,000.00

Funding Request Breakdown by Year (\$):	\$150,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$0.00	(FY 2025 ) Out Year 2
	\$0.00	(FY 2026 ) Out Year 3
	\$0.00	(FY 2027 ) Out Year 4
	\$0.00	(FY 2028 ) Out Year 5
	\$0.00	(FY 2029 ) Out Year 6

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

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

The project involves construction of tennis and pickleball courts to continue development of James Hite Park

☐ 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)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY <b>2024</b>	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	JCESA Mortgage	486000	0	81000	0	81000	81000	81000	81000	81000
1	County Ambulance Replacement Plan	2925000	0	650000	0	325000	650000	325000	650000	325000

# CIP FORM 2

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

Prepared By: Robert Burner Date this form prepared: 10/3/2022

Project Title: JCESA Mortgage

Project Type: Other

Project Location: JCESA

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

OR provide Ranking Number if using Form 2A:

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

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

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

(if Yes - attach Form 2B).

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

USDA Loan that must be paid monthly.

Estimated Total Cost of Project (\$) \$486,000.00

Funding Request Breakdown by Year (\$):	\$81,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$81,000.00	(FY 2025 ) Out Year 2
	\$81,000.00	(FY 2026 ) Out Year 3
	\$81,000.00	(FY 2027 ) Out Year 4
	\$81,000.00	(FY 2028 ) Out Year 5
	\$81,000.00	(FY 2029 ) 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: Bob Burner

Date this form prepared: 12/22/2022

Project Title: County Ambulance Replacement Plan

Project Type: Acquisition of Major Equipment

Project Location: JCESA

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)

Jefferson County acquired 9 used ambulances in FY2023. Ambulances have a limited service life and must be replaced to ensure dependability, safety, and to reduce the expense of maintenance and repairs as they age.

Estimated Total Cost of Project (\$) \$2,925,000.00

Funding Request Breakdown by Year (\$):	\$650,000.00	(FY 2024 ) Current Request
		(FY 2025 ) All Other Sources
	\$325,000.00	(FY 2025 ) Out Year 2
	\$650,000.00	(FY 2026 ) Out Year 3
	\$325,000.00	(FY 2027 ) Out Year 4
	\$650,000.00	(FY 2028 ) Out Year 5
	\$325,000.00	(FY 2029 ) Out Year 6

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

The current cost of an ambulance is approximately \$310,000. The recommended plan is to alternate replacing two ambulances starting with FY24, then one in FY25, and repeat 2 in a given year and 1 in the next year.

☐ Additional pages attached.